

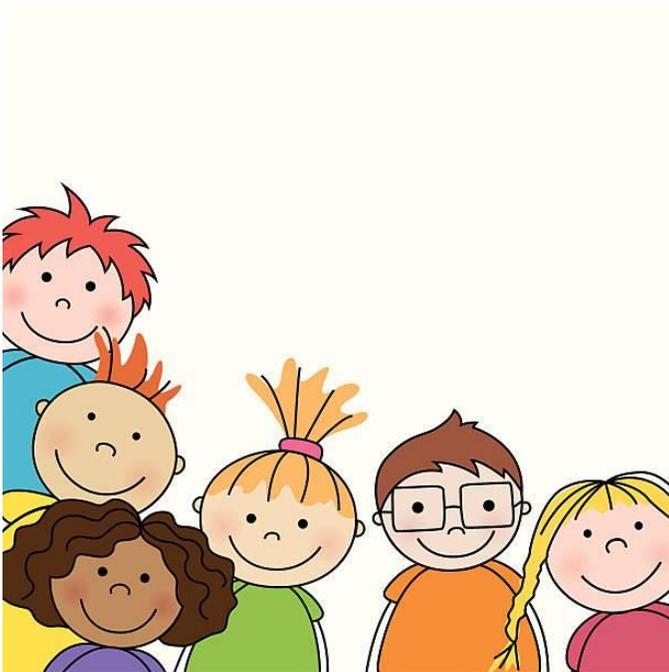
**Pomperaug Regional School
District 15**

Long Meadow Elementary

Pre-School

Guidelines and Procedures

2018-2019



Dear Parents,

Welcome to The Region 15 Early Childhood Special Education program. Children ages 3-5 are programmed for within mixed age class sessions, based on the individual needs of the student. Children without disabilities are also included in some of the sessions, which we refer to as our “Friends Together” Program.

This handbook is designed to be a resource for you. If you have any questions about the program, they should be addressed within these pages. For specific questions regarding your child’s program which may not be addressed, please feel free to contact your child’s teacher.

As you get to know our pre-school staff, I am confident you will find them to be a team of knowledgeable, caring, and creative early childhood educators. A strong cooperative relationship built upon open communication between parents and educators is critical to a child’s successful pre-school experience. We look forward to working with you and your child.

Jessica Sciarretto
Director of Student Services

Pre-K Staff Directory and Important Numbers

Name	Title	Phone	Email
Jessica Sciarretto	Director of Student Services	203.758.8259	jsciarretto@region15.org
Christopher Wermuth	LMES Principal	203.758.1144	cwermuth@region15.org
Annemarie Foye-McCarthy	LMES Nurse	203.758.1935	afoymccarthy@region15.org
Barbara Iacono	LMES Nurse	203.758.1935	biacono@region15.org
Allison Kimble-Cusano	Pre-K Teacher	203.758.1144	akimble@region15.org
Brandi Cullagh	Pre-K Teacher	203.758.1144	bcullagh@region15.org
Courtney Newcomb	Pre-K Teacher	203.758.1144	cnewcomb@region15.org
Melissa Miles	Pre-K Teacher	203.758.1144	mmiles@region15.org
Jennifer Festa	Pre-K Teacher	203.758.1144	jfesta@region15.org
Kathleen Dwyer	Physical Therapist	203.758.1144	kdwyer@region15.org
Karen Weir	Occupational Therapist	203.758.1144	kweir@region15.org
Meghan Belinsky	Speech Pathologist	203.758.1144	mbelinsky@region.org
Gail McCleary	Speech Pathologist	203.758.1144	gmcclary@region15.org

Attendance Line	-	203.758.1932	
LMES Fax	-	203.758.1934	
First Student	Bus Company	203.758.1686	

CANCELED	CANCELED	1:00	3:30
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General Information

Regular School Day

AM Arrival	AM Dismissal	PM Arrival	PM Dismissal
9:00	11:30	1:00	3:30

Planned Early Dismissal Days (i.e. professional development, holidays)

AM Arrival	AM Dismissal	PM Arrival	PM Dismissal
9:00	10:45	11:00	1:00

Emergency and Heat Index Early Dismissal

AM Arrival	AM Dismissal	PM Arrival	PM Dismissal
9:00	10:30	CANCELED	CANCELED

ALL Pre-K students, including full day, will be dismissed at 10:30.

