

West Stafford School



Family Handbook & School Readiness Program 2020 – 2021



Staffordville School

Principal

Peggy Falcetta
falcettap@stafford.k12.ct.us
860 684-3298

West Stafford School

Principal/Family Resource Center

Administrator
Anna Gagnon
gagnona@stafford.k12.ct.us
860 684-3181

Administrative Secretary

Rhonda Rawlinitis

Administrative Secretary

Sherri Voisine

School Nurse

Melissa Augusto

School Nurse

Sarah Rivera

Stafford Family Resource Center Site Coordinator

Joann Moriarty

Superintendent of Schools

Steven Moccio

Director of Pupil Services

Trish Lustila

Director of Curriculum

Steve Autieri

Stafford Board of Education

Sonya Shegogue, Chairperson

Kathy Bachiochi

Jennifer J. Davis

Mike Delano

Laura Lybarger

Andrea Locke, Secretary

George Melnick

STAFFORD PUBLIC SCHOOLS

JULY 2020

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AUGUST 2020

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SEPTEMBER 2020

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OCTOBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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2020-2021 School Calendar



July 4 Independence Day

Aug. 19, 20 New Teacher Orientation (No School)
Aug. 24 Convocation (No School)
Aug. 25-27 Professional Development (No School)
Aug. 28 No School for Students & 10-month staff
Aug. 31 Professional Development (No School)

Sept. 1-3 Professional Development (No School)
Sept. 4 No School for Students & 10-month staff
Sept. 7 Labor Day (No School)
Sept. 8 First Student Day
Sept. 30 Professional Development (Early Dismissal)

Oct. 12 Columbus Day (No School)
Oct. 22 Gr. 6-12 Conferences (Shortened Day)
Oct. 29 Professional Development (Early Dismissal)

Nov. 11 Veterans' Day (No School)
Nov. 23, 24 Gr. PK-5 Conferences (Shortened Days)
Nov. 25 Early Dismissal
Nov. 26-29 Thanksgiving Vacation (No School)

Dec. 23 Early Dismissal
Dec. 24-31 Holiday Vacation (No School)

Jan. 1 New Year's Day (No School)
Jan. 18 Martin Luther King Jr. Day (No School)

Feb. 4 Gr. 6-12 Conferences (Shortened Day)
Feb. 15 Presidents' Day (No School)
Feb. 16 February Break (No School)

Mar. 5 Professional Development (Early Dismissal)
Mar. 8 Professional Development (No School)
Mar. 17, 18 Gr. PK-5 Conferences (Shortened Days)

April 1 Professional Development (Early Dismissal)
April 2 Good Friday (No School)
April 19-23 Spring Vacation (No School)

May 28 Professional Development (Early Dismissal)
May 31 Memorial Day (No School)

June 11 Summer Vacation Closing (tentative)*-
Early Dismissal
June 14 Teacher Work Day (No School)

*School will close after the completion of 177 student contact days. At the discretion of the Board, makeup days may be scheduled if more than ten school cancellations occur, beginning with cancellation of the February 16, 2021, vacation day, followed by the elimination of days from April vacation, beginning with April 19, 2021.

Approved by the Board of Education on Monday, December 9, 2019.
Revision approved by the Board of Education on Monday, July 20, 2020.

JANUARY 2021

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FEBRUARY 2021

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MARCH 2021

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APRIL 2021

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MAY 2021

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JUNE 2021

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IMPORTANT DATES TO REMEMBER

September 8th	First day of school
November 23rd & 24th	Parent Teacher Conferences
March 17th & 18th	Parent Teacher Conferences

Marking Periods End

November 13, 2020

March 6, 2021

June 4, 2021

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VISION

West Stafford School will be a nurturing and engaging instructional environment where every child succeeds by discovering personal strengths and talents, by developing passion for excellence, and by acquiring skills to be creative and collaborative problem solvers. We will be a safe, reflective, respectful, and inclusive learning community where responsibility for learning is shared and every voice counts.

MISSION

Our mission is to collaborate with families to foster motivated, joyful, confident life-long learners who are prepared for future challenges.

PHILOSOPHY STATEMENT

West Stafford School is committed to providing a comprehensive and personalized educational beginning for children. A sense of caring and a quest for learning characterize the culture of our school community. We believe that students learn best in a safe and joyful atmosphere where cooperation, assertion, responsibility, empathy, and self-control are valued and celebrated. Our talented and dedicated staff members work together to provide engaging, challenging, and differentiated learning experiences in all areas to build on student strengths and to meet individual needs.

