

# **THE LMES** *Parent Handbook*

**2011 ~ 2012**

**INFORMATION, GUIDELINES AND  
PROCEDURES FOR:**



**Christopher Moretti, Principal**

**September 2011**  
*(revised Summer 2011)*



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## I. INTRODUCTION

### From the Desk of Mr. Moretti

Dear Parents,

*The LMES Parent Handbook* is your handbook. It has been designed to not only provide you important information but to help answer most questions you may encounter about the guidelines, protocols and procedures here at Long Meadow Elementary School. I hope you find it informative and easy to use. **Although the entire handbook should be reviewed annually**, for your convenience, **all changes or updates are in red**. Our focus is on what is best for kids; academically, behaviorally, and socially, with a constant eye on safety.

**Although I understand that protocols do not always equal convenience; I am sure you agree that we must have procedures to operate a school safely. Your understanding, cooperation and role-modeling for the students is much appreciated. As always, we welcome your input and suggestions.**

This handbook is only one of many instruments that help form the communication partnership between school and home. For much more information about LMES, please visit our web site at [www.region15.org/lmes](http://www.region15.org/lmes), read our newsletter The “Spot” Light, attend conferences and open house, and please volunteer. A strong cooperative relationship between parents and educators is one of the best ways to ensure quality education and student success. Thank you for your continued interest and support in your child’s education.

Best regards,

*Christopher Moretti*

Christopher Moretti  
Principal

### A. MISSION STATEMENT

To prepare children for success in the 21<sup>st</sup> century, Long Meadow School is dedicated to the development of highly literate students. We believe students must be empowered to effectively communicate through the written and spoken word, through artistic means, and through technology. In addition student success requires strong problem solving and math skills. The Long Meadow community is dedicated to providing authentic and engaging instruction and experiences for all learners which are differentiated based upon student learning styles and abilities. Providing opportunities for students to become independent and reflective learners who assess their strengths and weaknesses and actively plan their educational goals is an integral part of our program. Children work in an environment which strongly encourages personal best in all endeavors.

As a professional learning community, the staff at Long Meadow School is dedicated to:

- Being active learners, always working to stay current in our field
- Providing instruction which is tailored to meet all the needs of each child and which challenges each child to achieve at high levels
- Using a variety of formative assessments to closely monitor and measure student growth
- Working collaboratively to ensure maximum growth for all students
- Ensuring a clearly defined and universally mastered guaranteed curriculum
- Providing a positive school environment for students, parents, and staff
- Working closely with parents to form an educational team focused upon student achievement

**B. MISSION STATEMENT: THROUGH THE EYES OF A STUDENT**

A five year old child enters Long Meadow Elementary School on his first day of Kindergarten. He is nervous but excited. Coming to school is a sign that he is growing and maturing. He's heard that school is a wondrous place filled with books, exploration, and play. He's always been curious to learn, just like most children his age. He loves to draw, to sing, to run. He wants to create. He wants to read and write and compute just like his older sister.

This child is lucky because he has entered a school where his uniqueness will be respected and honored, where staff believe that children are naturally inquisitive.

Long Meadow Elementary School is dedicated to the development of literacy. Children gain power and fulfillment from their ability to communicate. Literacy is learning to read, wanting to read, appreciating the written word, finding excitement in a good book. Literacy is crafting one's own words, speaking from the heart and mind, moving others to new levels of understanding. Literacy is understanding the meaning of a great artist, or musical, or choreographer, and communicating your own ideas and feeling through art, music, and dance.

Long Meadow Elementary School is dedicated to the development of authentic and engaging learning. Students become reflective learners who can assess their strengths and weaknesses. Children work in an environment which strongly encourages personal best in all tasks.

Long Meadow Elementary School is a community of learners. Students, teachers, and parents work as a team. Older students assist younger children, and the community regularly celebrates the many achievements of its members.

An eleven year old child enters Long Meadow Elementary School on her last day of fifth grade. Leaving the elementary school and moving to the middle school makes her a bit nervous but she knows it is a sign that she is growing and maturing. She thinks back on her six years at LMES and she smiles with the many wonderful memories. She remembers the supportive and creative teachers she encountered. She recalls the excitement she felt when her classroom chicks were hatched in grade one, when she saw her artwork in the art show in grade two, when her poem was presented to music and dance at a Town Meeting in grade three. She thought of the strong emotions she felt when she read about the life of a slave girl in grade four.

Long Meadow Elementary School was a home. She knew people here cared about her. She had awakened each day of the past six years eager to climb on a school bus which would take her to a place of challenge, creativity, and involvement. This would always be a place of fond memories.

**C. TELEPHONE DIRECTORY**

MAIN OFFICE	.....	(203)758-1144
ATTENDANCE	.....	(203)758-1932
FAX	.....	(203)758-1934
NURSE	.....	(203)758-1935
VOICE MAIL	.....	(203)758-1929
LUNCH PROGRAM	.....	(203)758-1931

**D. VOICE MAIL**

Long Meadow Elementary School has a voice mail system to make it easier for you to leave a message for a staff member. To access the voice mail system call (203)758-1929 and follow the directions.

Staff have been asked to check their voice messages each school day. (If you have an emergency or a concern that needs a timely response, please call the main office and speak to the school secretary.)

**Please note that voicemail may not be monitored when school is not in session.**

**E. E-MAIL**

All LMES staff have a Region 15 e-mail account. A searchable listing of all e-mail addresses may be found on our web page. The addresses are last name with first initial, followed by: @region15.org. Staff checks their e-mails daily and will respond to parent questions within 24 hours, as long as it is not a weekend, holiday or vacation.



E-mail is an efficient means for communication and is a wonderful tool for general information and quick answers. **Confidentiality is always a priority and therefore email may not always be the most appropriate method of communication for certain situations.** You may always call to speak with a Region 15 employee or they may choose to respond with a phone call.

Please be aware that employees may not always have immediate access to their e-mail and messages may be inadvertently blocked by our spam filter. If you do not hear back, please contact again.