Delayed Opening

AM Arrival	AM Dismissal	PM Arrival	PM Dismissal

ALL AM Pre-K classes, including full day sessions, are CANCELED

Voice Mail

Long Meadow 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 203-758-1144 and follow the directions.

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

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

Email

All LMES staff has a Region 15 e-mail account. Pre-K staff emails are listed above. Staff check their e-mails each school day and will respond to parent questions within a timely manner. Please keep in mind that emails sent during evenings or on weekends, holidays, or vacations may not be returned until school is in session.

E-mail is an efficient means for communication and is a wonderful tool for general information and quick answers. Confidentiality is always a

Email (continued)

priority and therefore email may not always be the most appropriate method of communication. 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.

Philosophy

Region's 15 developmental preschool staff recognizes that each child is a unique individual with the potential to learn. Our program provides an atmosphere that is warm, friendly and inviting where there is a balance of child and teacher directed activities. A variety of opportunities are provided to allow for a wide range of skill levels to develop the whole child, utilizing a multi-sensory approach. Children learn to explore and work together to problem solve and create new ideas while learning about themselves, each other, and the world in which they live. Learning is facilitated through interaction with peers. A supportive classroom community encourages students to create new friendships. Classrooms are structured to foster personal responsibility and independence through the performance of everyday routines. A multi-disciplinary team of professionals, trained in the area of child development, collaborates to provide and implement a consistent and quality program. Families are provided opportunities to be involved in their child's educational experiences through becoming a volunteer, attending special activities, conferences, communications and home activities. We value and welcome the connection between school and home.

Program Components

The pre-school program at LMES is housed in a modern classroom facility and provides access to resources shared by all students at LMES. When possible, class size is generally small, ranging from 8-15 students per class, which allows for a low student: teacher ratio. Each classroom is staffed by a teacher certified by the CT State Dept of Education and a full-time Special Needs Instructional Assistant. Additional instructional support may be assigned to classrooms, depending upon the needs of the students enrolled. Staffing patterns assure that there is adequate staff to meet the needs of all students providing individualized care and attention.

In addition to the pre-school classroom program, the following are additional instructional experiences which may be a part of your child's day.

Speech Language and Hearing

The Speech-Language Therapy program is designed to help children with delayed speech and language develop age-appropriate skills through individual, small and large group activities within the school environment. Goals are developed based on individual student needs and these goals are carried out throughout the child's school day. Children receive hearing screenings as necessary.

Occupational Therapy

Occupational therapy within the school environment is designed to address the areas of fine motor, visual motor integration and sensory motor processing. For children who are identified with delays in these areas, goals are developed and specific activities are provided throughout the child's school day.

Physical Therapy

Physical Therapy is designed to provide children with delays in the area of gross motor, opportunities to develop body awareness, strength, balance and coordination. Physical

therapy in the school environment is provided to remove barriers that prevent a child from learning, help develop functional skills to increase independence in the school

Physical Therapy (continued)

environment, and educate school personnel regarding strategies and activities that promote independence.

Progress Reports

An update of the student's progress is sent home twice a year, January and June (or annual review; if applicable).

Conferences

Conferences are held with Friends Together parents in November to review student progress. These conferences are an important part of the reporting system. Parent team meetings can be scheduled as needed throughout the school year. Please don't hesitate to reach out to your child's teacher to schedule a conference or team meeting.



Dressing for Pre-School

A student's dress has a direct impact on their ability to manage clothing independently, be safe in different settings and attend to/participate in classroom activities.

The following attire is strongly encouraged:

- Well fitting clothing.
- Clothing the child can manage independently (i.e. elastic waist pants, pull over shirts. No belts or suspenders, please.)
- Sneakers and close-toed shoes suitable for active play, i.e. playground, OT/PT.
- Hair ties or clips securely fastened to decrease distraction and ensure safety;
- Outdoor clothing suitable for weather conditions and outdoor play. We do go outside in winter and encourage boots (with a

change of shoes for indoors), mittens (gloves are too difficult for preschoolers to manage independently), and hats.