Home-school collaboration is at the heart of our program. We strive to honor the diversity of our families and encourage all to be active participants in our school community.

Stafford Public Schools, Hours Pre-K - Grade 1

Staffordville and West Stafford School	Full Day	2 Hour Delay	Inclement Weather/ Professional Development/Day Before Thanksgiving, Holiday Vacation and Last Day of School Early Dismissal Schedule	Parent/Teacher Conferences Shortened Day Schedule
A.M. Pre-K	8:30 a.m. - 11:15 a.m.	No Pre-K	8:30 a.m. - 12:00 p.m.	8:30 a.m.-10:15 a.m.
P.M. Pre-k	12:15 p.m. - 3:00 p.m.	12:15 p.m. - 3:00 p.m.	No PM Pre-K	11:15 a.m.-1:00 p.m.
Grades K-1	8:30 a.m. - 3:00 p.m.	10:30 a.m. - 3:00 p.m.	8:30 a.m.- 12:00 p.m. (lunch served)	8:30 a.m. - 1:00 p.m. (lunch served)

Staff Directory

Position	Staff Name	Email
Speech Pathologist	Barr, Sarah	barrs@stafford.k12.ct.us
Grade One Distance Learning Teacher	Beaudoin, Beth	beaudoinb@stafford.k12.ct.us
Head Cook	Brisard, Diane	brisardd@stafford.k12.ct.us
Special Education Teacher	Caron, Diana	carond@stafford.k12.ct.us
Paraprofessional	Coporale, Meagan	coporalem@stafford.k12.ct.us
Early Head Start Family and Child Development Specialist	Daigneau, Crystal	daigneauc@stafford.k12.ct.us
Occupational Therapist	Dell, Barbara	dellb@stafford.k12.ct.us
FRC Home Visitor	DeSocio, Christine	desocioc@stafford.k12.ct.us
Paraprofessional	Dorbat, Damiana	dorbatd@stafford.k12.ct.us
FRC Childcare Provider	Fluery, Kim	flueryk@stafford.k12.ct.us
Principal	Gagnon, Anna	gagnona@stafford.k12.ct.us
Clerk	Gladu, Jennifer	gladuj@stafford.k12.ct.us
Paraprofessional	Jones, Megan	jonesm@stafford.k12.ct.us
Reading Paraprofessional	Kelly, Karen	kellyk@stafford.k12.ct.us
Paraprofessional	Koplar, Roberta	koplarr@stafford.k12.ct.us
Kindergarten Distance Learning Teacher	Kozikowski, Alexis	kozikowskia@stafford.k12.ct.us
District BCBA	Kozikowski, Kate	kozikowskik@stafford.k12.ct.us
Paraprofessional	Kress, Arielle	kressa@stafford.k12.ct.us
Paraprofessional	Lavallee, Eileen	lavallee@stafford.k12.ct.us

Position	Staff Name	Email
FRC Senior Childcare Provider	Lovely-Wert, Darien	wertd@stafford.k12.ct.us
Physical Therapist	Luginbuhl, Leah	luginbuhl@stafford.k12.ct.us
School Social Worker	Malloy, Gina	malloyg@stafford.k12.ct.us
Head Custodian	Martorelli, Carol	martorellic@stafford.k12.ct.us
Nurse	Rivera, Sarah	riveras@stafford.k12.ct.us
Pre-kindergarten Teacher	McBride, Kelsey	mcbridek@stafford.k12.ct.us
Grade One Teacher	McQuaid, Kirstie	mcquaidk@stafford.k12.ct.us
Kindergarten Teacher	Mlyniec, Amanda	mlynieca@stafford.k12.ct.us
FRC Leader	Moriarty, Joann	moriartyj@stafford.k12.ct.us
Media Specialist	Morton, Janice	mortonj@stafford.k12.ct.us
Kindergarten Teacher	Murphy-Keplesky, Kaitlyn	murphy-kepleskyk@stafford.k12.ct.us
Music Teacher	O'Brien, Magdalena	obrienm@stafford.k12.ct.us
Early Head Start Home Visitor	Patsun, Jackie	patsunj@stafford.k12.ct.us
Paraprofessional	Quagliaroli, Vicki	quagliarv@stafford.k12.ct.us
Paraprofessional	Reeves, Pam	reevesp@stafford.k12.ct.us
Kindergarten Teacher	Robbins, Kim	robbinski@stafford.k12.ct.us
P.E./Health Teacher	Schadt, Robert	schadtr@stafford.k12.ct.us
Pre-Kindergarten Teacher	Spanswick, Beth	spanswickb@stafford.k12.ct.us
Paraprofessional	Tantillo, Kristen	tantillok@stafford.k12.ct.us

