

# **SANDY HOOK ELEMENTARY SCHOOL HANDBOOK**

**2010 - 2011 SCHOOL YEAR**



**SANDY HOOK ELEMENTARY SCHOOL  
DICKINSON DRIVE  
SANDY HOOK, CONNECTICUT 06482  
Office Telephone: 203-426-7657**

**Absence Reporting Telephone:  
203-426-7658 (hours 6:00PM - 7:45AM)**

NEWTOWN PUBLIC SCHOOLS  
SCHOOL CALENDAR  
2010-2011

August (2)					September 20 (20)					October 21 (21)					November 19 (20)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>
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23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	22	23	24***	--	--
30	31				27	28	29	30		25	26	27	28	29	29	30			
30-All teachers report					1-Students report 6-Labor Day 9-Rosh Hashanah, Schools closed					**6-Early Dismissal					2-Election Day, schools closed for students, staff development day **3-Early Dismissal **24-Early Dismissal 25-26-Thanksgiving Recess				
December 17 (17)					January 20 (20)					February 18 (18)					March 23 (23)				
<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>
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--	--	--	--	--	31					28					28	29	30	31	
**1-Early Dismissal 24-31-Christmas/ New Year recess					**5-Early Dismissal 17-Martin Luther King Day, schools closed					**2-Early Dismissal 18-21-schools closed					**2-Early Dismissal				
April 15 (16)					May 21 (21)					June 9 (9)					183 Student Days 187 Teacher Days				
<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>					
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25	26	27	28	29	--	31				27	28	29	30						
**6-Early Dismissal 15-Schools closed for students, staff development day 18-22-schools closed					**4-Early Dismissal 30-Memorial Day, schools closed					**1-Early Dismissal *Projected last day of school without any closings for weather conditions Please Note: Date for high school graduation will be determined in April					Adopted 3/3/09 Revised 12/21/09 Conference Days Revised 7/20/10 Open House Nights Revised 7/26/10				

Any days lost by emergency closing of schools will be added to the calendar after the projected last day of school. After June 30, days will be deducted from the end of the April recess and the same pattern will follow for any additional days.

**OPEN HOUSE DATES:**

Elementary-9/14,15 & 16  
Reed Intermediate-9/13(gr.5)  
9/21(gr.6)  
Middle School-9/2(gr.7)  
9/7(gr.8)  
High School-9/22 & 23

**CONFERENCES (early dismissal):**

Elementary-11/16,17,18 & 19 (night 11/17)  
3/22,23,24 & 25 (night 3/23)  
Reed Intermediate-11/1,4,8,9,10 & 12 (night 11/1)  
3/22,23,24 & 25 (night 3/24)  
Middle School-11/1,4,5,8,9 & 10 (night 11/4 & 9)  
3/22 & 23 (no night)  
High School-11/16,17 & 18 (night 11/18)  
3/24 (no night)

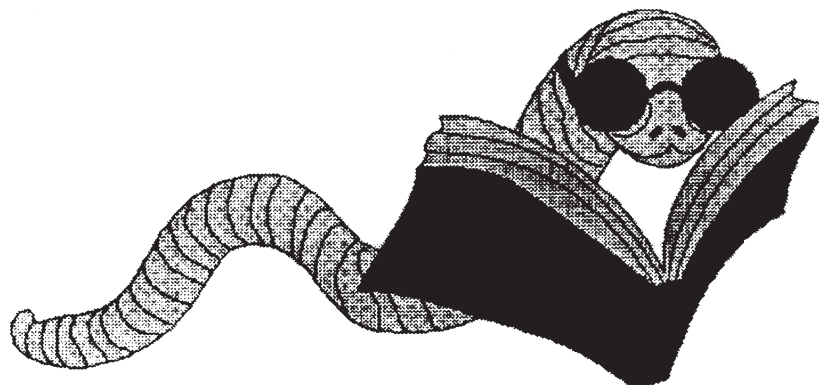
# ACKNOWLEDGMENT

This booklet is designed to be a reference and information guide. We hope that it stimulates your interest in the programs and activities taking place in our school this year. We encourage you to become an active participant in the Sandy Hook School community.

The publication has been a joint effort by Sandy Hook School staff and the PTA. Thank you to all who have contributed.

## SANDY HOOK SCHOOL HISTORY

Sandy Hook Elementary School was built in 1956. Additions were completed in 1964 and again in 1992. Four portable classrooms were added in July of 2000 to accommodate increases in enrollment.



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# WELCOME

As with each of the Newtown Public Schools, Sandy Hook has set a standard of excellence for its students and staff. While each school develops its unique strengths and characteristics, Sandy Hook takes special pride in cultivating the academics and aesthetics in mutually supportive ways. By focusing on the core academics as well as culturally enriching experiences, children can develop the skills and abilities needed to lead happy and productive lives.

Sandy Hook is committed to building lifelong learners, capable of responding to the changing needs and demands of our world. We hope to actively engage students in learning and help them become responsible and contributing members of our school community. Most importantly, we strive to ensure that our school is a secure, caring, and productive place for children and adults.

Please acquaint yourself with the school's philosophy, the *Newtown Success Oriented Schools Model* and *Newtown Public Schools Statement of Goals*, printed elsewhere in this handbook. Through them, you will become acquainted with our district's dedication to quality and to continuous improvement.

We welcome and appreciate your participation in our endeavors; as your child's first teacher your involvement is critical to our success!

Sincerely,

*Dawn Hochsprung*

Principal



## SANDY HOOK SCHOOL MISSION

*Think You Can, Work Hard,  
Get Smart, Be Kind*

Sandy Hook School sets a standard of excellence for all members of the school community. We are committed to building lifelong learners, capable of responding to the changing needs and demands of our world. Cultivating academics and aesthetics in mutually supportive ways, our students develop the skills, attitudes, and abilities needed to live healthy, productive, and successful lives. To this end, we actively engage students in a caring and collaborative learning environment dedicated to continuous improvement.

Dear Parents/Guardians:

I would like to welcome each of you to a new and exciting school year at Sandy Hook Elementary School. On behalf of the PTA, I extend a special welcome to the new families and staff joining our school community.

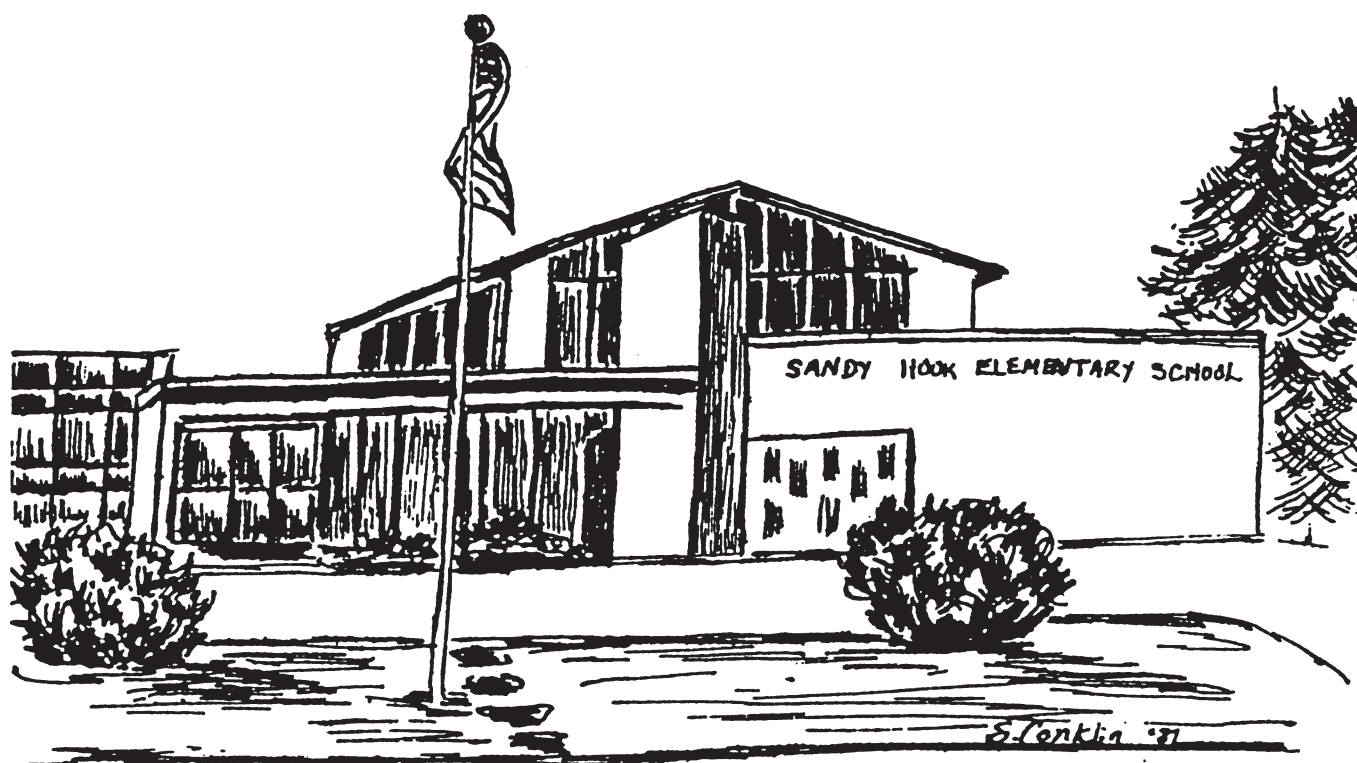
In this handbook you will find a list of many SHS programs that our PTA sponsors. Parental involvement is crucial to the success of our school community. Assisting at school or program events, communicates to your children, "I care what you do at school." Your involvement will keep the PTA, growing, fun and supportive, all for the welfare of our children and school community.

I value your input; feel free to contact me with any ideas or questions you might have. When you volunteer, you make a difference. I thank you all for making a difference in our children's lives!