- Children should have a full change of clothing, properly labeled in a clear, plastic shoebox.
- **All clothing items should be clearly labeled with your child's name.**

Dressing for Pre-School (continued)

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:

- Attire or accessories that contain disruptive messages, obscene writing or inappropriate pictures
- Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Other attire or accessories that depict vulgar, illegal, racial, sexist, or other discriminatory viewpoints that could contribute to a hostile learning environment for students
- Hats or head coverings (Headwear for bona fide religious reasons may be worn)
- Black-soled shoes that damages floors
- Unsafe footwear such as flip flops
- Sunglasses (unless required by a doctor's order)

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

Toys at School

Play has an important role in the learning environment. There are many opportunities for play throughout the school day, and toys are provided to promote specific educational objectives. However, toys brought in from home can be a distraction to a child's ability to learn in the classroom. It is school policy that children are not allowed to bring toys from home into the classroom except on those occasions when items are requested for a specific purpose, i.e. show and tell or other special event. We ask for parents' cooperation in discouraging children from bringing in items from home. If a toy from home

does arrive in the classroom, children will be required to keep it stored inside their backpacks. Staff will not be responsible for the loss of or damage to, toys from home.



Snacks

Snack time provides a rich opportunity for language, skill development and socialization.

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. We therefore ask that you do not send nut products into school.

For the protection of our students these types of foods will be sent home unopened. To ensure the safety of all students, we encourage you to send snack items with the ingredient labels attached or to make a note in your child's bag that an item is nut free. Please be sure to watch for items that "may contain nuts," as these are not permitted in nut free classrooms. We realize that accidents happen and if a snack containing an allergen is sent to school it will be returned with an "oops" sticker. Your child will be provided with an alternative snack if there is not another item in their bag.

Birthdays and Other Parties

A child's birthday offers a great opportunity to recognize his/her special day. We will celebrate by giving the children special attention on their birthdays. Please consult teachers for suggestions on how to celebrate within the classroom. Per Board of Education policy, food is not permitted for birthday celebrations and class lists (i.e. address and phone numbers) must be provided by the PTO, typically through the room parent.

Invitations to outside parties may be handed out at school provided all children receive an invitation. To be sensitive to the economic situation of families, while honoring dietary restrictions and respecting family beliefs, **we do not give students any Goody Bags prepared at home.** The preschool team 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.

Student Expectations

Shaping Social Behavior

Staff members recognize the importance of guiding children toward socially acceptable behaviors. From the beginning, students are given clear, consistent guidelines of expectations for appropriate behavior and are empowered to express their feelings in an effort to achieve conflict resolution. At all times, staff model courtesy and respect in daily interactions to encourage students to behave in a like manner towards their teachers and peers. Behavior is shaped by giving praise and positive reinforcement when students exhibit pro-social behaviors. Less appropriate behaviors are redirected to more acceptable methods of coping and problem solving. On those rare occasions when a child becomes frustrated to the point of losing control, he/she may be removed to a quiet, non-threatening environment in order to regain composure and to avoid embarrassment or humiliation. Our goal is to encourage a sense of community in the classroom where each child recognizes his/her own importance and learns the value of friendship and social interaction.

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 *"the repeated use by one or more students of a written, verbal or electronic communication directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:*

- 1. causes physical or emotional harm to such student or damage to such student's property;*
- 2. places such student in reasonable fear of harm to him/herself, or of damage to his/her property;*
- 3. creates a hostile environment at school for such student;*
- 4. infringes on the rights of such student at school; or*

Bullying (continued)

- 5. substantially disrupts the education process or the orderly operation of a school.*

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, disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

In accordance with Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*, our school has developed and adopted a **Safe School Climate Plan** which is available on the school and district web sites. If you would like a hard copy of this plan, please contact our main office.

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

Emergency 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. Developmentally appropriate strategies are used to facilitate appropriate behavior and maintain safety during all emergency drills.

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

Transportation

Bus Transportation

Buses will pick up children at the end of your driveway. State law prohibits school buses from entering onto private property and roads. Please call First Student at 203.758.1686 if you would like an approximate pickup time for your child. Please have your child ready at that time.

All mini-buses are equipped with seat belts for our children. There is also an adult monitor assigned to each mini-bus. They are responsible for placing children in car seats (if required and provided by parent) and securing them safely for their ride to/from school. State law precludes parents from boarding the bus.

No child will be dropped off without an adult present. In the event that no parent is outside when the bus arrives for drop off, the driver will complete the route and return the student to Long Meadow. A parent will then be called to pick up the child from the school.