Position	Staff Name	Email
Paraprofessional	Vale da Serra, Sarah	valedaserras@stafford.k12.ct.us
Art Teacher	Veilleux, Katrina	veilleuxk@stafford.k12.ct.us
Reading Specialist	Vigeant, MaryEllen	vigeantm@stafford.k12.ct.us
Administrative Secretary	Voisine, Sherri	voisines@stafford.k12.ct.us
Grade One Teacher	Wallert, Kim	wallertk@stafford.k12.ct.us

All teachers have a bachelor's degree or higher in education and are fully qualified to provide instruction and assessment of all students at the primary/elementary levels. NAEYC

Parent Contact Information

Please contact the school throughout the school year regarding changes to phone numbers, email addresses, or emergency contact information. This is especially important for emergency notifications, school newsletters, school updates, and child pick-up.

Parent Procedures to Resolve Conflicts

Parents may contact staff members at any time by email, phone, or in writing with questions or concerns. If parents or family members have a complaint or difference with a staff member, the following steps may be taken to resolve the conflict:

- Contact the staff member to discuss the concern by phone or in person
- If necessary, contact the school administrator to request a meeting. Additional staff members may also attend (Early Childhood Specialist, classroom teacher, or any other involved staff member)
- Contact the superintendent to request a meeting if unable to resolve the concern at the school level.

Student Responsibilities/Conduct

All members of our community are expected to be respectful, responsible and resourceful contributors to our schools. We acknowledge the needs of others, respect the truth, accept responsibility for our decisions and demonstrate caring and compassion. Students are encouraged to be courteous, prepared and involved in their own learning. They are expected to accept the leadership and authority of administrators, teachers, staff and volunteers and to do nothing that would in any way cause harm to themselves, others or the environment. Students will be encouraged to be reflective about their behavior and to make alternate decisions in the future. Parents/guardians can support our efforts by reinforcing our expectations at home. In the event of a serious infraction or repeated misbehavior, a meeting with an administrator, teacher and parents may be convened.

We are committed to our S.T.A.R. core values: **S**how respect, **T**ake responsibility, **A**lways be safe, **R**eady to learn. At this level, we believe the responsibility to educate goes beyond basic [academic] skills such as literacy, numeracy and subject knowledge. It includes education for social, emotional, citizenship and becoming contributing members of one's community. Each day our students school-wide participate in a Kindness Challenge, where students are encouraged to help a friend, say thank you or give a compliment to one another. We believe it's important our students focus on these values each day in a positive nurturing environment.

Positive Behavior Intervention and Supports are **school-wide expectations** that are defined and taught to all school staff and students in each of the settings within the school. These expectations were developed by our team and are taught to students by their regular classroom teachers, administrators or others who have contact with students. Student responsibilities for achieving a positive learning environment in school or school related activities include:

- Arriving to school on time and ready to learn
- Being prepared for class with appropriate materials and assignments.
- Being dressed appropriately.
- Demonstrating respect toward others.
- Behaving in a responsible manner.
- Obeying all general rules, safety rules, and rules pertaining to Internet safety.
- Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Basic rules for health and safety of the children are followed, and the environment is arranged to avoid problem-causing situations. Our programs expectations for behavior are consistent with developmentally appropriate practices issued by NAEYC (National Association for the Education of Young Children). Staff members model and encourage skills that allow each child to develop a sense of control and autonomy, identify feelings,

problem solve, and find their own rewards in cooperative, social behavior. Classroom learning activities stress the importance of friendships, caring, sharing, and celebrating differences in others.

Students at school or school-related activities are prohibited from:

- Engaging in academic dishonesty, including cheating, wrongfully giving or receiving help.
- Throwing objects that can cause bodily injury or damage property.
- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward staff members and other students.
- Damaging or vandalizing property owned by the school, other students, or school employees.
- Fighting, committing physical abuse, or threatening physical abuse.
- Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate contact disruptive to the school environment or disturbing to other students.
- Assaulting a teacher, staff member or other individual.
- Possessing a weapon or dangerous instrument.
- Behaving in any way that disrupts the school environment or educational process.