Sincerely,

*Tracey Jaeger*

Tracey Jaeger  
PTA President  
203-270-3968



# SANDY HOOK SCHOOL STAFF 2010 - 2011

TEACHERS		OFFICE	
K	Janet Vollmer, Grade Level Leader	Admin.	Dawn Hochsprung, Principal
	Suzanne Perry		Jenn Sinal, Assistant Principal
	Lisa Dievert	Secretary	Joanne Didonato, Secretary
1 <sup>st</sup> Grade	Roxanne Melaragno, Grade Level Leader	Clerks	Barbara Halstead, Office Clerk
	Amanda D’Amato		Lisa Petrovich, Office Clerk
	Victoria Kazlauskas	Nurses	Sally Cox, Nurse
	Lynn Monahan		Charlene Moll, Nurse
	Kaitlin Roig	Interns	Vicki Soto, Intern
	Carol Wexler		Colleen Carreiro, Intern
			Catherine Rovello, Intern
2 <sup>nd</sup> Grade	Abbey Clements, Grade Level Leader	ED. ASSISTANTS / BEH. THERAPISTS / CLERKS	
	Dawn Ford		
	Liesl Fressola		
	Kathy Gramolini	Kindergarten	Deborah Pisani
	Sally MacKenzie		Theresa Salvatore
	Robin Walker		Lynn Fowler
3 <sup>rd</sup> Grade	Connie Sullivan, Grade Level Leader	Library	Mary Ann Jacob, Clerk
	Teri Alves	Math	Suzanne Kelly, EA
	Alison Amanzio		Erica Mulhall
	Natalie Hammond		Terri Gibbons
	Krisitina Pierce		Eileen Golankiewicz
	Amy Taylor		Lisa Marlin
		Shari Thornberg	
4 <sup>th</sup> Grade	Ellen Buckley, Grade Level Leader	Reading	Kim Bassett
	Michael Corvello		Maria Bowen
	Liza Eleoff		Denise Kolitsas
	Meg Horn		Cathy Snyder
	Courtney Martin		Tracy Trembeczki
	Carrie Usher		Lisen Zaruba
Math	Kris Feda, Math/Science Specialist	Resource	Barbara Baron
Reading	Becky Virgalla, Reading Consultant		Lillian Barry
	Diane Dennis, Early Intervention		Kristy Davenport
	Laura Feinstein, Reading		Nancy Duffy
	Patty Vitarelli, Reading		Dorothy Kelly
	Sandy Zuccarello, Reading		Patti Klein
			Prabha Makayee
Special Services	Mary Sherlach, School Psychologist		Jennifer Perry
	Kelly MacLaren, Special Education		Sherri Spina
	Kerri Sommer, Special Education		Karen Wilk
	Laura Swanson, Special Education	Room 2	Jenn Burke
	Marianne Young, Special Education		Shari Burton
	Whitney Dunbar, Sp/Language		Mary Beth Fagerholm
	Connie Melgrande, Sp/Language		Cate Gosselin
	Diane Day, Physical Therapy		Wendy Holden
	Anne Murray, Occupational Therapy		Geraldine Jackman
Unified Arts	Leslie Gunn, Art		Margaret Larsen
	Christine Altieri, Library Media		Pam Midlik
	Ali Washington, Library Media		Ann Marie Murphy
	Maryrose Kristopik, Music		Amy Potucek
	Gale Barna, Music	BT	Christine Lamas, Behavior Analyst
	Beth Gattey, Physical Education		January Lynch
	Jan Huot, Physical Education		Joe Parciasepe
	Jean Wiltshire		
CUSTODIANS			
Kevin Antonelli, Head Custodian			
Gene Schaniel			
Andy Spencer			
Rick Thorne			

August 25, 2010

August 25, 2010



## **SCHOOL HOURS AND ATTENDANCE**

**REGULAR HOURS:** The school day begins at 9:05 am and ends at 3:27 pm.. Kindergarten hours are: Morning Session: 9:05am to 11:52am; Afternoon Session: 12:41am to 3:27pm. The school cannot assume responsibility for children who walk or whose parents bring them prior to opening. *Children should not arrive* at school prior to 8:53am as supervision is not available until that time. Children arriving after 9:05am will be considered tardy.

**EARLY CLOSING HOURS:** The shortened school day begins at 9:05am and ends at 1:37pm. Morning Kindergarten hours are 9:05am - 11:11am. Afternoon Kindergarten hours are 11:14am - 1:37pm.

When weather or emergencies force us to delay the start of the school day, the following rules apply: All delays will be **one and one-half hour delays and A.M. kindergartners will not come to school, (listen to area radio stations for announcements. Also, see EMERGENCY SCHOOL CLOSING).**

When a child misses school, for any reason, his or her absence should be explained in a note sent to the teacher who will forward to the school nurse.

When children do not attend school for reason of un-excused absence, such as family vacations, teachers will make general suggestions for homework or practice.

## **ABSENCE REPORTING SYSTEM**

A voice mail system has been installed in the school office as a convenient and simple way for you to let us know that your child will not be in school and is safe elsewhere. **To ensure your child will not be missing from school without your knowledge, we contact parents of all unaccounted for students.** Our voice mail can be called at any time between 6:00pm and 8:30am. by using the telephone number 203-426-7658. Please use this system **each day your child is to be absent from school for any reason.** If you call and get a busy signal or do not get our recorded message, please hang-up and try again, as our phone system branches incoming calls to alternate numbers. After 8:00 am the office will answer the phone. Listen to our recorded instructions. At the tone signal leave us a message that includes: your child's name, his/her grade, teacher's name and brief reason for absence. Please remember that this system is subject to breakdown as is any electronic system. Also, its success depends heavily upon your support and cooperation.

## **EARLY DISMISSAL REQUESTS • SPECIAL PERMISSION REQUEST**

Students whose parents or legal guardians wish to have their children dismissed early from school need to submit a signed note, properly dated, giving the reason for early dismissal and specifying the time that the student is to be dismissed and by whom he or she will be picked up. This note should be presented to the teacher at the start of the school day. Parents must pick up their children at the school office since it is dangerous to allow children to cross the driveway alone. Office personnel will arrange to call children from their classrooms. A proper note, as specified above, is required for special permission for activities such as staying after school, being picked up by someone other than parents, et cetera. **Last minute telephone calls to the office should be avoided.**

**Note:** We do not recommend that children be allowed to ride bicycles on Riverside Road and Route 34 because of the volume and speed of traffic and the design of the road itself.

To ensure the safety of our students, please do not make requests for children to walk or ride a school bus other than that to which he/she has been assigned. Special arrangements are limited to emergencies only, such as going to a baby sitter on a regular basis and/or living temporarily with another family.

## **LEAVING SCHOOL GROUNDS**

The school is responsible for its students once they have boarded the buses or arrived on the school grounds. Students may not leave these grounds without proper arrangements (written permission of the parent or guardian) until school is dismissed. For the protection of our children, the principal will verify permission if necessary.

## **PARKING LOT SAFETY**

- Bicycles are not to be driven to school.
- Please drive slowly through our parking lot.
- Do not park in fire lanes, bus lanes, or in areas other than designated parking.
- If you drive your children to school, follow drop off lane to school crossing stop. School personnel will cross your child.
- Teach your children that you will always come into the building to call for them. We will insist that children do not venture onto the parking lot without an escort.
- Teach your children to acknowledge the yellow line painted at the edge of our entrance/exit apron. Children should not cross this line unless escorted.

## **TRUANCY AND RELATED SCHOOL PROCEDURES**

A **truant** means a child enrolled from kindergarten through grade eight who has four unexcused absences in one month or ten unexcused absences in a year. A **habitual truant** means any such child who has twenty unexcused absences within a school year. The school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. These procedures include:

- Annual notice to parents and guardians of their obligation to ensure that their children attend school.
- Annual receipt from parents and guardians of telephone numbers at which they can be reached during the day.
- Establishment of a record keeping system where the date of each student absence is recorded, whether school personnel phone the parent or guardian regarding the absence, and whether the absence was excused or unexcused.
- Generally, an absence will be considered excused if it has parental consent. The administration reserves the right to disagree with that consent when it is believed the consent is not in the best interest of the child. When such an absence occurs, the parent will be notified that the school considers the absence to be unexcused for the purposes of the truancy law.
- A meeting with the parents/guardians of each truant within ten days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year.
- Coordination of services with and/or referrals of children to community agencies providing child and family services.
- File in Superior Court a written complaint for each habitual truant.
- Complete, as required by the State of Connecticut, an annual report to the Department of Education containing a statement of the number of habitually truant children.

## **TARDINESS**

Lateness for school is a problem that takes away from valuable learning time and disrupts the educational program and business of the school. We need your cooperation to address this directly, by example and instruction, in order to help our children develop habits of responsibility and dependability. To this end, the following guidelines have been developed.

- After three unexcused tardies the principal will contact the parents/guardians by phone to inform them of her concerns and remind them that the school day begins at 9:05am.
- If, after the phone call, a child has two more unexcused tardies, then a letter will be sent home requesting a conference with the parents/guardians.

## **MESSAGES TO CHILDREN/AVOIDING/INTERRUPTIONS TO CLASSROOMS**

Please call the school office if you wish to have emergency telephone messages delivered to your child. In an effort to protect instructional time, parents are asked to leave notes, lunches, musical instruments, etc., on the designated table in the front lobby rather than delivering them to the classroom. Also, when calling for children at dismissal time, please wait for them in the cafeteria. Parents and visitors are urged to avoid disrupting classroom programs, even at the end of the day. See **Visitors**.

## **HOMEWORK DROP OFF**

Bringing homework to school is an important part of your child's responsibilities. As part of our school homework policy, all teachers have agreed that only homework brought in by the student will be given credit as completed homework. While we strongly discourage parents from dropping off homework, we recognize there are sometimes extenuating circumstances. If this proves to be the case, homework may be dropped off in the office. We cannot disrupt classes to deliver instruments, sneakers, smocks, lunches, notices, etc. With over 600 students, you can imagine how difficult and disruptive it becomes when the office staff is asked to interrupt classes to deliver forgotten items. Thank you for ensuring a positive learning experience for your child.

## **RIGHTS OF CUSTODIAL & NON-CUSTODIAL PARENTS**

Non-custodial parents usually have the right to see written student records. Report cards and other records information will be provided for non-custodial parents who make a written request.

In so far as parent-teacher conferences and day-to-day communications are concerned, information will be communicated to the custodial parent. It is that parent from whom we would receive recommendations or discuss what we would like done at home to support our efforts in school. We encourage the non-custodial parent to attend regular conferences, and recommend that he/she make arrangements to attend with the custodial parent, if possible.

It is the responsibility of the custodial parent to provide the school principal with official information set forth in any custody agreement that limits, restricts or otherwise describes access to the child/children and/or their records. It is very important that the school is given a copy of any legal document issued by the court that pertains. This is particularly important with regard to adults who may or may not remove the child/children from school.

If there is any reasonable doubt concerning a request for information about a student, the school employee will act in a prudent manner and refer the request to the principal.

Our main concern is with the child. We are available to discuss special circumstances and situations. In such cases, please call upon the principal.

## **COMMUNITY FUND RAISING SALES**

Children will not be permitted to sell candy or other items in school for the purpose of raising funds for outside organizations.

## **CHANGE OF TELEPHONE NUMBER AND ADDRESS**

If your telephone number or address is changed, please notify the school as soon as possible. This will help us contact your home immediately in case of injury or sickness. If you are planning to move out of Newtown, please let us know.

## **RECESS**

Weather permitting, recess will be held outside. Children will be expected to participate in outdoor recess unless there is a written request to keep the child in from recess for health reasons. Recess is an opportunity for students to engage in safe, active play together. Therefore, items such as skateboards, pogoboard, skates, hardballs, electronic equipment, etc., are not allowed on the playground and should not be taken to school.

## **DRESS CODE**

Proper dress for school is an important parental responsibility. Clothing and footwear should be appropriate for the weather and reflect and follow Board policy 7-500. Footwear, such as clogs, open toes sandals, flip-flops, sneakers with wheels, shoes that are loose fitting or have elevated heels or slippery soles or heels, are dangerous for use on the playground and polished or carpeted floors and should **not** be worn to school.

Tee shirts with inappropriate subject matter displayed on them should not be worn to school. Hats or head gear may not be worn in the building during school hours. Occasionally a student will wear an outfit that is inappropriate for school and cause a distraction from the business of the school day. When a student's appearance is considered to be unacceptable or presents a safety hazard, we will contact his or her parents.