If you need to make a transportation change (picking up your child rather than having him/her take the bus, or early pickup), notify us in writing by placing a note in your child's backpack. If you require a change to bus drop off/pick up locations (i.e. daycare), you must complete an Alternative Transportation Form available from the LMES website. **All bus changes must be for 5 days/week and will not take effect for at least 5 school days.**

If your child will be absent, please contact the bus company at 203-758-1686.

Riding the Bus

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

- Students must remain seated while the bus is in motion.
- Students do not decide where other students can or cannot sit

Riding the Bus (continued)

- 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
- No electronic devices are to be brought on the bus
- **Food and beverages are not permitted on the bus**
- Pets will not be permitted on the bus
- Throwing of any object on the bus is specifically prohibited
- Students must not at any time extend
- No student shall leave the bus except at his or her designated stop

The bus driver will immediately report any student who violates any of these regulations to

the principal who will meet with the child's preschool providers and parents. If necessary, a developmentally appropriate behavior plan will be devised and implemented to help facilitate appropriate bus behavior. 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.

Bus Drop Off

AM preschoolers are dropped off at the cafeteria door and picked up at the main entrance. PM students are dropped off at the main entrance, and picked up by the cafeteria door.

Parking Areas and Restrictions

All of our parents, volunteers, and visitors should use the parking area adjacent to the cafeteria 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 (3rd entrance).

- PLEASE DO NOT PARK IN THE LOT ACROSS FROM THE MAIN ENTRANCE. It is reserved for Long Meadow Elementary School employees and drivers with handicap tags.
- DO NOT drive your car into the bus circle in the front of the building at any time.
- Do not park in the handicapped parking spots without appropriate documentation.
- Do not park in reserved staff spots (near cafeteria).

Parent Pick Up/ Drop Off

A.M. students can be dropped off in the morning between 8:45-9:00am at the cafeteria, where classes will gather under staff supervision until proceeding to the classroom for 9:00. A.M. students can be picked up at dismissal time in the front lobby at 11:30. Parents must enter the office to sign out their child BEFORE receiving them from staff.

P.M. students can be dropped off between 12:50-1:00pm in the front lobby, and picked up at dismissal in the cafeteria at 3:30.

Parent parking is located in side parking lot near the cafeteria. It is important to use this parking area for the safety of all students. Please walk your child to the lobby where staff will meet them. Please use the crosswalks.

If student arrives to school after 9am (AM session) or 1pm (PM session), you must report to the office to sign in and they will be marked tardy. Late buses are not considered tardy, however, on these occasions, staff waiting for buses cannot accept late parent drop offs.

If someone other than a parent will be picking your child up, you must notify us in writing, informing us who will be picking up your child. That person must provide photo identification when they arrive at school.

Parent Pick Up/ Drop Off (continued)

All parents who are picking up a child prior to dismissal 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.

Health Services

Overview

The Health Office at LMES is supervised by two registered nurses and equipped to provide emergency care for injuries and sickness that occur at school.

Should further care or treatment be required, the parent is called, and the child is sent home. Further evaluation by a physician may be recommended. Injuries incurred at home should be seen by a physician.

Physical Examination Requirements

A completed physical is required for entry to school. The physical must be documented by your physician on the State of Connecticut form you will receive when you register at school. This form is also available for download on the Region 15 website. The physical must be less than a year old from the date your child will start school, and immunizations must be completed per Connecticut State requirements. In addition to an entry physical, your child will be required to have a yearly exam. **Per State of CT requirements, all preschool students are required to submit yearly proof of flu vaccination.** Original documentation of receipt of flu vaccination MUST be submitted to the school nurse prior to leaving for winter break, or your child will not be permitted to resume school in January. Please feel free to contact the nurse for details on physical and immunization requirements.

Illness

If your child becomes ill during the school day, you will be notified to pick your child up from school. If you cannot pick your child up, you are expected to make arrangements to have another adult pick up.

Emergency data forms will be sent home every year for updating. Please notify both your child's teacher AND the school nurse of subsequent changes.



Diarrhea and Vomiting

All diarrhea and vomiting are considered contagious. A child must not have an incident of diarrhea or vomiting for 24 hours, without the use of suppressive medications, and have resumed their typical diet, before they are permitted to return to school.

Fever

Children who have a fever of 100.0 degrees or above cannot attend school. Their temperature must be normal for 24 hours, without any fever reducing medication, before they can return to school.