**Please note that e-mail may not be monitored when school is not in session.**

**F. SCHOOL DAY SCHEDULE**

8:30 am	.....	Teachers Report
9:00 am	.....	Classes Begin
11:55 am	.....	Morning Kindergarten Ends
12:45 pm	.....	Afternoon Kindergarten Begins
3:40 pm	.....	Dismissal



**EARLY DISMISSAL SCHEDULE**

8:30 am	.....	Teachers Report
9:00 am	.....	Classes Begin
10:45 am	.....	Morning Kindergarten Ends
11:15 am	.....	Afternoon Kindergarten Begins
1:00 pm	.....	Dismissal

**ON EARLY DISMISSAL DAYS DUE TO INCLEMENT WEATHER:** Afternoon kindergarten and preschool are cancelled. **Full-day pre-school students remain beyond their a.m. session and are dismissed with the rest of the school.**

**ON LATE OPENINGS DUE TO INCLEMENT WEATHER:** Morning kindergarten and preschool begin at the **delayed opening time (10:30 am)** and dismiss at the usual time (11:55).

## **G. SCHOOL SECURITY**

To ensure the safety of our students and staff, security provisions are constantly reviewed and updated. Except at dismissal time, all visitors may only enter the school through the front door and must be buzzed into the building. All visitors must sign in at the office and receive a visitor's pass. Under no circumstances may a parent or visitor enter a classroom without the teacher's prior approval.

(Please see the description of the Board policy "Visits to School: Contacting of Teachers and Students in School" for related information.)

Parents picking up students from the cafetorium at dismissal time may enter the building directly from the cafetorium door, however, must remain in the cafetorium and may not enter the rest of the building.

LMES is equipped with security cameras inside and outside of the building.

## **II. THE LMES INSTRUCTIONAL PROGRAM**

### **A. ENGLISH- LANGUAGE ARTS (ELA)~ Reading and Writing**

Region 15 has developed a balanced and integrated K-5 Language Arts Curriculum, which is based upon research and aligned with CT State Standards. The delivery method of our ELA program is the Reading/Writing Workshop model. Reading and writing instruction is integrated and comprised of units of study. During extended literacy blocks, students will be engaged in teacher directed mini-lessons with mentor texts, independent reading, the application of learned concepts and key skills using leveled texts, small group comprehension instruction, individualized teacher-student conferences, word study instruction, and sharing of student work. Writing instruction and activities are closely aligned with the reading units of study. Direct instruction for spelling and grammar is embedded within the workshop model. Application of these skills is expected in daily student writing. Students work toward the development of their writing portfolios, containing various types of writing completed throughout the year and assessed through the Six Traits of excellent writing. Our ELA program emphasizes the social and collaborative nature of learning, and promises to keep students engaged in authentic and enjoyable reading and writing experiences every day. Our goal is for students to become avid readers and writers.

### **B. MATH**

Region 15 uses the Trailblazer's Math Program as the basis for math instruction for all elementary students. This program meets new State Standards and is consistent with the recommendations of the National Council of Teachers of Math. Students learn concepts and skills with the use of many manipulatives and real life problems. Children are taught to "think mathematically" as they encounter new material and to look for multiple ways of solving math questions. This spiraling program introduces and teaches concepts and skills in several grade levels, each time at a more complex level.

Region 15 has developed a detailed math assessment program which closely matches the math strands of the State of Connecticut program as measured on the Connecticut Mastery Tests. Data is inputted into a database and student progress is carefully monitored from assessment to assessment.

### C. SCIENCE



The Region 15 science program is designed to actively engage students in scientific inquiry. At each grade students do a biological science unit, a physical science unit, and an earth science unit. Each unit is designed to engage students in thought provoking experiments and activities. The curriculum is consistent with State science standards.

### D. SOCIAL STUDIES

The Region 15 social studies curriculum is aligned with both state and national standards. It balances and spirals the learning of concepts, skills, and developmentally appropriate content. Instruction includes thought provoking activities, hands-on experiences, and performance based assessments using a variety of resources. Topics include Celebrations, Cultures, Neighborhood, Government, and History.

### E. LIBRARY

Students meet in weekly classes with the media specialist to explore the world of ideas through literature and media. The media specialist and classroom teacher work closely in teaching children to locate, analyze, and synthesize information. By grade 5, students are able to develop original research reports.

The Library/Media Center is open to every child in the school. Students may visit the library any time the classroom teacher gives permission.

### F. COMPUTERS/TECHNOLOGY

Each classroom at LMES has a SMARTBoard. This interactive technology improves student engagement and is a wonderful educational tool.



LMES is also a “wireless environment”. Laptop computers give us the capability of turning any classroom into an instant computer lab. This is in addition to the desk top computers already in each classroom. All computers connect to the Internet and can search our computerized library collection.

Through the use of software and staff supervision, student use of the Internet is monitored; however there is no software or supervision that can be 100% effective. It is, therefore, the responsibility of students to not attempt to access inappropriate sites or chat rooms and it is the responsibility of every child to let staff know if they inadvertently access an inappropriate site. **If a student enters inappropriate words, their computer may get a Red Screen Notification, shut down and lock them out.** Students who do not adhere to regulations may have computer privileges revoked.

*(The full Board policy, Acceptable Student Use of Technology Resources, may be read by clicking on “Board Policies” on the school web site.)*

### G. MUSIC

Students all receive one music class per week. Children explore the elements of music by developing various musical skills. These skills include singing, rhythmic competency, playing instruments, listening, creating, moving, and note reading. The Orff approach to teaching music is utilized which encourages the student to actively participate in the making of music. Through positive, enjoyable experiences in music, the child will develop a deeper understanding of music's expressive qualities.

Fourth and fifth graders also participate in chorus. Each chorus meets during the school day and presents one concert annually. Fifth graders also have the opportunity to take part in orchestra or band.



## H. ART EDUCATION

All students receive one formal art class per week. Children learn to express themselves through a variety of 2D and 3D techniques and materials. Creative processes and the development of decision-making skills are always stressed over the art product. Emphasis is also placed on developing understandings of different peoples through experiences with cultural arts.

A limited Enrichment Art Program is offered outside of the school day for those children in the upper grades who demonstrate an exceptional talent for and dedication to the fine arts.

## I. PHYSICAL EDUCATION PROGRAM

Through PE, we teach students how to develop lifelong exercise habits and knowledge about proper nutrition. The Region 15 physical education program aims to educate students to be healthy and active throughout their lives. We recognize that regular physical activity is imperative to the well-being of all people. We know that good health habits begin in childhood. Our focus is to motivate children toward a physically active lifestyle by helping them to understand the physiological benefits of exercise, perform a variety of movements, and appreciate the joy of activity.



Kindergarten students receive one formal P.E. class each week while students in grades 1-5 receive two.