We need your cooperation in having our students dressed properly for school and learning.

## **RESTITUTION**

The Newtown Public School System believes strongly in implementing a code of discipline which helps focus students on learning rather than on punishment. To this end, our schools use restitution to guide the way we deal with those who have chosen not to follow the rules. Restitution focuses children on making *things right* and on remedying mistakes so as to reduce the likelihood that infractions will not reoccur. An essential component of restitution is having students take responsibility for developing a plan of action. With adults to assist, students think through situations and decide the best course of action. In this way, we send a message that we respect students' ability to solve their own problems and to understand the impact their actions have on others.

## **PLAYGROUND SAFETY**

Our physical education teachers have written out playground safety code in a novel way. She calls it The A B Cs of Playground Safety.

### **The A,B,Cs of Playground Safety**

- Always think Safety First on the playground.
- Be careful, not reckless when using playground equipment and supplies.
- Check equipment before use; if broken, do not use it.
- Do not throw or kick sand in the sandbox areas.
- Easy does it!
- Feet first when on the slide.
- Give everyone a chance. Take turns.
- Hang from hands on overhead ladder. No climbing on top.
- Items such as skateboards, hardballs, pogoboard, etc. are not allowed.
- Jumping off the swings is not allowed.
- Keep hands off! No pushing.
- Look before you leap from playscape equipment.
- Move cautiously. Avoid collisions.
- No tough play, fighting, etc.
- One up, one down on slides and climbing equipment.
- Play fair and have fun.
- Quit when you are tired. Catch your breath.
- Race but do not chase (no tagging).
- Sit when using swings, do not stand.
- Team games: softball, soccer, etc., should be supervised by a teacher.
- Use equipment with care.
- Value your safety and the safety of others. Be considerate.
- Watch out when walking near the swing area.
- X (?) Is there a rule we have missed?
- You make the difference.
- Zero in on safety. Make playground time a happy and safe one.

## **LUNCH**

The Food Service Department provides a daily lunch program. Each lunch provides 1/3 of the daily nutrients your child requires.

Student Lunch including milk - \$2.50

Adult Lunch including beverage - \$3.35

Snacks - See Listing in Cafeteria for prices

Café Prepay is the easy online way to pay your children's fees, including lunches and snacks. You can visit the Newtown School District website, click on "Chartwells" where you can find information regarding café, Prepay and the Point of Service System. It's the most convenient, secure way to pay for your child's lunch expenses!

The menu is on-line monthly and is published in The Newtown Bee.

If your child has a lactose intolerance, please forward a parent note indicating this to your school nurse. Our food service department will substitute juice in place of milk, for that particular child's lunch. If your child has a disability and if that disability restricts their diet, please contact Dan Shields, Chartwells Food Service, at 203-426-7637.

**FREE & REDUCED PRICE MEALS AND FREE KINDERGARTEN MILK PROGRAM:** Available to all students eligible under specific family income guidelines are free and reduced price meals and kindergarten milk. Applications are sent home the first week of school and should be returned to the Newtown Food Service Department, 12 Berkshire Rd, Newtown, CT 06470 no later than October 1st. Please note: Parents/Guardians can apply for free/reduced priced meals at any time during the school year if their household income should change significantly.

If you have any questions, please contact the Food Service Department (203-426-7637).

## ***LOST AND FOUND***

All articles found in or around the building should be turned into the school office. A box for lost and found articles is located in the school foyer for this purpose. The school office will periodically send reminders to parents to check for lost items. Items not claimed will be distributed to appropriate social agencies after thirty days.

## ***FIELD TRIPS***

Field trips are an important supplement to the school program. They enrich the curriculum and provide direct experiences that are not available in the classroom or school. Parents will be notified of trips in advance and asked for permission and a medical information form for children to participate. Please contact the classroom teacher or principal if costs associated with a trip present a hardship. (see Field Trip Policy #8-405) Please do not send ill children on a field trip. You will be called to pick-up your child at the site of the field trip if your child becomes ill.

## ***VISITORS***

Visitors are welcome at our school. In working to meet our responsibility to provide a safe and orderly environment for our children and staff, we have instituted a visitor sign-in program that helps us identify persons authorized to be in our school and on school grounds. Please register with the office staff upon entering the building. You will be asked to write your name in our visitors log and will be given an identification sticker to wear as you move through the building. You will also be asked to register information regarding taking a child out of school or bringing him or her in late.

We regret that pre-schoolers, children from out-of-town, and private schools are not permitted to attend classes but may visit the school if accompanied by a parent or guardian. Only students who are officially registered with us may attend classes. Visitors can not use the school buses to come to school.

Parents wishing to observe their children's classes should arrange their visits in advance through the office secretary. (See Messages)

## ***NEWSPAPER PUBLICITY***

Reporters occasionally visit the school to photograph, videotape, or interview children and teachers, and report about school activities. Any parent/guardian who prefer his/her child not participate should so indicate on the Right to Privacy form sent home.

## ***HEALTH SERVICES***

According to law, the Newtown Board of Education must require all pupils newly entering public schools, including kindergarten registrants, to obtain a health examination. These must be conducted by a qualified practitioner of medicine. Health examinations completed within one calendar year prior to the pupils enrollment will be acceptable. Proof of examination (see school nurse for required state form) must be presented to the school office before the child can be allowed to enter the classroom.

Immunization requirements must be completed before enrollment or attendance. The requirements are measles, rubella and mumps vaccine given after the child's first birthday; diphtheria/pertussis/tetanus (DPT) and polio vaccine, four doses, the last given after the child's 4th birthday. If a child has had the disease of measles, mumps or rubella, documentation from a physician and laboratory verification are needed. All requests for exemptions from immunizations based on religious ground must be in writing and from the parent. Allergic reaction and other medical exemptions must be by order from a physician (MD) licensed to practice medicine in the United States.

### **Screening Programs**

Vision screening is conducted for all children, while a hearing test is administered to children of kindergarten, grades one through three.



## ADMINISTRATION OF MEDICATION

School personnel may only administer medications during school hours with the written permission of a parent and the written order of a physician (This includes **over the counter** medicines as well). Medication forms are included with your registration packet or can be obtained from the school secretary or nurse. Medication to be given should be brought to the school by the parent and must be identified with the following: the prescription number, the student name, the doctor name, the medication name, the dosage and the directions for administration. Controlled drugs such as Ritalin, must be delivered directly to the nurse by the parent or responsible adult, counted and signed for. Medication should not be transported by the student on the school bus. Medications should not be put in lunches boxes or backpacks. In grade 4, students may be allowed to carry asthma inhalers with doctor and parent permission & school notification.

## EXCLUSION FOR CONTAGIOUS DISEASES

During the course of the school year, children contract many of the familiar childhood diseases. The following list includes some of the most common diseases requiring exclusion: It is essential that these diseases be reported to the school nurse; you can do this by phone or via your note explaining absence.

- **Chicken Pox:** Exclude 7-10 days after the first eruption. Please notify school immediately upon diagnosis.
- **Rubella:** Exclude for at least 4 days after respiratory symptoms appear, isolate from women in their first three months of pregnancy. Immediate notification requested.
- **Measles:** Exclude for at least 5-10 days after the rash has appeared. Immediate notification requested.
- **Mumps:** Exclude for as long as swelling persists. Immediate notification requested
- **Fifth Disease:** Exclude from school only when an elevated temperature exists due to the fact that the virus is contagious before the accompanying rash appears. Pregnant women who suspect exposure should consult their obstetrician.
- **Ringworm** Exclude until appropriate treatment has been started and applied for twenty-four hours or until recovery. A note from MD. is required.
- **Impetigo:** Exclude until appropriate treatment has been started and applied for twenty-four hours or until recovery. A note from MD. is required.
- **Conjunctivitis:** Exclude for twenty-four hours after (Pink Eye) treatment has been started. A note from MD. is required.
- **Lice:** Notify the school nurse at the first notice of head lice. Exclude for twenty-four hours after treatment has been started. Child must be checked by the school nurse **before** he/she can return to the classroom.
- **Scabies:** Exclude for twenty-four hours after treatment has been started. A note from MD. is required.
- **Shingles:** Exclude from school if fever is present and/or lesions/blisters are exposed. Consult a doctor and notify school with diagnosis.
- **Strep Throat:** Exclude for **24 hours** after treatment has been started
- **Respiratory:** Exclude from school if fever of 100 degrees or more is present and/or productive secretions are evident (cough or nasal discharge).

## GENERAL HEALTH SUGGESTIONS

- 1) Sick children having a temperature of 100 degrees or above, vomiting, or having an earache, etc., will be sent home at the discretion of the school nurse and/or personnel. School policy recommends that a child should remain at home for 24 hours **after** a fever has returned to normal.
- 2) First aid will be given if your child is injured at school. If the ambulance or further medical attention is necessary, we will attempt to notify you immediately. Please send your emergency telephone number in to the office at the beginning of the school year on the form we send home.
- 3) Children with rashes may be excluded pending diagnosis. Diagnosis must be in writing by MD.
- 4) Parents are required to call school to report their child's absence. A message left on our attendance checking system will be forwarded to the nurse. It is helpful if parents identify their child's symptoms such as fever, sore throat, etc.
- 5) Parents should notify the nurse if their child has strep, mono, or a contagious skin condition such as impetigo, and a note from an M.D. is needed to return to school.
- 6) Parents are responsible to report any special health problems and allergic tendencies to the school nurse. If medication is required, a written order from the doctor and written request from the parent is required.
- 7) School personnel are not responsible for the treatment of injuries received at home.
- 8) Students with casts will not be allowed to participate in Gym and will have limited recess. All children who have had bone fractures, operations, major stitches, sprains and illness such as pneumonia, mono, etc. will be required to have a doctor's note to resume gym and recess.

## PETS/ANIMALS IN SCHOOL AND RABIES

The showing of pets in the classroom can be fun, but there are two major concerns: the potential for rabies and/or allergic or asthmatic reactions. Therefore, this practice is not allowed.

## **REPORTING SUSPECTED CHILD ABUSE**

*Employees of the Newtown school system are required by State law to report suspected child abuse.* Abuse is defined by the following categories: physical abuse, sexual abuse, emotional maltreatment, and neglect. Should you have any question about the responsibility of the school in this area, please contact the principal.

## **SCHOOL INSURANCE**

All students are eligible to participate in the school insurance program which is made available by an insurance company approved by the Board of Education. The cost of this plan is indicated in the company's brochure which is sent home at the beginning of the school year. **Parents whose children are enrolled during the school year should request the brochure at the school office. While participation in the plan is voluntary, you should be advised that the school district does not carry accident insurance on children.** If you feel your own insurance is inadequate to cover possible injury to your child, you may wish to seriously consider this plan.

## **BUS REGULATIONS**

School transportation services are provided exclusively for the benefit and safety of students. The following rules are devised for these reasons and parents are asked to periodically review them with their children.