Students may be disciplined for conduct off school grounds if the conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors, the following:

- Whether the incident occurred within close proximity of a school
- Whether other students from the school were involved or whether there was any gang involvement
- Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon
- Whether the conduct involved the illegal use of drugs or the use of alcohol

Board of Education Policies

Board of Education policies pertinent to elementary students may be viewed on the Stafford Public Schools' website at www.stafford.k12.ct.us.

Bullying Policy 5131.911(a) – In accordance with state law, it is the policy of the Stafford Board of Education that any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is expressly forbidden.

For purposes of this policy, “**Bullying**” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus and which acts are committed more than once against any student during the school year. Bullying outside the school setting may be addressed if it has a direct and negative impact on a student’s academic performance or safety in school.

Policy on Suspension, Expulsion, and other Exclusionary Measures: Suspension, and expulsion are never used with our PreKindergarten Kindergarten, and Grade One students. Exclusionary measures are not considered until all other possible interventions have been exhausted. Exclusionary measures will only be considered as a last resort with students who have an Individualized Educational Plan.

Dress Code

The impact of one’s dress, appearance, and behavior generally reach beyond the individual student. In general, attire and grooming of individual students in this school are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty, which must be observed.

Students’ overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as not to disrupt the education process, or pose a health or safety threat to anyone. Clothing should be free from the promotion of or reference to drugs, alcohol, and/or tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations.

Students whose dress or grooming is judged by the staff to be disruptive or dangerous to personal safety will be asked to change (students will have access to their gym locker, hallway locker, will be offered clothes to change into, or may call home to have something brought in).

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day:

- a. Winter coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, visors, kerchiefs, hats, caps or hoods. Approved coverings worn as part of a student’s religious or cultural practice or belief shall not be prohibited under this policy. Head coverings shall not be worn,

carried, hung on belts or around the neck or kept in the classroom during regular school hours.

- c. Items a. and b. above, must be secured in the student's locker or other storage area before school starts.
- d. Footwear must be worn at all times. Unsafe footwear is not permitted, and students must follow building and / or subject-specific safety requirements.
- e. Sunglasses, whether worn or carried.
- f. Spiked or studded bracelets, oversized or multi-finger rings, unsafe belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- h. Attire or accessories that contain vulgarity or that contain overly offensive, discriminating, slanderous, or disruptive writing or pictures, which are likely to disrupt the educational environment.
- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- j. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- k. Shirts which reveal the abdomen, chest, or undergarments. Shirts cannot have necklines that are lower than the straight line from the top of the underarm across to the opposite underarm. Tank top straps must cover all undergarments and have appropriate underarm coverage.
- l. Clothing which reveals undergarments, buttocks, midriff, or is see-through. Pants worn below the waist.
- m. Pajama, lounge and/or dorm pants.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline in accordance with the Board's policy on student discipline.

Policy adopted: July 16, 2018



Arrival and Dismissal Procedures

School hours are from 8:30 A.M. until 3:00 P.M. Students may not be dropped off at school before 8:10 A.M., as adult supervision is not available until this time. Parents who are picking up a student up from school are expected to do so at 3:00 P.M. at the parent pick up location outside the Gym doors.

❑ **Bus Arrival** -Students arriving or departing on school transportation will be loaded and unloaded on buses in a systematic manner. Students will only be allowed to ride the bus to which they are assigned. Students riding the school bus will enter the building through the main entrance. Staff will assist students to their designated classroom.

❑ **Parent Drop Off - AM Prek - Grade 1 Arrival Procedures** - Parents who choose to drop their child off in the morning will park their vehicle in a designated parking space and walk their child to the side of the building near the gym doors. A staff member will greet parents and assist students into the school building and to their appropriate classrooms through the gym doors. We ask that all parents and students practice social distancing guidelines while dropping off and picking up their child.

❑ **AM Pre-Kindergarten Dismissal Procedures** - Morning Pre-Kindergarten dismissal is at 11:15 at the main front entrance of the building. Parents will pick up their child at the front entrance of the school. Staff and students will be waiting in the hall and walk your child OUTSIDE at the front entrance when they see you have arrived. A staff member will sign your child out as part of the dismissal procedure.

- ❑ Staff will ensure that students are complying with health and safety procedures upon entry to and exit from the school building.
- ❑ Students will be dismissed in shifts by bus numbers
- ❑ Families will not be permitted to access school buildings while dropping off or picking up students. At the conclusion of the school day at 3:00pm, students will be dismissed from the gym. Parents / guardians must remain outside and a staff member will walk students to his/her parent / guardian.