## J. DEVELOPMENTAL GUIDANCE PROGRAM



The counseling program is designed to provide guidance to all students. The school counselor meets regularly with all students as part of an educational program to teach students to work together, to handle peer pressure, to solve problems, and to know the dangers of alcohol and drugs.

The school counselor also organizes the “Long Meadow Leaders,” a select group of fifth graders that work together providing a number of community services throughout the year.

## K. FIELD TRIPS

Throughout the year students at each grade level attend various field trips to supplement our educational program. These trips are usually closely aligned with units of study. The trips provide an experience that is impossible to duplicate in school. Guidelines for these trips have been established and will be shared before each trip. General guidelines are:



- A limited number of chaperones are needed for each trip. It is the responsibility of the classroom teacher to choose those staff or parents who will attend the trip.
- No parents should attend the trip unless they are designated as a chaperone. These trips are integral to our educational program and must remain under the control of the teacher at all times.
- If your child is going to need medication during the field trip, YOU must contact the school nurse one week in advance of the trip to make arrangements.
- **As per District policy, no food can be purchased on a field trip and food brought from home may not contain nut products (or other possible banned foods).**
- Please make sure that your child does not bring anything of value on a field trip such as electronic devices and only a reasonable amount of spending money. The school and district is relieved of any responsibility for damage or loss to the student’s personal property.
- Financial support is available. Parents requesting funds should contact Mr. Moretti, the classroom teacher, or the school counselor.
- All school rules are enforced during a field trip

### III. SUPPORT SERVICES

A number of support services are available for students who have special needs. If you need more information on any of these programs please call the school office and we will direct you to the staff member(s) who may be of most help to you.

#### A. REMEDIAL READING/MATH

Remedial reading, writing, and math programs are offered to those children working substantially below grade level. Students must meet certain test criteria to be eligible for support from this program. Students meet regularly with one of our remedial staff in small group instructional settings. The programs are closely coordinated with the classroom program.

#### B. SRBI (Scientific Research Based Interventions) & SIT (Student Intervention Team)

SRBI is the process in which LMES provides assistance to students not meeting benchmarks. Interventions are implemented and monitored by a team (SIT). SIT is an in-depth child study team that meets on a regularly scheduled basis. Members of the team are the classroom teacher, principal, psychologist, reading consultant, school nurse, guidance counselor and special education teacher.

When a child is experiencing academic or behavioral difficulties the team will develop a plan to gather additional information, provide recommendations to the classroom teacher and suggest suitable accommodations to the curriculum, if needed. The classroom teacher will maintain communication with the parents regarding the difficulties the child is experiencing and the recommendations of the SIT team. The child's progress is closely monitored and if expected progress is not made, then a referral for special education testing may be initiated. With the parent's input and permission, students are evaluated, based on the specific concerns, to determine if additional support is required. If the student qualifies, an individualized program is developed to meet the student's academic needs.

#### C. SPEECH, LANGUAGE AND HEARING

The Speech, Language and Hearing program is designed to help preschool through fifth grade children with severe language disorders that are the basis for academic learning difficulties, severe articulation errors, hearing impairments, chronic voice disorders, and fluency disorders.



#### D. HOMEBOUND INSTRUCTION

Homebound instruction is given at home or in the hospital for youngsters who are too ill physically or emotionally to attend school.

Arrangements are made for students who will be out of school for a minimum of three weeks. A doctor's note is required indicating the length of illness.

#### E. SPECIAL EDUCATION RESOURCE PROGRAM

The Special Education Resource Program begins in kindergarten and is designed to meet the needs of students who require special education services in the regular education setting. The resource teachers work closely with the classroom teachers and other specialists to develop and implement a curriculum that ensures success for all children in the classroom setting.

## **F. ECSC & PPLC**

The Early Childhood Special Class (ECSC) and Pre-Primary Learning Center (PPLC) programs are designed to meet the needs of preschool age students who exhibit developmental delays (intellectual, physical, social, emotional, or language) serious enough to significantly impair their progress and adjustment in school when they enter regular classes. Children are placed in this program after a formal referral procedure that includes educational evaluations, and a PPT (Planning and Placement Team) meeting. The classes also include a number of “typical peers” in a program entitled Friends Together. These children are selected to provide positive role models.

## **G. COUNSELING PROGRAM**

The guidance counselor and school psychologist counsel students in individual or small groups. A newcomers group meets to help new students adjust to the school. Other groups are also run such as one for children encountering changes within their families. The school counselor and the school psychologist also work together with teachers and other specialists as a team in developing programs for students who are exhibiting problems that may interfere with their academic progress.



# **IV. STUDENT EXPECTATIONS**

## **A. STUDENT RULES AND EXPECTATIONS**



Long Meadow Elementary School is a community containing over 600 students and over 100 adults working together every day. We can only be effective if every member of that community treats everyone else with respect. Students are expected to be honest and polite at all times, to handle problems in a mature fashion without resorting to violence, to behave in a manner which will not disrupt the educational process for themselves or others, and to help keep the school neat and safe.

At the beginning of each year, the LMES behavior handbook "A Positive Connection" is reviewed with students and sent home to be read by parents and students. This handbook delineates our expectations.

*(The full Board policy, Discipline and Punishment, may be read by clicking on “Board Policies” on the school web site.)*

## **B. BULLYING**

Bullying behavior by any student in the Region 15 schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. ‘Bullying’ means *any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school sponsored activity, which acts are committed more than once against any student during the school year.* Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

*(The full Board policy 5131.2, Bullying Behavior in Schools, may be read by clicking on “Board Policies” on the school web site.)*

## C. HOMEWORK

Homework is an important part of the instructional program. Although the classroom remains as the primary instructional center of our schools, homework assignments that are carefully planned, completed and corrected can have significant positive effects on learning.

Homework assignments are designed to reinforce skills and concepts that have been taught in the classroom. No instruction should be necessary from parents. However, parents can support homework in the following ways:

- Provide a quiet area, free of distractions
- Insist homework be done early, before your child becomes tired
- Check homework daily to ensure it is complete and well done and offer assistance as needed
- Let the teacher know of any special problems your child encountered

Each grade level assigns an average amount of homework each day equal to the following:

- Grade K-1: No specific amount is specified at this level
- Grade 2-3: 15-30 min.
- Grade 4-5: 30-45 min.
- In addition to this formal homework time, all students should spend 15 to 30 minutes daily reading for recreation

**If you find that your child is consistently spending much more time than the recommended number of minutes, please bring this to the teacher's attention.**

*(The full Board policy, Homework, may be read by clicking "Board Policies" on the school web site.)*

## D. REPORT CARDS

### GRADES

Formal Progress Reports are sent out to children in grades 1-5 in December, March, and June. Kindergarten Progress Reports are sent out in February and June.