1. Children should be at bus stops 10 to 15 minutes prior to bus arrival time.
2. If a bus pupil is not to ride home on his/her bus on a particular day, please notify the school by note. If a child is to attend an after-school meeting every week, such as Brownies, one note will do for the school year.
3. Pupils must ride their assigned bus and are not permitted to change buses to visit friends or attend occasional meetings, etc., in another part of town. Verbal requests by the children to change their transportation routine cannot be honored. A child will be permitted to ride a different bus only if he/she is going to a sitter on a regular basis, or if the child is staying temporarily at a different address due to absence of the parents or illness in the family. Written permission outlining full details of the requested change must be presented to the office; permission will be granted if there is room on the particular bus. Under no circumstances can the school transport a child to an address in a different school district in Newtown.
4. Every pupil shall be seated as soon as he/she gets on the bus and remain seated until the bus comes to a full stop at the point where he/she leaves the bus.
5. Pupils should leave the bus without hurrying or pushing.
6. Pupils should at no time or in any manner cause any disturbances that will distract the bus drivers attention and endanger the occupants of the bus.
7. Feet must be kept on the floor and out of the aisles.
8. No pupil shall mark or damage the bus or leave waste material on it. Parents will be held responsible for payment for damages caused by their child.
9. There shall be no eating on the bus.
10. Pupils will refrain from loud talking or shouting while on the bus.
11. The use of obscene or profane language is strictly forbidden.
12. There will be no throwing or shooting of objects about the bus.
13. Pupils must form an orderly line prior to boarding their bus at its departure time and point. All pupils waiting for buses outside the school buildings are to wait quietly without running and playing in the bus area.
14. Pupils leaving school buses at points on the opposite side of the road from their homes are to pass in front of the bus; they should stop, look up and down the road for cars approaching from either direction, and proceed only on a signal from the bus driver.
15. A parent or responsible adult should be present to receive kindergarten children as they are dropped off at the bus stop following the morning session. Our drivers will not drop off these kindergartners if no one is there to meet them.

**VIOLATION OF THE REGULATIONS WILL BE CALLED TO THE ATTENTION OF THE BUILDING PRINCIPAL AND THE PARENTS OF THE STUDENT CONCERNED.**

## **EMERGENCY PHONE SYSTEM**

An automated notification system has been designed to alert parents to an emergency (unexpected) school closing. If an emergency situation occurs and Sandy Hook students are to be returned home at a time earlier than usual, the automated system will be implemented and parents / emergency contacts notified.

## **VISITING STUDENTS**

Students from other countries or from outside Newtown who plan to reside with an adult Newtown resident on a visiting basis for not more than one year, may be considered for enrollment by application to the Board of Education on a non-tuition basis if it can be demonstrated that:

- a. The student has not already graduated from the equivalent of a high school elsewhere.
- b. The student is not seeking to avoid school enrollment in the school system where legal residence is maintained.
- c. The student's enrollment does not cause a class to exceed thirty.

The parents or guardians of the student and the Newtown resident with whom the student will reside must complete and keep on file in the school the appropriate forms provided, which declare that both parties acknowledge the full legal responsibility of this decision.

Students from foreign countries will have to comply with the appropriate United States immigration Department regulations.

## **EMERGENCY SCHOOL CLOSINGS**

The following plan has been developed in order to serve all students, parents, and staff members when weather conditions or emergency situations warrant the closing of school.

1. The Superintendent of Schools, after consulting local town officials responsible for maintaining roads, will make a decision regarding the closing of schools. Under certain conditions the opening of school will be delayed for one hour or one and one-half hours.
2. The decision to close schools will be announced by radio stations: **WINE** (Brookfield) - 940 AM; **WICC (Bridgeport)** - **600AM**; **WLAD** (Danbury) - 800AM; and **WEZN** - 99.9 FM. Often announcements are also broadcast in large local and area stores.
3. Please do not call school officials, police departments, or radio stations as these lines must be kept open for emergency business.
4. Please do not call the school.
5. Schools in session will be closed early if severe or threatening weather conditions warrant such actions. Parents should develop an alternate plan for the safety of children in the event school is dismissed early unexpectedly.
  - a) Make arrangements with a neighbor to receive your child if you are away from home during the day.
  - b) Give your child specific instructions so that he/she will know what arrangements you have made.
  - c) When weather is threatening, keep your radio turned on. Radio stations WINE (940), WICC (600), WEZN - 99.9 FM and WLAD (800), channel 17 and the district website ([www.newtown.k12.ct.us/~sh](http://www.newtown.k12.ct.us/~sh)) will carry announcements of early dismissals.
  - d) The emergency phone system will be put into effect in an attempt to contact you.
  - e) When weather or emergencies force us to delay the start of the school day (90 min.), morning kindergarten will be cancelled. Afternoon kindergarten will keep to their regular schedules. If severe weather conditions occur mid-day, morning kindergarten dismissal may be extended. In these cases, afternoon kindergarten will be cancelled.

**It is our hope that this plan and these suggestions will enable us to handle school closings efficiently.**



## **NEWTOWN BOARD OF EDUCATION POLICIES AND REGULATIONS**

Inquiries regarding these policies may be directed to the school administration or to the Office of the Superintendent of Schools, 31 Pecks Lane, Newtown, Connecticut 06470

In accordance with certain federal and state statutes, the Newtown Board of Education gives public notice of Board policies that are available in our school office and at the superintendents office. It is suggested that citizens interested in reading all policies in their entirety (since what follows are selected summaries) request to do so at the office of the Superintendent of Schools or any of our school offices. Further, we recommend that parents discuss these policies with their children, where appropriate.

### **PUBLIC ACT 93-112 THE REHABILITATION OF THE HANDICAPPED ACT**

In 1973, Congress passed Public Act 93-112. In a section numbered 504, the law states: No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicaps, be excluded from participation in, be denied benefits of, or subjected to discrimination under any program or activity receiving federal assistance.

### **PUBLIC ACT 94-142 THE EDUCATION FOR ALL HANDICAPPED CHILDREN ACT**

In 1975, Congress passed Public Act 94-142, the Education For All Handicapped Children Act. This law states: All handicapped children must have available to them a free, appropriate public education which includes special education and related services to meet their unique needs.

### **POLICY #7110 TITLE IX DISCRIMINATION IN EDUCATION**

The Newtown Public Schools do not discriminate on the basis of race, color, national origin, sex or handicap in any of its educational programs. The Newtown Board of Education designates Dr. Linda Gejda, Assistant Superintendent of Schools, as the Title IX, Title VI, and Section 504 Compliance Officer. All complaints in matters where discrimination is alleged should be sent to Dr. Linda Gejda in writing, at 31 Pecks Lane, Newtown, Connecticut 06470.

### **POLICY #5126 PROTECTION OF PUPIL RIGHTS**

Parents and/or legal guardians have the right to inspect or review any instructional material used in the Newtown schools in connection with any Board approved research or experimentation program or project designed to develop new methods or techniques in instruction.

**P.A. 609-State of Connecticut**

### **POLICY #7-200 K-8 STUDENT ATTENDANCE**

Students attending school who are under seven and over sixteen years of age, whose attendance is not required by law but who are registered in public school, must maintain satisfactory attendance.

Regular attendance at school and at assigned classes and activities is required by the Board of Education in order to assure that all students have access to adequate education opportunities.

The Board of Education recognizes its responsibilities for a student once the student has arrived at the school and until that time when the student leaves the school or school grounds at the close of the school day.

Board of Education responsibility terminates when the student leaves the school building or school grounds without permission of the building principal or administrative personnel designated to authorize student absence.

Documented absences are absences for illness, recognized religious observances, family emergency, or other circumstances that are clearly emergencies that prevent school attendance.

An undocumented absence, i.e., Truancy, occurs when a student is absent for the entire school day or part of a day without parental consent, or with parental consent when the school deems that consent not to be in the best interest of the student.

The Board of Education recognizes the importance of regular attendance and educational success as well as early intervention when attendance patterns exhibit signs of truant behavior. A student who has four or more undocumented absences in one month or ten undocumented absences in one school year is truant. Habitual truancy represents a pattern of twenty undocumented absences in a school year.

School personnel will work diligently to secure the cooperation and assistance of parent or guardians to intervene and stop truant behavior.

In an effort to develop a prevention and early intervention process, the following guidelines will serve to direct this effort.

- 1) Provide annual notices to parents/guardians of procedures to monitor attendance and intervene or pursue legal action to secure regular attendance.
- 2) Request telephone numbers from parents/guardians where they can be reached during the school day.
- 3) Establish and maintain a sound record-keeping system for student absences, school contacts to parents/guardians by telephone or letter, and parent documentation of a child's absences.
- 4) Clarify the communication process so that parents know they must contact the school by telephone or note to document a student's absence. If the principal does not accept the documentation, the parents will be notified that the absence will be defined as undocumented.
- 5) Schedule and convene a home/school conference once a student has four (4) undocumented absences in a calendar month or ten (10) in a school year.
- 6) Coordinate services with referrals to community agencies that can provide child and family support and assistance.
- 7) Prepare and file a written complaint with Superior Court for students classified as habitual truants.
- 8) Complete and file the required reports for the Connecticut State Department of Education for students classified as habitual truants.

**Adopted 12/10/91**

**Modified 10/10/95**

## **POLICY #7-303 STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY)**

The records of the Newtown school system concerning individual students shall be used for the promotion of the welfare of the student. This policy will comply with state and federal laws.

Parents, legal guardians, and students 18 years of age or older have the right to inspect and review the student's school record upon written request. Compliance with such requests shall occur as expeditiously as possible.

Parents, legal guardians and adult students have the right to appeal any inclusion of any incomplete, inaccurate, or inappropriate information in the student's record. They must approve the release of information to all third parties except duly constituted legal and educational agencies with specific authorization. In such cases, parents shall be notified prior to compliance.

Student records are reviewed regularly and extraneous, outdated, or irrelevant information shall be destroyed.

**Adopted 5/25/76 Revised 11/10/98**

## **POLICY #7-401 REMOVAL, SUSPENSION OR EXPULSION**

The Newtown Board of Education recognizes the right of all students as citizens to an education and basic security. It therefore expects its school programs to be conducted in an atmosphere of good order and discipline necessary to effective learning. Students are expected to respect constituted authority, to respect the personal and property rights of others, and to obey duly constituted school rules and regulations. The Board of Education authorizes its teachers to take appropriate disciplinary action to deal with disruption of the learning process, or where behavior endangers the safety, property or rights of others. In cases where suspension or expulsion from school is deemed necessary, the student has a right to due process before his/her right to education is restricted. The parent or guardian must be notified of any suspension or expulsion proceedings involving the student and given an opportunity for a hearing before the appropriate authority.

A good cause for removal, suspension, or expulsion will be:

Continued and willful disobedience; open defiance of school officials; disruptive conduct or language; theft; vandalism; fighting; carrying or having in one's possession firearms, deadly weapons, dangerous weapons, or martial arts weapons; threatening assault upon or assaulting pupils or school employees; drunkenness; the possession, sale, or distribution of drugs proscribed by state and federal narcotics laws; or other actions inimical to good discipline in the schools or seriously disruptive of the educational process.

If such conduct occurs (1) anywhere on school grounds, during a school session, or anywhere at a school sponsored activity, trip or on school-provided transportation; or (2) off school grounds and is seriously disruptive of the educational process.