Pink Eye (Conjunctivitis)

Conjunctivitis is a contagious condition. The symptoms are red and itchy eyes with or without yellow or green crusty drainage. Pink eye must be treated with a prescription eye medication for 24 hours before your child may return to school.

Participation

We understand that young children get sick often, particularly during the winter months. The school staff works diligently to clean toys and surfaces to mitigate the spread of germs between students. Students that are too ill to participate, but do not have any of the symptoms listed above, should be kept home. This includes extremely runny noses and frequent coughing episodes, especially if they have kept the child awake at night. If your child is not feeling well, and is unable to participate (falling asleep, excessive mucous, etc), the nurse will contact you to pick him/her up. He or she may not return to school until able to participate in their usual capacity.

Administration of Medication at School

All medications to be given at school must have a written order from your doctor on a Region 15 medication form. Forms may be picked up in the Health Office. This includes all over the counter medications, such as Tylenol, sunscreen, and diaper creams, as well. No more than a 3 month supply of a student's medication shall be stored at

school, and new medication orders must be written for each school year.

(The full Board policy, #5145 Administration of Student Medications In the Schools, may be read by clicking on "Board Policies" on the LMES website.)

Health Services (continued)

Insurance

The convenience of purchasing group school accident insurance is available. A flyer is distributed to students for parent consideration. Applications may be obtained at www.colonnainsurance.com.

Tuberculosis

To be in compliance with State of Connecticut Regulations, Region 15 adopted a [policy on Tuberculosis \(TB\)](#) in 2015. If you will be traveling on vacation to any [high risk areas](#), this policy must be adhered to. 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 when returning to Long Meadow.

- A student has traveled to a high-risk country, stayed for at least a week with a substantial contact with a high-risk population (LMES website- Nurse's Office link)
- 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

Attendance

Regular attendance is important to your child's success in school. Our daily routine is organized, predictable and stable purposefully to provide children with an environment that is stimulating yet structured, that invites choices, and creativity.

Multiple absences can disrupt your child's routine and make transitions more difficult.

If your child will be absent from school, please call the attendance line, 203-758-1932. Please leave your child's name, date and reason for the absence to ensure that your child's absence is excused. Failure to inform the school of your child's absence will result in a call to verify your child's whereabouts. Without a 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.

The State of Connecticut has developed new guidelines for schools which are designed to more closely monitor and document student attendance and absences. Board of Education policy, based upon these State regulations, requires a written, signed parent explanation for each incidence of absence. An incidence of absence is a single group of absences such as a day out for illness or four days for an illness. A written note must be received within ten days of the absence. This note must contain a reason for the absence and a parent/guardian signature. Emails are not acceptable as they do not contain a formal signature. A form is available on the LMES website.

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 cannot 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. Parents must go to the office and sign out 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.)

Trips During School:

We strongly urge you to plan trips around the school vacation schedule. Make up work is not provided at the preschool level, and you cannot duplicate the classroom experience that is lost. It is impossible to replace the instruction, discussions and activities, which take place. 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.
- Absent days will be marked excused or unexcused based on the information on the above attendance procedures.
- Make up work is not provided in Preschool

process. Therefore, in accordance Board of Education, the following procedures have been established:

- Contact the teacher to find out the best day and time to visit. The Board of Education requires all visitors to receive at least three school days prior approval from the school principal or his/her designee before being permitted to visit any school building.
- The principal or a designee may accompany you on your visit to answer your questions.
- Other children should not accompany you on your visitation day.
- Upon arrival, please report to the office.
- Please be mindful of the necessity to maintain classroom routines during your visitation.
- Visit for a reasonable amount of time that has been previously arranged.
- Should any questions arise during your visit, feel free to discuss these with your child's teacher after the visitation.

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

School Security

LMES is equipped with security cameras inside and outside of the building. To ensure the safety of our students and staff, security provisions are constantly reviewed and updated. Except at dismissal time, all visitors MUST enter the school through the front door. After being buzzed in, cross to the left in the foyer to be buzzed in a second time. 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.)