Subjects and skills are assessed as:

- CA - Commendable Achievement
- P – Progressing
- N - Needs Improvement

Letter grades are given to students beginning in fourth grade. These are defined as:

- A - excellent
- B - above average
- C - average
- D - below average

There are 3 major components to each letter grade.

- The progress the child has made during the marking term
- The effort the child has displayed during the marking term, including class participation
- The level the child is at in reading and math

Reading - In addition to excellent work in the formal reading program, high quality recreational reading (particularly those books and projects tied to the literature program) are necessary to receive an A. Level of participation, completion of work, and amount of recreational reading are part of the reading grade.

Language Arts - The major component of the L.A. grade is written and oral communication. Other L.A. work such as daily spelling, grammar work and handwriting also determine the grade.

Math - Test scores, completion of assignments, regular participation in class, and teacher evaluation form the basis of the math grade.

Science/Social Studies - Grades are computed in these areas based upon completion of regular assignments, regular participation in discussions and experiments, and scores earned on assessments. Performance assessment tasks are completed for each unit of study in both science and social studies.

### CONFERENCES

Formal conferences are held with all parents in November to review student progress. These conferences are an important part of the reporting system. In May, a set of special student-led conferences is held entitled "Celebration of Learning". Children prepare an agenda and share their portfolios and other work from the year.

### E. DRESS CODE GUIDELINES

A student's appearance has a direct impact on an individual's pride and consequently, on academic behavior. Poor hygiene can be a health hazard to the individual and the rest of the class. Therefore, we encourage parents to play a strong role in deciding how their children dress and in ensuring that they are neat and clean whenever they come to school. Children may not wear any clothing that may be disruptive to the educational process.



The following are examples of attire that may not be worn in the school during the academic school day or at school activities:

1. Attire or accessories that send out disruptive, obscene writing, or pictures
2. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
3. Clothing that is overly revealing, considering the age and gender of the student
4. Other attire or accessories that depict vulgar, illegal, racial, sexist, or other discriminatory viewpoints that could contribute to a hostile learning environment for students
5. All head coverings that prevent the easy identification of students and those types specified in the school handbooks. (Headwear for bona fide religious reasons may be worn.)
6. Footwear, including black-soled shoes, that damages floors or is a safety hazard
7. Sunglasses (unless required by a doctor's order)

### Elementary school additional guidelines:

1. Heavy jackets, coats, and hats are outdoor items and are not to be worn in the building
2. No painted tattoos

(The full Board policy, *Student Dress and Grooming*, may be read by clicking on "Board Policies" on the school web site.)



## F. CELL PHONES

Students are not allowed to have cell phones while in school. If it is imperative for a child in an upper grade to have a cell phone for after school purposes, Mr. Moretti must be notified and it must remain in the child's backpack/locker. It is the responsibility of the parent to explain this to the child. If the cell phone is taken out of the locker then it will be confiscated by staff and a parent will have to come to school to get it back.

**LMES is not responsible for lost or damaged cell phones.**

## G. TOYS

In general, toys should not be brought to school since they are often disruptive to the classroom and the school board cannot be responsible if toys are broken or lost.

- Trading cards are not allowed
- Dangerous toys such as skateboards, silly bands, kites, hard Frisbees, hardballs (baseballs and footballs), and bats are not allowed in school under any circumstances
- Only soft, nerf-type sports equipment is allowed
- Electronic toys and other devices are not allowed in school. This includes such items as I-Pods

**LMES is not be responsible for lost or broken toys/electronics.**

## H. FOOD IN CLASSROOMS

Over the past several years schools around the country have focused upon two interrelated needs of children.

1. An increasing number of children are coming to school with food allergies. These allergies have increased in their severity and in the number of foods that affect students. Policies have evolved to protect these students, both in and outside of the classroom. These policies included the banning of certain food items in particular classrooms and the creation of an allergy "free" table at lunchtime.
2. An increasing number of children in the nation and the school are identified as obese or overweight. This weight issue is caused by a sedentary life style and the eating of too many high calorie foods.

***Therefore Region 15's practice is, "In order to maintain a safe and healthy environment for all students, we expect that only non-food items be used for incentives, rewards, and celebrations."***

With these food issues in mind the staff at Long Meadow Elementary School observes the following procedures:

1. There will be no use of food in the classroom as part of instructional activities or class-sponsored celebrations. (Example: candy or other food treats for Halloween).
2. There will be creative and thought provoking activities as part of instructional lessons or class sponsored celebrations. (Example: weighing, measuring, art activities for a Halloween celebration)
3. ***Each grade-level has established their own way of celebrating and making students feel special and this will be shared at Open House.***
4. We strongly encourage students to bring healthy snacks to school.
5. Celebratory food items such as cupcakes, brownies, and cookies are **not** to be brought to school.

## I. BIRTHDAYS AND OTHER PARTIES

As noted above, we “celebrate” each child’s birthday; we do not use food treats for this purpose. In addition:

- School is not the place for birthday parties
- We should all remain sensitive to the fact that if invitations are passed out in school, being left out easily hurts children. Therefore, **we will only pass out birthday cards if they are going to the entire class or to all of one gender.** It is also Board of Education policy that we cannot provide addresses and/or phone numbers of students.
- **To be sensitive to the economic situation of families, honoring dietary restrictions and respecting family beliefs, we will no longer be giving students any Goody Bags prepared at home. Individual grade-levels or teachers may choose to provide Goody Bags that are tied to classroom incentives or curricular celebrations. We thank you for your support.**
- Students or parents occasionally wish to have a party for a staff member who is getting married, having a baby, etc. The principal must approve these parties ahead of time.



## J. LOCKERS



Each student in grades 1 through 5 is assigned a locker for storage of coats, boots, and backpacks. These lockers are the property of Long Meadow Elementary School and are for appropriate schools items only. The school reserves the right to open and inspect a locker at any time. No lockers at LMES may be locked.

NOTE: All student backpacks must be stored in the student lockers. Therefore, backpacks with wheels and oversized backpacks are not allowed.