The parents or guardians of any student who is involved in a removal/suspension/expulsion proceeding must be informed of such disciplinary action within 24 hours. Students 18 years of age or older shall receive notification materials.

**Adopted 5/11/76 Revised 10/05/04**

*For a complete description of [Removal, Suspension or Expulsion Procedures] please refer to policy #7-401 available in the school office*

## **POLICY # 7-407 ELECTRONIC INFORMATION NETWORKS**

The Board of Education recognizes that students must become frequent and proficient users of the technology necessary for twenty-first century work and communication. To that end the Board encourages prudent and appropriate use of the Internet or other electronic information networks in order for students and staff to participate in distance learning activities, to ask questions of and consult with experts, to communicate with others, and to locate material to meet educational and developmental needs.

The Internet, a global electronic information infrastructure, acts as a super network of the networks traditionally used by educators, businesses, the government, the military, non-profit organizations, and private citizens, as well as by commercial enterprises. In Newtown schools and libraries, the Internet can be used to instruct and inform, and as a publishing arena that allows students and teachers an external audience for original work.

School library media specialists and teachers have a professional responsibility to work together to identify information appropriate to age and developmental levels of the students they serve. In addition, they have the responsibility to help students develop the intellectual skills needed to discriminate among information sources and to evaluate and use pertinent information to meet their educational goals. Because the Internet is a "fluid environment", the information available to students is constantly changing; therefore, it is impossible to predict with certainty what information students may access. Just as the purchase availability, and use of other media does not constitute endorsement of their contents by the District, neither does making electronic information available to students imply endorsement of that content.

The Superintendent shall issue regulations to govern access to and use of electronic information networks. At a minimum such regulations must provide that use of the Internet or other electronic information networks will be conducted in accordance with applicable statutes and regulations regarding copyright and technology use.

**Adopted 9/10/96**

## **POLICY #7-703 CHILD ABUSE**

The Newtown School system acknowledges that child abuse is a major problem affecting students and their families. It is the school system's responsibility to foster positive youth development. Therefore, it is in the best interest of the students for the Newtown school system to take a proactive stand in the prevention and identification of child abuse.

The Newtown school system recognizes its moral and ethical responsibility to provide programs conducive to the positive development of youth and to provide appropriate intervention for students and their families. At the same time, the Newtown school system recognizes that child abuse is a complex issue. While school personnel may suspect child abuse, they cannot make clinical assessment of risk and provide in-depth counseling but must refer the student to the Department of Children and Families.

Therefore, any school employee who may suspect child abuse must take the proper steps as specified in administrative procedures to report this information.

### **Child Abuse Definitions: 46b-120 formerly 51-301**

<b>Child:</b>	under 16 years of age
<b>Youth:</b>	between the age of 16 years and 18 years
<b>Physical Injury:</b>	impairment of physical condition

#### **Abused: a child or youth who...**

1. has had physical injury or injuries inflicted upon him other than by accidental injuries, or
2. has injuries which are at variance with the history given, or
3. is in a condition which is the result of maltreatment such as:
  - a) malnutrition
  - b) deprivation of necessities
  - c) emotional maltreatment
  - d) sexual molestation
  - e) cruel punishment

#### **Neglected: a child or youth who...**

1. has been abandoned, or
2. is being denied proper care and attention, physically, educationally, emotionally or morally
3. is being permitted to live under conditions, circumstances, or associations injurious to his well being
4. has been abused

#### **Uncared for: a child or youth who ...**

1. is homeless
2. whose home cannot provide the specialized care which his physical, emotional or mental condition requires

Cases of suspected child abuse and/or neglect are investigated by the State of Connecticut Department of Children and Families. Each case is evaluated to determine the necessity of treatment of the family and correction of the presenting problem rather than criminal prosecution.

**Adopted 6/12/90 Revised 10/10/95**

## **POLICY 7-704 SEXUAL HARASSMENT OF STUDENTS**

It is the policy of the Newtown Board of Education that all students should be able to experience their education in Newtown free of sex discrimination and sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment also includes the display or circulation of written materials or pictures degrading to the gender. Sexual harassment undermines learning by creating an intimidating, hostile and offensive school environment.

Any sexual harassment students by staff members or other students is strictly forbidden and will not be tolerated.

Individuals who believe that (s)he has been subjected to sexual harassment by either a staff member or another student is encouraged to make it clear as an offender, if possible, that such behavior is offensive and should be stopped. The student is encouraged to bring the matter to the attention of a building administrator or guidance counselor with whom (s)he is comfortable in discussing the matter. If the building administrator or guidance counselor is unable to resolve the matter to the satisfaction of the student being harassed, then the building administrator or guidance counselor or the complaining student if those responsible do not take action, shall bring the matter to the attention of the Title IX Coordinator (Assistant Superintendent of Schools). The Title IX Coordinator is responsible for investigating all cases of sexual harassment in a timely manner and for presenting the findings of the investigation to the superintendent of schools and the pertinent building administrator for further action if necessary.

All reports of sexual harassment will be treated as confidential. Retaliation against any student for complaining about sexual harassment is prohibited. Violations of this policy will not be tolerated.

**Adopted 3/12/96**

## **POLICY #7-701 SUBSTANCE ABUSE**

The Newtown Board of Education recognizes the serious societal problem of substance abuse. As the central developmental institution of community's youth, the schools play an important role in the early detection of substance abuse, the protection of children from the use, promotion and sale of alcohol and controlled substances, the improper use and sale of prescription drugs, and a partnership role with families and other institutions seeking treatment for substance abusers.

A student who on school grounds, during a school session, or anywhere at a school sponsored activity, trip or school provided transportation is under the influence of alcohol, illicit drugs, mood altering or controlled substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering or controlled substances, or any substance purported to be a restricted substance, except as provided for under a lawfully issued prescription by a licensed physician or dentist, shall be subject to the provisions outlined in the administrative procedures appended to this policy in conformance with policy on medications. Similarly, a student who off school grounds offers for sale or distribution a controlled substance shall be subject to severe disciplinary action, up to and including expulsion from school. Additionally, a student whose conduct off school grounds is violative of the substance abuse policy and is seriously disruptive of the educational process shall be subject to severe disciplinary action, up to and including expulsion from school.

Further, as provided in the appended administrative procedures, any student who participates in interscholastic sports may be subject to severe disciplinary action, up to and including exclusion from interscholastic sports, if such student engages in any prohibited activity listed above, on or off school grounds, at any time, seven days a week, regardless of whether or not the prohibited conduct occurs during the student's actual participation in interscholastic sports or whether other school-related disciplinary action has occurred.

### **Consequences of Alcohol, Drug, or Other Substance Abuse**

#### **CONDUCT RESULTING IN MANDATORY EXPULSION PROCEEDINGS**

Notwithstanding any other provisions contained within this policy, pursuant to Conn. Gen. Stat. Sec. 10-233D(A), as amended by P.A. 96-244 Sec. 19, expulsion proceedings shall be required whenever there is reason to believe that any student, on or off school grounds, offered for sale or distribution a controlled substance, as defined in Conn. Gen. Stat. Sec. 21A-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. Sec. 21-A-277 AND 21-278.

**Consequences for the use/sale or possession of intoxicants, mood altering drugs or substances in a manner not prescribed by a physician or dentist.**

##### **1. First Violation:**

- a) Minimum of three days suspension, following the proper suspension procedures, plus, an exclusion from school-sponsored activities for twenty-one (21) consecutive calendar days.
- b) The police will be notified.
- c) Referral to an appropriate outside agency licensed to assess and treat substance abuse
- d) One or more of the following:
  - i) In-school counseling
  - ii) Involvement in alcohol and other drug abuse groups in the school
  - iii) Referral to self-help groups within the community that are specifically set up to assist the person involved with alcohol and other drugs

##### **2. Second Violation:**

- a) External suspension of five (5) days
- b) Subject to possible expulsion pursuant to Connecticut General Statutes Sec. 10-233d
- c) The student will receive an exclusion from school-sponsored activities for forty-five (45) consecutive calendar days

##### **3. The police will be notified in the case of possession.**

- a) Student will be subject to a hearing with the Superintendent of Schools
- b) Student and his/her parent(s)/guardian(s) will select one of the two possible actions:
  - i) The student may:
    - a) Complete the assessment by a chosen agency licensed to evaluate drug and alcohol problems at parent expense.
    - b) Demonstrate compliance with the treatment program as recommended after the assessment.
    - c) Agree to a behavioral contract between the student, school administration, and a representative of the assessment group.
    - d) The school shall be granted rights to formal written or oral communication with the treatment agency

**OR**

- ii) The student may be recommended to the Board of Education for expulsion from the Newtown School system pursuant to Connecticut General Statutes Sec. 10-233d up to one calendar year.
- iii) The student and his/her parent(s)/guardian(s) will be required to seek additional counseling and provide written evidence of this counseling prior to the conclusion of the period of expulsion.

*Failure to abide by the treatment and/or counseling requirement as herein stated shall result in the commencement of expulsion proceedings as indicated in the Third Violation below.*

#### **4. Third Violation:**

Recommendation to the Board of Education for expulsion pursuant to Connecticut General Statutes Sec. 10-233d. The police will be notified immediately in cases of possession.

### **EXCLUSION AND EXPULSION FROM CO-CURRICULAR ACTIVITIES**

Any student who participates interscholastic sports may be excluded from such interscholastic sports for a period of at least 21 days if the student is under the influence of alcohol, illegal drugs, mood altering or controlled substances, or possess, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering or controlled substances, or any substance purported to be a restricted substance, on or off school grounds, at any time, seven days a week regardless whether or not this prohibited conduct occurs during the student's actual participation in interscholastic sport or whether other school-related disciplinary action has occurred.

The complete Newtown Public School Substance Abuse Policy and Procedures document is available in the school office.

#### **POLICY #8-404 HOMEWORK**

Homework is recognized as an integral part of the school education program. It is a form of purposeful learning that can be an important contribution to regular classroom work at all grade levels. As a form of independent study directly related to classroom work, homework provides students with the opportunity to develop and reinforce skills and attitudes that encourage responsibility and self-directed learning.

Homework can be classified into three basic categories: practice, preparation or extension. The type, frequency and quantity of homework assigned by the teacher should be consistent not only with the instructional program's objectives, but with the needs, capabilities and interests of the student or class as well. In fulfillment of this objective, the teacher should help students to understand the purpose and significance of the homework assignment. The completion of homework assignments and evaluation of appropriate homework should be considered in the assessment of a pupils progress.

The Board of Education realizes that the following guidelines cannot always be uniformly applied each night of the week. The times indicated are for students in the mainstream of academic achievement in Newtown.

<b>Grade 1:</b>	homework may be assigned requiring 50 minutes per week
<b>Grade 2:</b>	homework requiring 1 to 1.5 hours per week may be assigned
<b>Grade 3:</b>	30 minutes per night
<b>Grade 4:</b>	45 minutes per night
<b>Grade 5:</b>	50 minutes per night
<b>Grade 6:</b>	1 hour per night
<b>Grade 7 &amp; 8:</b>	1.5 hours per night
<b>Grades 9-12:</b>	2 hours per night

**Adopted 6/9/81 Revised 10/10/95  
(Taken from Board Policy #6130)**

#### **POLICY #8-405 FIELD TRIPS**

The Board of Education approves the concept of planned educational field trips for students in the Newtown schools.