Video/Photography Release

Parent Information

Family Matters

Open communication between home and school play a vital role in a child's success in the classroom. We ask that you help us come to understand any family circumstances that may impact your child's performance at school. Staff especially needs to be aware of any issues surrounding legal guardianship or custody arrangements. Staff will only release children to legal guardians and/or persons authorized by legal guardians. Identification of persons picking up children from school premises will be required before a child is released. Should there be any restraining orders issued against a parent and/or guardian or decree of divorce affecting custody, a copy of the court order must be placed in school files to ensure that children are not released in violation of the court. With parent cooperation, staff can work as partners to provide a secure, nurturing environment for children in our care.

Visitations

For the protection of our students no one may enter the school without permission and no one should ever enter a classroom without teacher permission. If you are volunteering in the school or have a conference with one of our staff members you must:

- Sign-in at the office
- Wear a yellow visitor's badge while in the building

On occasion parents ask to observe their child while in the classroom. Obviously these visitations may easily become disruptive to the educational

Videotapes, photographs, and audiotapes are sometimes used in school to record and capture special events and/or the work of students and staff. These videotapes, photographs and audiotapes in whole or in part, may be used publicly (on Region 15's website, in newsletter, on cable TV, etc.) for communication purposes and to showcase our schools. If you do not want your child to be photographed or identified in any materials that may be viewed publicly, please contact the building principal immediately. Given concerns over student and staff privacy, legal rights and potential disruption to the instructional process, students are not permitted to record (video and/or audio) other students, staff members or other persons on school property during the instructional day except as authorized by a staff member as part of a school-sponsored activity.

Lunch Program

Full day 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. Parents may add money to or check on the status of their child's account at www.myschoolbucks.com. Please call the office for your child's ID number to set up an account.

Any questions about our Lunch Program or eligibility for Free/Reduced Lunch can be referred to Peter Brooks and the food service program at (203) 758-8259, ext. 126.

CT Green Cleaning Products in Schools (CT Public Act 09-81; CT General Statutes Section Nos. 10-220 and 10-231 g)

"No parent, guardian, teacher or staff member may bring into the school facility any consumer

product which is intended to clean, deodorize, sanitize or disinfect."

See the below Link for more information:
<http://www.region15.org/subsite/dist/page/green-cleaning-10499>

Notice of Non-Discrimination

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board.

All other complaints by a student of parents/guardians alleging discrimination against a student on the basis of the other protected characteristics listed herein should file a written complaint with the building principal for the student's school or the following individuals:

- Mrs. Heidi Szymanski, Assistant Principal, Title IX Coordinator
Pomperaug High School
234 Judd Road
Southbury, CT 06488-1950
hszymanski@region15.org
203-262-3200
- Mr. Jon Romeo, Principal, Title IX Coordinator
Gainfield Elementary School
307 Old Field Road
Southbury, CT 06488
jromeo@region15.org
203-264-5312
- Mr. Joshua Smith, Office of the Superintendent of Schools, Region 15
P.O. Box 395
Middlebury, CT 06762-0395
jsmith@region15.org
203-758-8259, ext 110

At any time, a complaint alleging race, color or national origin discrimination or harassment has

the right to file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8 th Floor, 5 Post Office Square, Boston, MA 02109- 3921 (Telephone number (617) 289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus BLVD, Hartford, CT 06103-1835 (Telephone number (800 477-5737).

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is:

- Mrs. Jessica Sciarretto
Director of Student Services
P.O. Box 395
Middlebury, CT 06762-0395
(203) 758-8259, ext 2
jscarretto@region15.org

Parent Forms/Website Information

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

<http://www.region15.org/lmes>

School Cancellations

Regional School District #15 (Middlebury/Southbury) occasionally must cancel school 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:

- WICC 600 AM Danbury
- WLAD 800 AM Danbury
- WINE 940 AM Brookfield
- WTIC 1080 AM Hartford
- WATR 1320 AM Waterbury
- WKSS 95.7 FM Hartford
- WPLR 99.1 FM Hamden
- WEZN 99.9 FM Bridgeport

- WDRC 103 FM Hartford
- WFSB Channel 3
- WTNH Channel 8
- WWIT Channel 30
- <http://region15.org/>

Parents may choose to receive a phone call in the morning if school is canceled or delayed. Information on signing up for these messages is sent home by the LMES office. Please call the front office at 203.758.1144 if you'd like additional information on how to receive these messages.

Delayed Openings

Information regarding delayed openings can be found on the TV or radio stations listed previously. Alternatively, you can check the Region 15 website at www.region15.org.