*(The full Board policy, Locker Use and Inspection, may be read by clicking on “Board Policies” on the school web site.)*

## K. FIRE DRILLS

In compliance with State law, fire drills and other emergency drills are conducted on a regular schedule. Students are expected to follow all directions during these exercises and, when appropriate, to exit the building in a quiet and orderly fashion.

*(The full Board policy, Fire Drills, may be read by clicking on “Board Policies” on the school web site.)*

## V. TRANSPORTATION

### A. DROP OFF AND PICK UP PROCEDURES

**Morning Drop Off- (LOCATION: the loop in front of the cafeteria)**

**Please follow the below procedures to make morning drop off quick, efficient and most importantly, safe:**

- All cars **MUST** remain in the left lane, close to curb (NOT the bus lane)
- Pull up to the crosswalk to allow for more cars and do not simply stop in front of the door
- Students should exit from the right/passenger side of the vehicle
- **NO** K-5 parents should be getting out of the car while **IN** the drop off line
- If you feel the need to get out of the car to assist your child/children, we ask that you then park in a parking space and walk your child/children to the sidewalk

- Only BAS students should be dropped off before 8:40 as they are properly supervised
- PreK parents should pull all the way to the front of the line and park off to the right
- PreK paraprofessionals will walk to the car to assist students
- Do NOT pass cars as you never know when a door might open and a child might exit a vehicle
- Parents that are not exiting a vehicle should drop students off at the cafetorium and NOT in the staff parking lot
- NO students are to be dropped off in the staff parking lot to cross the bus loop unaccompanied by an adult; parents may park in a visitor parking space and walk students into the building
- Do NOT park in handicapped spaces with out the proper markings on your vehicle
- NO driver should be driving while using a hand-held cell phone

With patience, courtesy and by following the procedures, ALL students can be dropped off safely and parents can move efficiently through the line. Allow yourself time so as not to have to rush; your patience and cooperation are greatly appreciated.

Students should NOT arrive at school before **8:40 a.m.** Classes begin promptly at 9:00 and it is essential that all students be on time every day.

### **Afternoon Pick-up**



If your child is being picked up at the end of the day, these procedures must be followed:

- It is essential that you **send a note to the school** if you are going to pick-up your child, if your child is going home with someone other than a parent, or if your child is going to a special activity such as Brownies or CCD classes. The note should be addressed to the teacher and should be dated and include the child's first and last name.
- LMES is a large school and the office is often very busy. Last-minute calls at the end of the day have caused confusion and miscommunication, resulting in a child or parent being upset, and we do not want that to happen. It is essential that parents **send a note in with your child in the morning** whenever he or she is to be picked up.
- Students being picked up at dismissal time will report directly to the cafetorium at **3:40 pm** and will meet parents there. The person on duty will release your child to you.
- The period from 3:20 pm until the end of the school day is probably the busiest time of day both in the classroom and in the office. Therefore, any **unscheduled pickups, without a prior note, that occur at/after 3:30 pm** will follow regular pick procedures and students will be dismissed from the cafetorium.
- Parents picking up children early must go to the office before 3:30 pm to sign their child out.
- All parents who are picking up a child prior to 3:30 must come to the office first. Under no circumstances should you walk directly to the classroom to get your child. Teachers have been instructed not to dismiss students from the classroom. The office will call for your child.

Please do not wait outside the school for your child at dismissal time. The aides and teachers have been instructed not to release a child to any adult who may be waiting at the buses.



### **B. PARKING AREAS AND RESTRICTIONS**

- All of our parents, volunteers, and visitors should use the parking area adjacent to the cafetorium when coming to the school or picking up students at the end of the day. This area is on the far right of the school.

- Students being driven to school by parents are to be dropped off in front of the cafetorium following Morning Drop-off Procedures.
- PLEASE DO NOT PARK IN THE LOT ACROSS FROM THE MAIN ENTRANCE. It is reserved for Long Meadow Elementary School employees and handicapped drivers.
- Please DO NOT drive your car into the bus circle in the front of the building at any time.
- During performances at the school, there is often a shortage of parking spaces. Please do not block bus lanes, park in staff or bus company spaces, or block fire lanes.

### C. PROPER AND SAFE BUS BEHAVIOR

Students' behavior while waiting for the school buses and riding on them is of continual concern because of the potential for injury caused by inappropriate behavior. The procedures that follow have been developed in the interest of the safety of all pupils.

#### Waiting for School Buses and Boarding:



- Children should be at the bus stop on time and early enough so that running to catch the bus is unnecessary. If the child has to walk to a bus stop where there are no sidewalks, he should walk facing the cars.
- While at the bus stop, children should stand and wait in safe areas, not running into, or playing in the streets. They should not push, shove, fight or engage in other disorderly behavior. Private property at the bus stop should be respected.
- As a bus approaches, children should form a line and wait until the bus comes to a stop before boarding. Unless special seats are assigned by the driver or principal, students should sit in the nearest seat available and move toward the window to allow others to sit in the seat.

#### Riding the Bus:

The bus driver is fully occupied driving the bus and alert to traffic, pedestrians, and other hazards. Therefore, it is particularly important that children abide by the following rules of safety and courtesy:

- Students must remain seated while the bus is in motion. While the bus is at rest, pupils may change seats only with the permission of the driver.
- Students do not decide where other students can or cannot sit
- Conduct on the bus should be substantially the same as classroom conduct
- No indecent/profane language shall be permitted on the bus nor rowdy behavior or loud talking
- Food shall not be eaten on the bus
- Pets will not be permitted on the bus
- Unnecessary talking with the driver is prohibited
- Smoking and the throwing of any object on the bus are specifically prohibited
- Students must not at any time extend their arms or heads out of the bus window
- Bus windows shall not be opened without the consent of the driver
- Students shall assist in keeping the bus clean, sanitary and orderly and shall refrain from abusing the bus, its cushions or other equipment
- Upon entering or leaving the bus, students shall avoid crowding or in any way disturbing others
- No student shall leave the bus without permission from proper school authorities, except at his or her designated stop
- Students shall enter and leave the bus only by the front door except in case of emergency
- When seated, students must at all times keep their feet out of the aisles of the bus

## Sanctions

- The bus driver will immediately report any student who violates any of the regulations to the principal
- The principal may assign a seat or prohibit students who commit violations, either temporarily or permanently, from riding the bus to and from school. Parents will then have the full responsibility for student transportation to and from school.

## Leaving the Bus and Going Home

Crossing the road is the most dangerous time. Traffic should stop but.... DON'T depend on it.