When subsidy for educational field trips is not provided in the school budget, such an educational activity may be planned by staff members with students and conducted with participating students sharing in the cost of the trip. If a student is unable to pay his/her share of the trip costs, the building administrator may use available resources, including funds from local organizations, to help defray expenses.

No educational field trip shall take place during the school year without approval by the building administrator.

It is expected that all educational field trips shall use common carriers or school buses unless otherwise authorized by the principal.

In order to minimize the cost to students and their families of multi-day field trips that involve specific classes or groups of students, the teaching staff should select locations closest to Connecticut that meet the approved educational objectives of the planned activities.

This policy statement is not applicable to scheduled bus trips for students who participate in or wish to attend interscholastic athletic events, special music performances, or similar activities.

**Adopted 12/14/64  
Revised 11/10/98**



## **POLICY #7-410 CHEATING**

The Newtown Public Schools will not tolerate cheating. One of the cornerstones of Newtown's Success-Oriented School Model is the expectation that students will value their own work and respect the work of others. Cheating is wrong. It harms both the student who is honest and the student who cheats. All students may be compromised and placed at an academic disadvantage by the student who cheats. Students may well avoid study and preparation, but fail to reap the gains from them.

Teachers must clearly articulate the valuable opportunity offered by study groups or other planned activities in which students are encouraged to investigate and share their findings with other students, which would not violate this policy.

It is our aim to support and protect the students who do not cheat, to deter those who might consider doing so, and to punish those who do cheat. To discourage cheating in our schools, the following actions will be taken:

### Elementary schools

Students must be taught what cheating is so they may understand what they are asked not to do.

If cheating occurs at the elementary level, staff members will use the incident as an opportunity to educate the student about the importance of valuing his or her own work and respecting the work of others.

Should a second offense occur, the consequence should be progressive, and parents should be informed

**Adopted 10/12/99**

## **POLICY #8-601 Nondiscrimination on the basis of Ethnicity, Race, Gender, Disability, Sexual Orientation, or Religion**

The Newtown Board of Education accepts that it has a key role in achieving the objective of equity within its jurisdiction and in contributing to beneficial relationships among all people in the wider society.

Therefore, the Board of Education affirms its commitment to the following: 1) the pursuit of equity for all its students regardless of ethnicity, race gender, disability, sexual orientation, or religion; and 2) the promotion of positive attitudes that respect the diversity of our society.

In pursuit of this equity, the Board is committed to:

1. the development and promotion of respect among students and within the entire community;
2. provision in its programs of opportunities for students to develop positive attitudes toward and relations with a diversity of people; and
3. the teaching and use of materials that promote the learning about and appreciation of people's similarities and differences.

**Adopted 6/9/81 Revised 10/10/95**

## **POLICY 8-602 NONDISCRIMINATION ON THE BASIS OF HANDICAP**

The Board of Education declares its intention not to discriminate in the admission of students to any educational programs or services conducted in the school as defined in the Rules and Regulations of Section 504 of the Rehabilitation Act, PL 93-112.

The coordinator for Section 504 activities in the schools is the Superintendent of Schools, 11 Queen St., Newtown, CT 06470 (203) 426-7621.

Grievance procedures are available, which provide for the prompt and equitable resolution of complaints alleging violation of Section 504. These are specified in a separate section of the policy manual identified as Rules, 8-602.1.

**Adopted 7/24/79**

**Modified 2/13/01**

## **POLICY #8-603 HARASSMENT OF STUDENTS**

The Newtown Board of Education affirms the right of all students to be protected from intimidation, discrimination, physical harm, and/or harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes indecent, vulgar, or abusive epithets or gestures that are targeted at an individual or group. Such harassment or discriminatory behavior is not acceptable under this policy. It shall be an aggravating circumstance that the harasser selects the victim because of the victim's race, ethnicity, religion, gender, sexual orientation, or disability. If an indecent, vulgar, or abusive epithet is directed to the victim's race, ethnicity, religion, gender, sexual orientation, or disability, this shall be evidence that the victim was chosen because of that characteristic.

### PROCEDURE

Staff members must inform the principal of any harassment incidents that comes to their attention. A student and/or a parent may file a formal written complaint with the building principal. In all cases, the principal will thoroughly investigate while protecting the due process and privacy rights of all parties to the complaint. The principal or designee must inform the parents involved. Following communication with the children, parents, and/or teachers involved, the principal shall determine appropriate actions to be taken. The principal will keep a written record of the incident. If, in the principal's judgment, the level of harassment is of such a high degree of severity that merits suspension beyond five days or expulsion, the principal must bring the case to the Superintendent of Schools for further action.

If a student commits a second harassment offense, a meeting of the principal with the student and parent(s) must occur. The principal or parent(s) may request that the Superintendent of Schools or the Assistant Superintendent attend this meeting. The principal shall be responsible for discipline in this second case after consultation with the Superintendent of Schools. In severe cases, the principal may bring the case to the Superintendent for further action. If, after investigation, the principal has determined that a third offense has taken place, the student shall be presented to the Board of Education for consideration of lengthy suspension or expulsion.

In all cases of harassment, the principal will be responsible for taking appropriate actions to protect the victim from further harassment.

**Adopted 10/10/95**

## **POLICY # 9-101 COMMUNICATION GUIDELINES FOR PARENTS AND STUDENTS**

The following guidelines are established so that students and their parents may bring their concerns to the attention of the most appropriate parties and have a process by which their concerns may be expressed, considered, and resolved.

- a. When a concern emanates from a classroom situation, students or parents should first discuss it with the teaching staff member most directly involved. Any of these parties may request that the principal attend that meeting.
- b. When the situation is one commonly resolved by the assistant principal, he/she should be consulted. If the matter remains unresolved, it may be submitted to the principal.
- c. If the parties concerned feel that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach an amicable conclusion.
- d. Concerns about administrative actions may be addressed directly to the building principal.
- e. Concerns about a district policy or practice may be brought directly to the Superintendent.
- f. Matters not satisfactorily resolved at the school level may be appealed to the Superintendent. The appeal should be in writing and specify the nature of the problem.
- g. The Superintendent shall attempt to resolve the matter as quickly as possible and shall communicate a written decision and explanation to the parties concerned.
- h. When a decision is communicated by the Superintendent and is not deemed satisfactory by the parties involved, they may request a review of the decision by the Board of Education. Such request shall be submitted in writing. A committee of the Board of Education shall, through a fact finding process, review the Superintendent's decision. The committee shall report the results of its fact finding and recommend appropriate action to the Board. The Board of Education shall render a written decision in a timely matter.

Adopted 7/25/78  
Amended 9/14/82, 12/12/95

## **POLICY # 8-605 BULLYING**

The purpose of this policy is to maintain a student-learning environment that is free from bullying. Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying activity on school property, on school transportation, or at school sponsored activity will be subject to school district action. \*Please see Board Policy Book for complete details.

Adopted 1/14/03

## **EMERGENCY RESPONSE PLAN**

Emergency Response Plans have been established by all Newtown Schools and the district at large. These plans serve as a guide for schools in case of an emergency as well as to provide information on prevention, intervention and post-crisis planning. The SHS Incident Management Team is led by the school principal.

## **PESTICIDE APPLICATION**

In accordance with Board Policy and Public Act # 99-105, notification will be posted at each school prior to application of any pesticide. Parents or guardians may also request individual prior notification by returning the form found at the end of this handbook.

## **TECHNOLOGY**

In accordance with Board Policy # 7-407 Electronic Information, the Newtown Code of Conduct for Network Use has been established identifying network user rights and responsibilities. Prior to using any form of information technology, all students in grades three and above must have a signed corresponding agreement regarding use of computer network on file.

## **NON-RESIDENT OR TUITION STUDENTS**

Request for admission to enroll as a full-time student, when residency of the student, parents, or guardians is not in Newtown, may be granted upon application to the Board of Education. The enrollment of such students may be subject to the payment of tuition as determined annually by the Board of Education, ordinarily at the July or August business meeting.

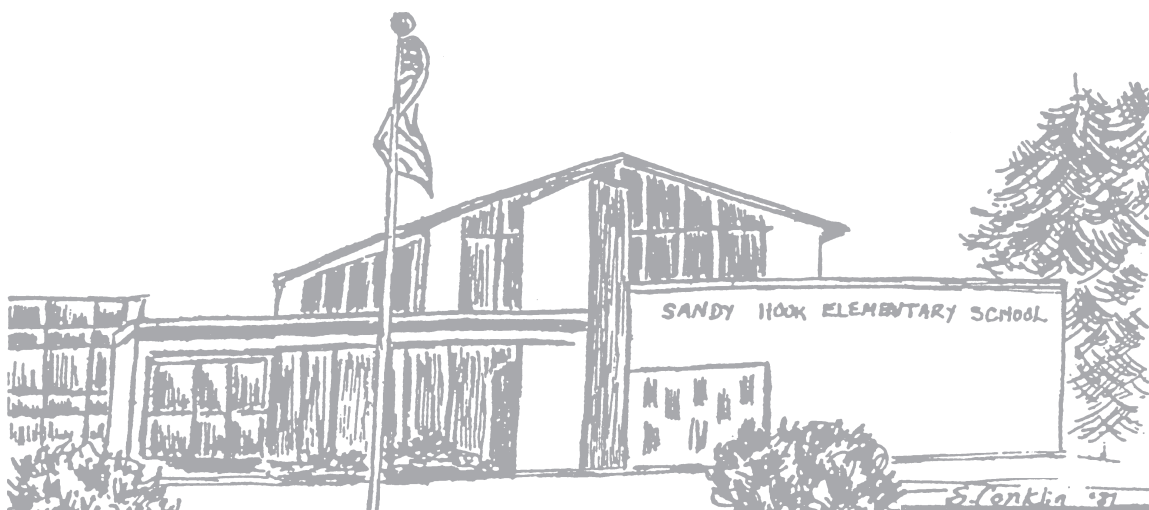
### **Tuition Guide:**

- a. Tuition for the first month of school enrollment, while the family is in transition and is residing nearby may be waived by the Superintendent for a future resident.
- b. If a future resident has a contract for a home under construction that will be the family domicile, their children may attend Newtown schools without the payment of tuition for a period not to exceed 60 calendar days, with the Superintendent being able to extend the period up to an additional 60 days.
- c. Tuition for a student whose parents or guardians wish the student to complete the school year in the Newtown public schools, although residency has been established in another community, shall be charged on a pro rata basis from the date of departure of the family as Newtown residents to the end of the school year.
- d. Tuition will not be charged for students of former residents who move from Newtown after May 1.
- e. Tuition will not be charged for senior high school students who moved from Newtown during the second semester and who wish to complete that school year at Newtown High School.
- f. Any necessary transportation to and from the school related to these exceptions will have to be provided by the student, parents, or guardians at their own expense.
- g. Requests for attendance that are specifically addressed in the provisions of this policy and may involve the payment of tuition for students who already attend Newtown schools shall be considered on an individual basis by the Board of Education.