If you plan to pick up your child, please send in a note in advance signed by a parent or guardian to be given to the child's teacher. Parents/guardians sending an email message regarding a pickup or anticipated absence should email the classroom teacher, the nurse- riveras@stafford.k12.ct.us and the administrative secretary- voisines@stafford.k12.ct.us. Parents must call to request to pick up a child by 2 PM except in cases of emergency. This will allow time for the office to notify the child and the classroom teacher. Under no circumstances may a student leave school with anyone unless written permission is provided by his/her parent or guardian. We ask that children **not be picked up from school prior to the 3:00 P.M.** dismissal time except in cases of emergency. It is a disruption to the classroom to have children dismissed early. The end of the day is an important time when teachers are attempting to finish lessons and students are busy getting themselves organized for dismissal.

We have an open-door policy in our school office, and teachers are willing to meet with family members when they are not with students in the classroom. Since most students use bus transportation, it is difficult for families and staff to interact during arrival and/or dismissal time. Staff members present for arrival and dismissal welcome family members to our building and encourage them to visit the office if they would like to speak with the secretary or principal, or if they would like to see or schedule a time to meet with the classroom teacher.

The Stafford Board of Education provides bus transportation for all students. All students are expected to go to and from school on the assigned bus. Students who arrive late to school must be escorted into the building and signed in by a parent/guardian.

For updated information and policy revisions due to COVID-19, please view [WSS/SVS Reopening Plan](#)

Leaving School Grounds

Once children arrive at school, they will not be allowed to leave unless they have permission from the school office. If you plan to take your child out of school during the

day, please write a note beforehand so we can plan for the absence. No child can be dismissed to any person other than the parent/guardian unless specifically written on the note as to whom it will be. The parent, guardian, or other specified person must provide identification and sign the child out in the office before leaving the school.

Transportation

School Buses

Bus drivers enforce all rules adopted by the Stafford Board of Education for the safe transportation of all children. A conference will be held between the parent and an administrator concerning a student who violates any of the rules. In cases where a child violates bus rules repeatedly, disciplinary action may be taken by school administration, including suspension from bus privileges.

The bus company is allowed to make only the stops indicated on its contract. Please do not ask for exceptions. No student may ride any bus other than the one to which he/she is assigned unless there is an emergency.

Idling Vehicles

Idling vehicles are not permitted in the drop-off area or in parking areas, except if buses need to idle in extreme heat or cold to maintain interior or engine temperatures.

Safe Riding Practices

The following is a list of safety practices for safe school bus riding:

- Arrive at your bus stop at least five minutes prior to the scheduled pickup time.
- Wait for your bus in a safe place – well off the road.
- Enter your bus in an orderly manner and take your seat.
- Follow the instructions of your school bus driver.
- Remain in your seat while the bus is in motion. Keep your head and arms inside the bus at all times.
- Keep aisles clear at all times, and remain quiet and orderly.
- Be courteous to your bus driver and fellow passengers.
- Do not remove items from pockets or backpack.
- Do not eat or drink on the bus.

Transportation Requests

If your child needs daily transportation service to a location other than your home address, your request must be submitted in writing to the school office by a parent or guardian. **Any bus change you send after Friday, August 25, 2020 will be held and will not take effect until after Monday, September 14, 2020. Bus changes during the rest of the year must be made 48 hours in advance, except in the case of an emergency.** Bus routes are carefully planned to ensure the timely arrival of students at school and to make full use of the available seating on each vehicle. The majority of our buses run at seating capacity which makes it difficult to accommodate student transfers after the routes are established. Please review the following policy when requesting a change of bus assignment.

The following mandatory transfers will be the only type of transfers permitted and must be requested through the school office.

- **Child Care:** Transportation to **no more than one** child care provider in your child's school attendance zone. The transportation schedule must be permanent and a signed document requesting this transfer must be on file.
- **Legal Agreement:** Transportation to **two** home addresses in your child's school attendance zone. A copy of the legal document must be on file.

Transportation for all other unscheduled requests must be provided by the parents/guardians.

Per Board of Education Policy (3541.24), students in PK-3 must have a parent/guardian/adult present and visible at the student drop off location. The bus contractor and district will make reasonable efforts to plan routes to minimize the necessity of Pre-K - 3 students crossing the street. **When drop-offs require Pre-K - 3 students to cross the street, the parent/guardian, or other responsible adult designated by the parent/guardian, must meet the bus at the bus door to supervise the Pre-K - 3 student cross the street.** If a parent/guardian, or other responsible adult designated by the parent does not meet the student at the bus door, the student will be kept on the bus and brought back to the school, unless the driver, through radio contact with the school transportation coordinator, or Bus Company is able to contact the parent/guardian and arrange drop off.