Students should get off promptly as soon as the bus comes to a full stop. They should cross in FRONT of the bus away from the bumper so that the driver can see them. The children should stop and wait until the driver gives the signal to cross, then DOUBLE CHECK both ways themselves, to make sure. They should walk across quickly and not stop, run or turn back. If something is dropped, they should leave it until they get someone to help pick it up. If students have to walk beside the bus after getting off, they should keep well away from it. If they can touch the side of the bus, they are TOO CLOSE.

## **D. ALTERNATIVE TRANSPORTATION REQUEST**



Under normal circumstances, Region #15 arranges to have your child picked up and dropped off at a location near his or her house. In some instances, however, we recognize that parents may desire to have a child picked up and dropped off at a babysitter or a day care facility.

**It is not the responsibility of Region #15 to provide this transportation.** However, when the babysitter or day care facility is within the attendance area of the elementary school, and when transportation can be arranged at no additional cost to the Region, we will attempt to provide this transportation. If you wish to have your child picked up or dropped off somewhere other than your own house, or if your child will be attending the Before and After School Program (BAS) at LMES, you must complete and submit an appropriate form available from the office at least 5 days before the changes takes place. A copy of the form is attached to this handbook, is available in the office, or may be downloaded from our website.

- All requests must be for five days per week
- A student may not change buses to go home with a friend
- With parent permission, a student is allowed to go home on his or her regular bus but get off at a friend's stop

## **VI. HEALTH SERVICES**

The health program at Long Meadow Elementary School is planned to provide care for emergency injuries and sickness, to educate the students in the field of good health habits, to prevent and control communicable diseases, to provide general health examinations and services, and to work with parents and teachers to provide a healthful physical and emotional environment for all students.



The Health Office is supervised by two registered nurses and equipped to provide emergency care for injuries and sickness that occur at school. If further care or treatment is required the parent is called and the child is sent home or to a doctor. Injuries incurred at home should be seen by a physician.

Physical examinations are required for new entrants into preschool, kindergarten and all other students new to the Region from out of State or country or a student from a private school. Pre-school students need an annual physical to comply with certification requirements.

Connecticut has specified certain immunizations and screenings that must be complete in order to attend school. These items are noted with an asterisk on the physical form available on our website.

*(The full Board policies, Physical Assessments and Students Immunizations, may be read by clicking on "Board Policies" on the school web site.)*

#### **A. ILLNESS**



Children who are ill or show signs of becoming ill should not be sent to school. Your child cannot perform his or her best when your child is ill and we do not want to spread those germs to others. If a child becomes ill at school, parents will be notified and should provide immediate transportation. Parents should ensure that the nurse's office has current emergency data for accident or illness in case there is no one at home.

Emergency data forms will be sent home every year for updating. Please notify the nurse of subsequent changes.

When your child will miss school due to illness, call the attendance line at 758-1932 by 9:00 am.

#### **B. MEDICATIONS AT SCHOOL**

*(The full Board policy, Administration of Medications by School Personnel, may be read by clicking on "Board Policies" on the LMES website.)*

Parents must make arrangements with the nurse if it is necessary for a child to have medication during school hours. All medications must be brought to school by the parent or other responsible adult and they must be in the original prescription container. A special form that requires a parental signature and physician's orders and signature, must be completed and filed in the Health Office before any medication can be administered to the student. This includes non-prescription medications such as cough medication. No more than a 45 school day supply of medication for a student shall be stored in school.



If your child is on medication during the school day and is going to need medication during a field trip you must contact the school nurse one week in advance of the trip to make arrangements.

Students may only carry their own medications when their doctor's order is written that they may do so. New medication orders must be written for each school year.

#### **C. ALLERGIES**

The school must ensure the safety of all its students. At times, we must ask for parent and student cooperation to make sure potentially life threatening items are not brought into school. For this reason, as noted earlier in the section entitled "Food in Classrooms" we have limited the food items which are found in classrooms.

Due to an increase in the number and severity of allergies in the school, parents may receive a letter at the beginning of the year informing them of food items which cannot be sent into the room for snacks. For instance, an increasing number of students have severe allergies to nut products. We therefore discourage the use of nuts in schools and will make parents aware of those classrooms where nut products are not allowed. However, any and all food can be sent in with a student for lunch. Your cooperation for the safety of the children is appreciated.

#### **D. MEDICAL APPOINTMENTS**

Student medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school.

#### **E. RECESS AND PHYSICAL EDUCATION**

Children are expected to come to school properly clothed for weather conditions. Whenever possible, students will go outdoors for recess each day.



For an excused absence from physical education for more than two consecutive periods during the school year, a doctor's excuse, in writing, is necessary. If the doctor's written excuse states "until further notice" a second written note from the doctor is required for re-entry to physical education classes. If a student is excused from PE, they also are limited to quiet activity at recess.

#### **F. INSURANCE**

The convenience of purchasing group school accident insurance is available. During September, application forms are distributed to students for parent consideration. Applications may also be obtained at any other time upon request.

#### **G. TUBERCULOSIS**

New State of Connecticut regulations state that a student may be required to have a TB test under the following circumstances:

- A student has traveled to a high-risk country, stayed for at least a week with a substantial contact with a high-risk population
- A student has had substantial contact with someone from a high risk country
- A student has had contact with someone suspected of having TB
- A student had contact with anyone who has been in a homeless shelter, jail, prison, uses illegal drugs, or has an HIV infection



Before you travel to a country which may present a high risk of TB, you may wish to contact our school nurse to determine if your child will need to have a TB test before being able to resume their program here at Long Meadow.

### **VII. PARENT INFORMATION**

#### **A. STUDENT RECORDS (Notification of Rights Under FERPA)**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.



Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents 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 parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record they believe is inaccurate, misleading, or violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

#### **B. LEGAL CUSTODY**

If you are divorced and have legal custody of your child, please send us a copy of the legal decree. This way we can ensure that your child is only released to his legal guardian. Without such a decree in our files, we must legally release a child to either parent.

#### **C. SNACKS**



Every class has a snack period during the day at the teacher's discretion. Nutritious snacks such as the following are encouraged: fruits, vegetables, cheese, and crackers.

Increasing numbers of children have allergies to peanut butter or other nut products. In some classes with identified allergic students a letter will be sent home which "bans" the use of certain foods in these classes. This action may appear drastic, but it has become necessary for the protection of our students. However, children may bring "banned" items to have in the cafeterium during lunchtime.