## **PROBLEM RESOLUTION / PARENTS & STUDENTS**

The following District guidelines are established so that students and their parents may bring their concerns to the attention of the most appropriate parties and have some means by which their concerns may be expressed, considered, and disposed of fairly.

- a. If a concern emanates from a school situation, students or parents should first discuss it with the teaching staff member most directly involved.
- b. If the parties concerned feel that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach an amicable conclusion.
- c. Concerns about administrative actions may be addressed directly to the building principal.
- d. Where past practice indicates involvement of the assistant principal, he or she should be seen, and their decisions may be appealed to the principal.
- e. When concerns are about a district policy or practice, the matter can be brought directly to the Superintendent. Also, matters not satisfactorily resolved at the school level may be appealed to the Superintendent. The appeal should be in writing and specify the nature of the problem.
- f. The Superintendent shall attempt to resolve the matter as quickly as possible and shall communicate a written decision and explanation to the parties concerned.
- g. If the decision rendered by the Superintendent is not deemed satisfactory by the parties involved, they may request a review by the Board of Education. Such a request shall be submitted in writing. A committee of the Board of Education shall review the appeal and conduct a hearing. The Board of Education shall render a written decision.





## ***SCHOOL PROGRAMS***

The general elementary school curriculum handbook is available for review in our school office or school library. A copy is also available at the (public) Booth Library and on the district website, [www.newtown.k12.ct.us/nsh.edu](http://www.newtown.k12.ct.us/nsh.edu). Some of the special programs available at Sandy Hook Elementary School are as follows:

### ***ART***

Art instruction is offered to students in Kindergarten through grade four for one period per week. Children should bring a smock to keep at school and wear to art classes.

### ***LIBRARY-MEDIA CENTER***

The library-media center at Sandy Hook School houses more than nineteen thousand books, a wide variety of reference books and subscriptions to more than 25 student and professional magazines. Our library includes one of our two computer labs. We also have an extensive collection of videos and DVDs that teachers use to enhance lessons in the classroom.

Students meet for scheduled weekly classes in the library where our program has two focuses: developing a love of literature of all types and developing the skills needed to access and utilize information for a variety of purposes. Lessons include developing the understanding of how materials are organized in the library, using Destiny (online public access catalog) to locate the materials desired and discovering how information is organized in these varied resources. Students are also instructed on the use of the online resources available on all computers in the school. This includes an online encyclopedia as well as two online databases that include information from magazines, newspapers and image sources.

Our staff includes a certified teacher/librarian media specialist, a part-time library teacher, two clerical staff and a myriad of parent volunteers.

### ***MUSIC***

Children from all grades attend weekly music classes. Much encouragement is given to using their creative ability while developing a love and appreciation for music through participation in singing, music appreciation and learning to use accompaniment instruments. Each grade level hosts one musical performance for parents and guests during the school year. Students in grade 4, and sometimes in grade 3, participate in chorus which includes training in the use of the voice, choral literature and dramatic/musical presentations. There are at least two concerts performed annually; one during mid-winter and the other in the spring.

### ***SPECIAL NOTE***

Parents are advised to consider carefully the number of extra curricular programs in which their children may wish to participate. Many of these opportunities are provided during the school year. Care needs to be taken to prevent a student from taking too many elective activities that could interfere with regular classroom responsibilities and produce stress.

Make an effort to confer with your child's teacher to determine the possible impact an activity would have. Encourage and help your child to make choices; help him/her to organize time and priorities. Monitor your child's progress carefully. Be aware that a dramatic increase in homework time could mean that your child is having problems completing daily work.

### ***PHYSICAL EDUCATION***

Physical education classes are scheduled once per week for kindergarten and twice per week for all other grades. Pupils must wear sneakers in the gymnasium.

### ***MEDICAL EXCUSES AND RELEASES***

Children who are unable to participate in physical education classes or recess for more than a short-term period, because of injury or illness, must have a physician's note on file in the nurse's office. A note of release from a physician is required for children to participate in physical education classes and recess in situations where they have been under extended care of a physician (one week or more). This note must be written by the physician.

### ***LANGUAGE ARTS CENTER***

The Language Arts Center is a multipurpose unit. The Language Arts support staff join others in providing a comprehensive continuum of services designed to meet the needs of all students. Our Language Arts Consultant coordinates the reading program and provides leadership. Our Literacy Team and Language Arts Committee assist in the overall school program, planning for a cohesive and consistent instructional program. Reading Intervention is offered to select students for the purpose of accelerating progress in reading. Student selection is determined by reading specialists in collaboration with classroom teachers and the building principal.

## **SPECIAL SERVICES**

Special services are provided by professional pupil personnel and special education staff members in cooperation and coordination with regular education personnel. Students requiring special services are evaluated according to district and state guidelines prior to implementation of programs. Parents and guardians are an important part of this process and become members of the team in developing an appropriate plan. For further information contact the school principal or office of Pupil Personnel Services (203-426-7626).

### **GATES**

A program for intellectually gifted students beginning in grade four. In the spring of each year every third grade student is screened to determine eligibility. Servicing is provided through in class differentiation of instruction.

### **EARLY INTERVENTION TEAM**

A team approach is used to meet the needs of all students. Team members representing a range of specialized training and experience, meet weekly to generate strategies and collaborate to ensure each child's success. A continuum of services provides for a range of student needs and abilities.

## **SANDY HOOK SCHOOL PARENT-TEACHER ASSOCIATION**

The Sandy Hook School Parent-Teacher Association is a local unit of the Connecticut branch of the National Congress of Parents and Teachers.

The goal of the PTA is to encourage the development of quality public education in our community and help cement together the cooperative partnership of teacher and parent for the benefit of our children.

The Sandy Hook PTA bylaws are available from the PTA President upon request. A schedule of PTA meetings are determined in September. Other meetings will be announced. *ALL* meetings are open to the public. Parents interested in committee membership or projects should contact our president.

### **SANDY HOOK PTA EXECUTIVE BOARD 2010-2011**

<b>President</b>	Tracey Jaeger	203-270-3968
<b>1st Vice-President</b>	Cindy Carlson	203-364-1399
<b>2nd Vice-President</b>	Mara Street	203-426-5754
<b>Recording Secretary</b>	Kristin Larson	203-364-1468
<b>Treasurer</b>	Jen Barrett	203-364-1386
<b>Principal</b>	Dawn Hochsprung	203-426-7657

- **President or Co-Presidents** oversee PTA Executive Board and Committee Project Coordinators.
- **1st VP** is in charge of the Reflections Contest which is sponsored by the National PTA with entries in four categories: literature, music, art and photography and is open to the whole school. This position is also responsible for coordinating a scholarship committee and getting information to high school students. The scholarships are awarded to students who have attended Sandy Hook Elementary School.
- **2nd VP** is in charge of the Emergency Phone Chain (in the event of an emergency, power outage, snow storm etc., the principal contacts the President and 2nd VP who in turn activate the phone chain - we attempt to contact all parents/guardians in the event school is closing early).
- **Recording Secretary** take minutes of PTA meetings. The minutes are also posted on the PTA board in the cafeteria.
- **Treasurer** keeps track of income and spending, presenting a report at each PTA meeting.
- **The Past President or Co-Presidents** sit on the board for an additional year to assist the new board. **Principal** sits on the board to form an alliance between parents and teachers. **Teacher Reps** vary from year to year. They keep PTA informed of any needs or concerns from the teachers.

## **PTA PROGRAMS**

**Board of Education Representatives** - Volunteers attend these meetings to keep PTA board members informed on the issues at hand.

Meetings are usually held the 1st and 2nd Tuesdays of each month.

**Book Fairs** - Held annually during parent/teacher conference weeks in the Fall and the Spring. Coordinators contact book companies, publicize the fair and recruit volunteers to man selling of books for each of those weeks.

**Box Tops for Education**-Coordinator sends home information to families about the program as well as collects, counts and sends box tops to the company for rewards offered by the company.

**Call Me List**-this is a list compiled of parents who aren't able to commit to a committee but might be able to help out one or twice a year on a project.

**Community Service** - Coordinator leads school in supporting needy families in the area through support of various organizations.

**Connection** - Team of parents publish a weekly newsletter communicating timely information to parents.

**Corresponding Secretary** - sends appropriate cards, get-well, sympathy, etc. to members and faculty.

**Cultural Arts** - coordinators are responsible for children's programs brought into the school and the Artist-In-Residence programs. Made up of parents and staff.

**District Volunteers** - to represent our school at District Quality Council Meetings.

**Directory** -a book is printed with family names, addresses and phone numbers from Sandy Hook School (if you choose)

**Fall Kindergarten Bus Run**-volunteer needs to coordinate kindergarten practice bus run in August. This job will include planning the date of the bus run with the office and kindergarten teachers (you will work closely with Joanne in the office on the details), along with sending a letter home to the parents with the details of the bus ride. The coordinator will also need to find a few volunteers to ride the bus on the day of the kindergarten ride. (You will not be responsible for actually setting up the bus routes)

**Emergency Phone Chain** - This program is described elsewhere in this handbook. It is sponsored by the PTA, and requires a volunteer coordinator. If you are interested in helping with this program, please call the second vice-president.

**Footprint Post** - committee of parents who work with children after school, once a week, on a newspaper the children produce. The newspaper has been in existence for more than 10 years. A strong commitment is needed from parents to help children with ideas, writing, interview techniques, typing, layout, Xeroxing and distribution.

**Garden Club**-Group of volunteers who help maintain the gardens around the school property.

**Geography Program** – coordinator passes out material (blank maps) to teachers, then collects, corrects and returns them to students. This is run September-May. The "test" is given monthly.

**Gift Cards** - Coordinator provides materials to students who wish to create personalized gift cards.

**Gift Wrap Sale**-Major fund raiser for the school. Gift wrap information is sent home at the beginning of the school year and sale continues for approximately 3 weeks. Distribution of gift wrap is during fall conference week.

**Historian** - coordinator keeps track of news articles and photographs pertaining to the school and keeps them catalogued.

### **Hospitality**

**March Parent/Teacher Conference** - kindergarten parents coordinate snacks for faculty in the staff lounge.

**November Parent/Teacher Conferences** - first grade parents coordinate snacks for faculty in the staff lounge.

**Holiday Buffet** - second grade parents provide a holiday buffet for faculty in the staff lounge.

**Staff Appreciation Luncheon** - third grade parents provide a luncheon for faculty in cafeteria and coordinates volunteers to man all classrooms and offices. (April/May)

**Back to School Luncheon** - fourth grade parents provide a luncheon for the staff a day or so before school opens.

### **Kindergarten**

**Registration** - volunteers greet parents and children registering for the following year. Kindergarten registration in nurses office, eye/ear exams, registration children etc. This is usually done in March/April.

**Labor Day Parade** - committee that will organize students/parents to march in Newtown's annual Labor Day Parade and create props to coordinate with the theme of the parade.

**Legislative Council Representative** - volunteers attend Legislative Council meetings on behalf of our school. This will possibly be on a rotating schedule with other schools. You will then report back to PTA President on the outcome of the meeting.