Delayed Opening Schedule:

- AM session is CANCELED
- PM session runs as regularly scheduled (1:00-3:30pm)
- This applies to full and half day students

Emergency Early Dismissal (i.e. snow)

Emergency (and Heat Index) Early Dismissal:

- ALL Pre-K students will be dismissed at 10:30.
- ALL PM classes, including full day sessions, are CANCELED.

Should the weather look questionable, please monitor the stations listed previously or check www.region15.org for up to the minute early dismissal updates. Please don't call the school to ask if school is canceled, as there is tremendous phone volume on these days.

Parents who have signed up for robo-call phone messages will receive a call announcing emergency early dismissals.

Planned Early Dismissal Days

There are several planned early dismissal days throughout the school year. These typically occur

for professional development or before a holiday (i.e. the Wednesday before Thanksgiving). For planned early dismissal days, please observe the following schedule:

AM Sessions:

- 9am-10:45am

PM Sessions

- 11am-1pm



Lost and Found

All clothing and personal items (lunch boxes, backpacks, etc.) should be marked with the child's name. All lost items turned into the office are stored in the Lost and Found area in the alcove outside the cafeteria.

The shelves may be checked by the student or by the parents. Lost items are kept in the lost and found areas for up to one week. Every attempt is made to keep track of your child's items. However, the school cannot assume responsibility for valuables brought in by children.

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:

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.

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.

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.

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

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.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

(Board policy #5150)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Region 15 Public Schools recognize a responsibility to avoid discrimination

in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Region 15 Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on non disabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing. In addition, any student and/or parent/guardian wishing to file complaint on these issues or regarding any form of discrimination (including harassment) on the basis of disability may obtain a copy of the Board's Section 504 grievance/complaint procedures which are outlined in the Board's Administrative Regulations Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act. These regulations accompany Board policy #5150 and are available online at <http://www.region15.org/policies> or upon request from the main office of any district school.

Section 504 (continued)

Any complaints of discrimination and/or harassment based on disability will be handled in accordance with these procedures. If a complaint involves allegations of discrimination or harassment based on other reasons, such complaints will be handled under other appropriate policies (e.g. Policy #5156, Sex Discrimination/Harassment; Policy #5155, Non-Discrimination Policy).

A student, parent, guardian, or other individual may also file a complaint with the Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
U.S. Department of Education
8 th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617) 289-0111

Anyone who has questions or concerns about this policy, or would like a copy of the Board's grievance/complaint procedures related to claims involving a disability, may also contact Jessica Sciarretto, Director of Student Services and Section 504/ADA Coordinator for the Region 15 Public Schools, P. O. Box 395, 286 Whittemore Road, Middlebury, CT, at jsciarretto@region15.org, tel. (203) 758-8259 ext. 2.

Sex Discrimination and Sexual Harassment

It is the policy of the Region 15 Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sex Discrimination and Sexual Harassment (continued)

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that:

1. is sexual in nature;
 2. is unwelcome; and
 3. denies or limits a student's ability to participate in or benefit from a school's educational program.
- Sexual harassment can be verbal, nonverbal or physical.

Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.

Sex Discrimination and Sexual Harassment (continued)

Sexual Violence:

Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Complaint/Reporting Procedures

The Board of Education encourages all victims of sex discrimination or sexual harassment to promptly report complaints of sex discrimination or sexual harassment. Complaint procedures for reporting such claims are contained in Board Policy #5156 and are available online at <http://www.region15.org/policies> or upon request at the main office of the school.

If a complaint involves allegations of discrimination or harassment based on other reasons (disabilities, race, etc.), such complaints will be handled under other appropriate policies (e.g. Policy #5150, Section 504; Policy #5155, Non-Discrimination Policy).

Anyone who has questions or concerns about this policy or the accompanying complaint procedures, or would like a copy of the Board's complaint procedures and/or complaint form related to claims involving sex discrimination or harassment may also contact the district's Title IX Coordinators, Mrs. Heidi Szymanski or Mr. Jon Romeo:

- Mrs. Heidi Szymanski, Assistant Principal, Title IX Coordinator: Pomperaug High School, 234 Judd Road, Southbury, CT

06488: hszymanski@region15.org,
203.262.3200

- Mr. Jon Romeo, Principal, Title IX
Coordinator: Gainfield Elementary School,
307 Old Field Road, Southbury, CT 06488:
jromeo@region15.org, 203.264.5312