#### **D. VISITS TO THE SCHOOL: CONTACTING OF TEACHERS AND STUDENTS IN SCHOOL**

To ensure a safe and orderly environment in our schools, the Region 15 Board of Education has established a policy on school visitations, contacting of teachers and contacting of students in the school.

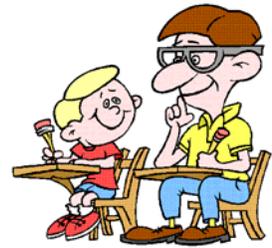
##### **School Visitors:**

In order to promote a safe and productive educational environment for all students and staff:

The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors must report directly to and sign in and out at the visitor's reception area of the school office.

## Observing Students and Programs:

The Board of Education requires that any person wishing to observe any student and/or program must obtain, at least three school days prior to the requested observation, approval from the Principal or his/her designee of the respective school.



## Contacting Teachers and Students in School:

The Board of Education, through the administration, reserves the right to limit teacher and/or student contact during school hours in accordance with administrative regulations:

1. Any individual desiring to contact teachers or students in person or by telephone during the school day must do so through the Principal's office.
2. Only in cases of emergencies, and with the permission of the Principal or his or her designee, shall a teacher or student receive phone calls during class or be called from class to answer the telephone. Other necessary calls will be taken by school personnel and passed on to the teacher or student.
3. No teacher or student shall be contacted by a party from outside the school system during school hours unless:
  - a. Such contact is clearly part of the school program and is authorized by the Principal, and
  - b. Such contact is requested in writing by parents and authorized by the Principal, or
  - c. The individual(s) requesting contact with teachers or students has/have legitimate legal right to do so during school hours.
  - d. Contact conducted by such a person or persons must be authorized by the Principal.
4. Private legal or business matters about which a teacher or student may be concerned should be taken up after school hours by the teacher or student or at home under the supervision of the parents.

*(The Board policy, Visits to School: Contacting of Teachers and Students in School, may be read by clicking on "Board Policies" on the school website. Additional administrative regulations are available from the principal.)*

## E. SCHOOL CANCELLATIONS/DELAYS

Regional School District #15 (Middlebury/Southbury) occasionally must cancel school, start late or call an early dismissal due to inclement weather or due to an emergency. Announcements will be made on the following radio, television, and Internet sites:

WTIC 1080 AM Hartford  
WPLR 99.1 FM Hamden  
WDRC 103 FM Hartford  
WTNH Channel 8  
[www.region15.org](http://www.region15.org)

WATR 1320 AM Waterbury  
WEZN 99.9 FM Bridgeport  
WFSB Channel 3  
WVIT Channel 30  
[www.region15.org/lmes](http://www.region15.org/lmes)

Parents may also wish to sign up for a free service offered by the Connecticut Weather Service. Once you sign up by registering at [www.ctweather.com](http://www.ctweather.com) an e-mail is sent to you whenever there is a school cancellation.

## **F. DELAYED OPENINGS**

If inclement weather causes a delayed opening, school will generally open 90 minutes late. In these cases, school would begin at 10:30.

Morning kindergarten classes also begin at 10:30 and dismiss at the regular time, unless otherwise specified.



## **G. EARLY DISMISSAL DUE TO INCLEMENT WEATHER**

If school must be dismissed early due to inclement weather, kindergarten morning students are dismissed at 10:45 and the rest of the school is dismissed at 1:00. Afternoon kindergarten classes are cancelled.

You should monitor the TV or radio stations above or check our web site, [www.region15.org](http://www.region15.org). Please don't call the school to ask if school is cancelled since we have tremendous telephone volume on these days. The PTO has discontinued its calling service on these days so it is your responsibility to monitor the television, radio, or web sites and be aware if school is dismissed early.

Unless you notify us that you are coming to pick up your child before the dismissal at 1:00, we will put all children on the buses. This includes students who normally are being picked up at 3:40 and also the BAS students.

It is important for you to review emergency procedures with your child. Older students may be given a key so they can gain access to the house if you're not home when they arrive. Younger children should have a neighbor who will expect them if you're not home.

For parents who have made special provisions for emergency early dismissal days a form entitled "Emergency Early Dismissal Form" must be completed and sent to the principal. The form is attached to this handbook, is available from the office and is located on the LMES website.

## **H. EARLY DISMISSAL DUE TO HEAT**



If the Region encounters a heat wave resulting in the emergency early dismissal of school, kindergarten/PreK morning students are dismissed at 10:45 and the rest of the school is dismissed at **12:30**. Afternoon kindergarten/PreK classes are cancelled. Lunch may be provided with enough advanced notice of the dismissal to alter schedules and prepare the food.

## **I. ATTENDANCE AND TRUANCY**

Regular attendance is important to your child's success in school. If your child is going to be absent, please call the attendance line at 758-1932 between the hours of 4:00 p.m. and 9:00 a.m. to leave a message informing the school of the reason for your child's absence. Excused absences are listed in Section J.

Failure to inform the school for your child's absence will result in a phone call from the school to verify your child's whereabouts. If you fail to inform the school of the reason for your child's absence, or if the reason is not excused as described below, your child's absence will be recorded as unexcused. Four

or more unexcused absences in a month or ten or more unexcused absences in the course of a year will result in an intervention by school personnel, including a meeting with the parents and possible referral to our attendance board and/or juvenile authorities.

Upon return to school, your child will be expected to arrange with his/her teacher(s) to make up any work that has been missed. If your child is absent from school for at least three (3) consecutive days, you may call the school to request work, which shall be made available for pick up at the main office.

**Tardiness:** Punctual attendance is important, and parents and guardians are responsible for assuring that students arrive to school on time. Students arriving late to school will need to be signed-in at the main office by an adult. For safety reasons, we can not have unescorted children entering the building and signing themselves in to school. We will be monitoring late arrivals closely and tardiness will be reflected on attendance records. A pattern of tardiness will not be accepted, and school personnel will take appropriate actions in such cases.

**Early Dismissal:** Except for illness or emergency situations, students are expected to be in school for the entire day. Students who must leave early are requested to have a signed note giving them parental permission. The student should present this note to the office in the morning. Parents must go to the office and sign students who are leaving early. Parents or guardians must take responsibility for the student’s safe transportation home. We will be monitoring early pick-ups closely and it will be reflected on attendance records. Students leaving early will have it reflected on their attendance record.