**Membership** - coordinators sign up parents/guardians/faculty for PTA membership. They are present at Open House and the first few PTA meetings. This starts in September.

**Photographs** - coordinators work with photo studio and faculty in planning and organizing student's photos.

**Publicity** - volunteer takes pictures, contacts newspapers, writes articles about the school

**Publishing Center** - volunteers needed to laminate and bind the children's' books. You will need to be trained on how to use the laminator.

**Social Events** - the following are examples of several events sponsored during the course of the year

**Family Fun Fest** - fund-raiser/family fun day with various games, activities, silent auction and food.

**Harvest Fest** - a family social held in the fall. Coordinate for kids, painting/decorating pumpkins, cider and donuts, etc.

**Sock Hop** - usually held at the end of January at the Fireside Inn. Coordinators sell tickets for this great pizza/dance family night. Volunteers needed the night of dance to ensure the safety of all attending.

**Spirit Wear** - coordinator is responsible for the sale and ordering of school tee shirts and sweatshirts.

**Ice Cream Social** - tentatively held in March/April for 2-3 evenings. Coordinators enlist volunteers to scoop ice cream and toppings. Teachers are usually there to help make the sundaes. Entertainment usually consists of local talent..

### **Tools for Schools**

We have a Tools for Schools indoor environmental resource team that works in coordination with district efforts to monitor and improve air quality.

*Our building is inspected every 6 months as required by § 19a-333-1 through 13 of the Regulations of Connecticut State Agencies, "Asbestos-Containing Materials in Schools"; to determine any changes in the condition of identified asbestos-containing building materials. Additionally, the school will be reinspected every three years by an accredited inspector following the same basic criteria as stated in the original plan.*

*Sandy Hook School maintains in its Main Office a complete updated copy of the asbestos management plan. It is available during normal business hours for inspection. The designated person for the Asbestos Program is Gino Faiella and can be contacted at 203-426-7615.*

We remind you that this notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

## **BECOMING A PTA MEMBER**

The Sandy Hook Parent-Teacher Association can only be as effective as you make it. You are urged to join the PTA at the schools annual open house which is traditionally held early in the school year. You may also become a PTA member anytime during the year by contacting one of the PTA executive board members or the school office. We look forward to your active participation in programs, your ideas and your suggestions.

## **PTA COUNCIL**

The Newtown PTA Council, when active, is a group made up of representatives of the PTA's of all seven schools in town. It serves to strengthen the local units, enabling each one to work more effectively, and to achieve common goals. It also is a source of information for local officers and chairpersons through council's meetings and leadership training workshops.

Some of the council's goals are: to give local units an opportunity to compare methods, exchange ideas and work together on special programs, to broaden community understanding of the educational process, to establish a good working relationship with the local Board of Education, to promote the circulation and use of parent - teacher publications.

The PTA Council officers are president, two vice-presidents, a secretary and a treasurer, all of whom are elected annually. Each unit may be represented by its president, one delegate, its principal and alternates. The Superintendent of Schools is a member. A liaison representative from the Board of Education is asked to be present at council meetings.

Meetings are open to the public.

## ***THE BOARD OF EDUCATION 2010-2011***

Lillian Bittman	203-426-0197
Ron Bienkowski, Director of Business	203-426-7619
Kathy Fetchik, Vice Chair	203-270-9941
Richard Gaines	203-270-9614
Dr. Linda Gejda, Assistant Superintendent of Schools	203-426-7616
William Hart	203-270-0369
David Nanavaty	203-270-1322
Dr. Janet Robinson, Superintendent of Schools	203-426-7621
Debbie Leidlein, Secretary	203-982-3702
Christopher Lagana	203-426-5704

## ***NEWTOWN PUBLIC SCHOOLS STATEMENT OF GOALS***

### **PREAMBLE**

The school system's primary responsibility is to provide students with academic knowledge and cognitive skills. An effective school also prepares students to function in society. The school system recognizes that it plays an important role in the continuing development of the individual and is, therefore, responsible for helping the student develop positive traits, values, and character in addition to providing each student with the skills and knowledge essential to a fulfilling life.

Learning is influenced by many experiences beyond the school day. The child's family and community share in the responsibility for his or her education, motivation, ability to learn, and character development. The school system must lead the way in involving both the family and the community in the education and development of the student.

Goals are expressed primarily in terms of what the student should gain during his/her tenure in the Newtown school system. It is expected that the schools will create and implement appropriate curriculum, programs, and climate to support and achieve the student-related goals. This statement of goals does not attempt to define for the schools all of the necessary programs to support its objectives. This statement does emphasize, however, selected programs which deserve special attention during the next five years.

The goal statements are intended to be long term objectives, providing broad direction for curriculum, program, and staff development. Not all goals are achievable immediately, but they should provide a consistent basis for year to year planning and a standard for measuring progress and improvement in the school system over the years.

### **STRATEGIC PLANNING**

#### **OUR MISSION**

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and attributes that lead to personal success while becoming a contributing member of a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

- High expectations
- Quality instruction
- Continuous improvement
- Civic responsibility

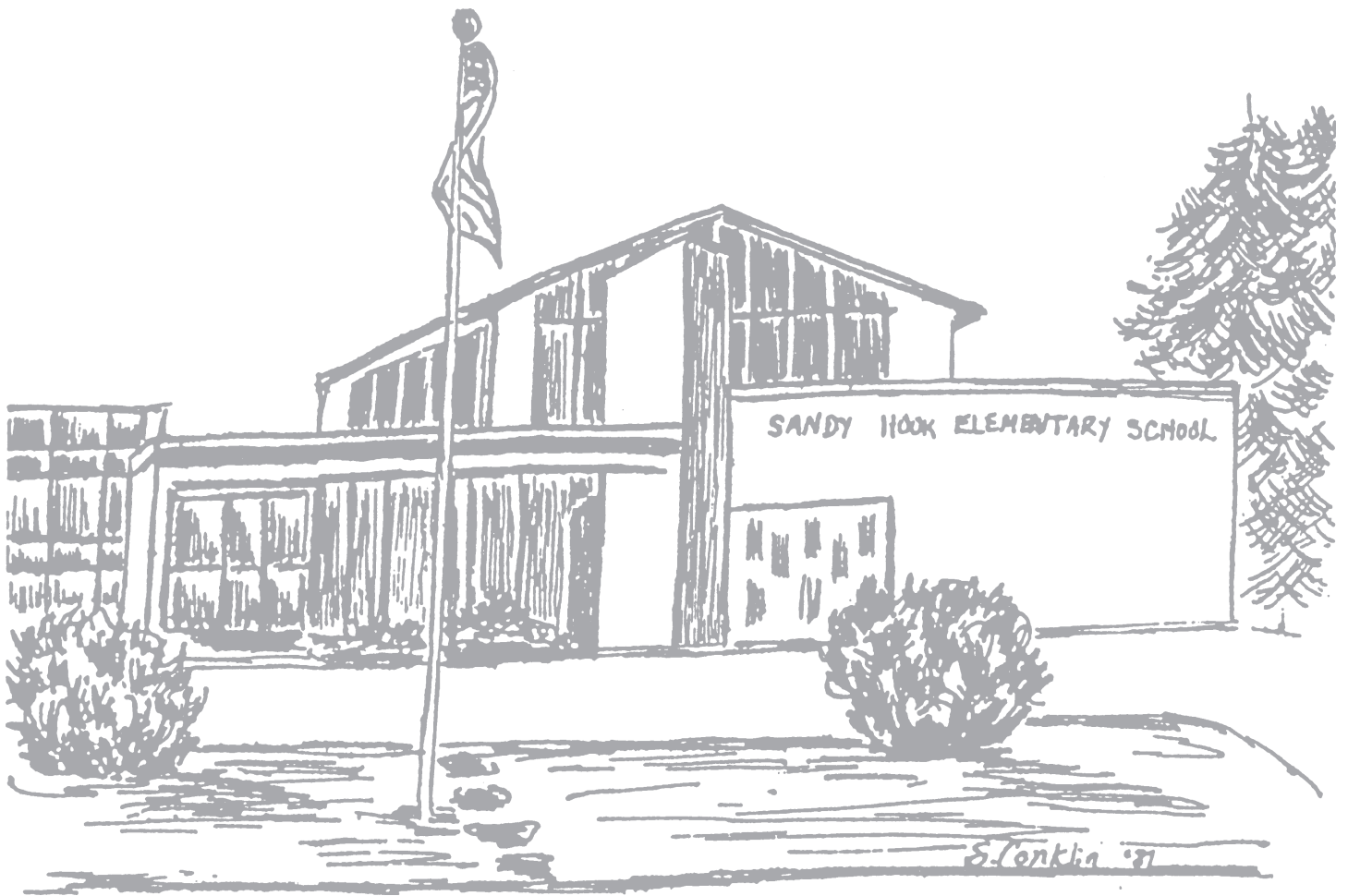
#### **OBJECTIVES**

- Within 5 years student performance on all standardized tests in all subject areas will be consistently among the top 3 districts in our reference group (DRG).
- All students will develop and consistently demonstrate 21st century skills such as problem solving, critical and creative thinking, collaboration and application of technology.
- All students will develop and consistently demonstrate the character attribute necessary for personal well-being and to be a contributing member of the community.

#### **STRATEGIES**

- We will develop and implement a 10-year capital improvement plan in partnership with community leaders which address present and future facility and technological infrastructure needs to best achieve our mission and objectives.
- We will develop and implement a comprehensive and multi-faceted communication plan for internal and external audiences that will build trust, improve relationships, facilitate change, and market our product throughout the community.
- We will develop and implement plans to ensure all staff use effective instructional tools, best practices, assessment data, and intervention resources to improve academic standing, 21st century skills and inspire students to excel.
- With families and community, we will identify and model the character attributes, embed them throughout the program, as well as develop means of assessing progress.
- We will develop and implement a personal success plan for each student that will guide them in achieving academically, developing positive attributes, becoming a contributing member of a global community, and develop personal well-being.

**Approved 11/2008**





## PESTICIDE APPLICATION NOTICE

In accordance with Public Act No. 99-165, Newtown Board of Education recently approved a pesticide application policy that includes an integrated pest management plan. The plan requires that alternative methods be employed prior to using a pesticide, which is defined as a fungicide on plants, an insecticide, a herbicide, or a rodenticide. Whenever it is deemed necessary to apply a pesticide, it will be done during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where application has been made until it is safe to do so according to the provisions on the pesticide label. The plan also provides for pesticide application notification to parents or guardians of enrolled students of Newtown schools, as well as its staff. Notification will be posted at each school prior to application of any pesticide. However, parents or guardians may request individual prior notification by returning the form below to the school. If you register for notification, you will be advised of the planned date and location of the pesticide application and its active ingredients. Requests for additional information should be directed to Gino Faiella, Supervisor of Buildings & Grounds at 203-426-7615.

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YES, I WOULD LIKE TO BE NOTIFIED WHEN PESTICIDES WILL BE APPLIED.

SCHOOL: \_\_\_\_\_ CHILD'S GRADE: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

☐ ALSO PROVIDE ME WITH A COPY OF THE BOARD'S PESTICIDE APPLICATION POLICY.