*(The full Board policy, Attendance and Truancy, may be read by clicking on “Board Policies” on the school web site.)*

**J. REGION 15 ELEMENATRY SCHOOLS’ATTENDANCE PROCEDURES**

<b>Tardy</b>	<b>Dismissed Early</b>	<b>Half Day</b>	<b>Absent</b>	<b>Excused v. Unexcused</b>
Arrives after 9:00 and before 11:00  <u>Note:</u> Students are not marked Tardy if their bus arrives late.	Leaves between 1:30 and 3:30  (No records kept if a student leaves between 3:30 and 3:40)	Student is in attendance for a minimum of 2 hours up to a total of 4.5 hours:  *Arrives at school after 11:00 or leaves school before 1:30, or  *Comes to school but leaves after the start of the school day and then returns, missing 2 or more hours of school  Ex. Doctor’s appointment	Does not report to school all day or  Comes to school but attends for less than a total of 2 hours  Ex. Goes home sick before 11:00	<u>Excused per State law:</u> <ul style="list-style-type: none"> <li>• Medical reason</li> <li>• Religious holiday</li> <li>• Court Appearance</li> <li>• Funeral or death in the family</li> <li>• Serious family emergency</li> <li>• Approved school activity</li> <li>• Suspension</li> <li>• A special activity (Limited circumstances, Prior approval of the principal)</li> </ul> <u>Unexcused:</u> A special activity which has not been granted prior approval by the principal such as: <ul style="list-style-type: none"> <li>• A family trip</li> <li>• Take Your Child To Work Day</li> </ul>

**K. MAKE-UP WORK** (For procedures related to Trips see Section L below)

It is the responsibility of parents to ensure their child attends school except when too ill or in those specific situations defined by State of Connecticut law and Board of Education policy-See Table Above.

It is expected students will make up essential work missed during illnesses or absences. The following guidelines outline the procedures to be used in making up work:

- If a student is absent for one or two days then makeup work will be given to the student by the teacher upon his/her return to school
- If a student is absent for at least three consecutive days, parents may call the school to request work, which shall be available for pick up at the school office.
- All makeup work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make up work must be complete in one week upon return to school.

**L. TRIPS**

We strongly urge you to plan trips around the school vacation schedule whenever possible. No matter what make-up work is done, you cannot fully duplicate the classroom experience that is lost. It is impossible to replace the instruction, discussions and activities, which take place in the classroom. Some students experience much difficulty catching up with their class when they return.

If you find that you have no option but to take your child out of school for an extended period you must:

- Notify, in writing, the principal before you make arrangements for a trip. State law and Board policy determine that time lost from school due to a trip will be “unexcused” unless the activity has been approved by the principal. The principal may only find these days to be “excused absences” under “limited circumstances”.
- The teacher will not give work to a child before the trip. Upon your return, your child will receive a list of missed assignments.
- All make-up work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make-up work must be complete in one week upon return to school.

**M. LUNCH PROGRAM**



Students may choose to bring lunch from home or purchase hot lunch from the school. Monthly lunch menus are sent home and are available at the LMES website.

The Region 15 lunch program establishes an electronic account for every child. You may send a check made out to “Regional School District #15 Lunch Program” at any time and this amount will be added to your child’s account. As your child purchases lunches his or her account will be debited. Every parent is given an online PIN number

so parents may check on the status of their account.

Any questions can be referred to the food service program at 758-1931.

## N. LUNCH WITH STUDENTS

Parents occasionally like to come in and have lunch with their children. We encourage you to be part of the Long Meadow family and you are welcome to join us. We just ask that you respect some protocols that must be in place for safety:

- ✓ We can not accommodate younger siblings as they are a liability issue
- ✓ Please do not bring in restaurant food as it is a distraction to others
- ✓ No food can be given or purchased for other students
- ✓ **You cannot interfere or alter any of the routines and procedures**
- ✓ Your visit must conclude after lunch as other people on the playground again, are a liability issue
- ✓ If you wish to order food from our cafeteria, we ask that you call us sometime during the morning to inform us that you are planning on purchasing a lunch
- ✓ Please come in the main entrance and sign in at the main office to receive your Visitor's Badge



## O. USE OF SCHOOL PHONE

During school hours, students may use the office and classroom phones for emergency purposes only with permission of the staff.

## P. LOST AND FOUND

All clothing and personal items (lunch boxes, backpacks, etc.) should be marked with the child's name. All lost items are stored in the Lost and Found area in the alcove outside the cafetorium. The shelves may be checked by students or parents. Lost items are kept in the lost and found areas for one week.

The school cannot assume responsibility for valuables brought in by students.

## Q. NOTICE OF NON-DISCRIMINATION

Pomperaug Regional School District 15 does not discriminate on the basis of race, sex, color, national origin, religious beliefs, disabilities, sex, or age, marital status, sexual orientation, or any other non-job related characteristic in admission to, access to, treatment in, or employment in its programs and activities.



The Coordinator of the District's efforts to comply with Section 504 of the Rehabilitation Act of 1973 is:

- Mrs. Donna Popowski, Director of Special Services, Post Office Box 395, 286 Whittemore Road, Middlebury, Connecticut 06762-0395. Phone: 203-758-8259.

The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is:

- Ms. Joyce Niestemski, Pomperaug High School, 234 Judd Road, Southbury, Connecticut 06488-1950. Phone: 203-262-3244.

Any inquiries regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the Regional Director, U.S. Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110-1491. Phone: 617-289-0111, E-mail: OCR.Boston@ed.gov

**R. PARENT FORMS**

Many parent forms such as **Alternative Transportation Request, Registration, Health, Emergency Early Dismissal Form** are located on the Region 15 website under the Parent Tab at the following link:

<http://www.region15.org/subsite/dist/page/transportation-3193>

**S. REGION 15 INFORMATION**

➤ **Region 15 Website:**

<http://www.region15.org>

➤ **Region 15 Strategic Plan:**

<http://www.region15.org/subsite/dist/page/strategic-plan-3139>

➤ **Region 15 Policies**

It is the responsibility of all Region 15 employees to fully implement the policies of the Board of Education. Throughout this handbook several Board of Education policies were discussed and summarized. The full text of all Board of Education policies may be found on the Region 15 Website at the following link:

<http://www.region15.org/subsite/dist/page/policies-3178>

➤ **Region 15 Calendars**

<http://www.region15.org/display/dist/calendar>



The staff at Long Meadow Elementary School thanks you, the parents, for your continued interest, involvement, trust, and support in your child's education.