School Bus Safety Reminder

The Connecticut Division of Motor Vehicles reminds us that passing a school bus with lights flashing and the stop sign extended will result in a written warning for the first infraction and a \$450.00 ticket for any additional infractions. This is a safety issue which has the potential for tragic results.

Inclement Weather

Stafford Public Schools will send the most current storm related school closing information via the School Messenger System.

To register with the School Messenger and set your notification preferences, follow the directions below:

Your first step will be to visit this link: <https://go.schoolmessenger.com/#/home> This link is also available on the school website located here Notifications > Parents & Students > (click page 2 at bottom left of the page) School Messenger Notification System Customize Link: http://stafford.k12.ct.us/notifications/parents_students) At the top right-hand corner, please click Sign up, and follow the directions to activate your account.

Additionally, information will be provided to the local media outlets, please listen to: WTIC FM 96.5, WDRC FM 103, WHCN FM 105.9, WKSS FM 95.7, WTIC AM 1080, or WDRC AM 1360, or watch WFSB Ch. 3, WTNH Ch. 8, or WVIT Ch. 30. Information may also be found on our Website.

Unscheduled early school closings are also given by the same radio and television stations listed above. It is essential that you make prior arrangements on such days, in the event that you do not hear the announcement and/or no one would be at home when your child arrives.

Emergency Procedures

A variety of possible events can warrant emergency action at school. These events may include, but are not limited to: dangerous weather, fire, or physical building issues. In most instances, evacuation of the building will be enacted. However, some situations will require that we execute our lockdown plan. If students need to be moved to another school building during the school day or dismissed early, our School Messenger system will be activated to inform parents.

In the event of an evacuation, unless directed otherwise, the same procedures used for fire drills will be enacted. Students will leave the building in accordance with the evacuation plan. Attendance will be taken at designated safe assembly points. Volunteers who are in the building will follow the procedures of the classroom that they are visiting. It is possible that an emergency could warrant a lockdown procedure, during which the safest option for students and staff would be to remain in their classrooms or instructional areas. When this action is necessary, a school administrator or designee will use the building's public address system to signify the commencement of lockdown procedures. **Both lockdown and fire drills are held regularly throughout the year in order to test and evaluate our emergency procedures. As part of our security protocols**

during these drills, no one will be allowed to enter the building nor will telephones be answered. We appreciate your patience during these very important checks of our emergency plans. Please understand that the immediate safety and well-being of our students and staff is the priority during a crisis, because that is our focus there may be a delay in notifying parents.

Building Security and Access

Safety and security of our students and staff while they are in school is very important. There are systems in place to ensure building security and that affect access procedures. The doors leading outside are all locked from the inside during the school day. Security cameras are at all doors of the school. Entry into the building is only at the main office, where you must state your name and purpose for visiting before office staff can buzz you into the building. All visitors must then stop into the main office to sign in through our computerized security system requiring legal, photo identification to be scanned into the computer. The visitor badge will be generated from the machine and all visitors are required to wear the badge while in the school. All visitors are required to sign out of the main office and through the computerized system as well.

Visitors to the School

At this time, due to COVID-19, no visitors or volunteers are allowed into the school. For complete details regarding the school reopening plan, please visit [WSS/SVS Reopening Plan](#). Once visitors and volunteers are again permitted, we will utilize the following guidelines.

All visitors must report to the school office and sign in to School Gate Guardian with a valid state issued ID, and wear a visitor's badge at all times. If you wish to meet with any member of the school's staff, please contact the staff member in advance to schedule an appointment.

Animal Visitors

Per Board of Education policy, animals **may not** be brought into the school without prior approval by the school principal.

Volunteering

We hope parents/guardians will consider volunteering at our school as we value the important contributions volunteers make to our school community. According to Board

of Education Volunteer Policy #6162.4, individuals wishing to volunteer in a Stafford Public School are required to submit the following documents:

- 1) A completed Stafford Public Schools Volunteer and Waiver of Liability form, and
- 2) A thoroughly completed Authorization for Release of Information form for a Department of Children and Families/Child Protective Services Central Registry Check.

In addition to these documents, the policy also requires school officials to check each volunteer against the Connecticut Department of Emergency Services and Public Protection's Sex Offender registry.

It is important to recognize that volunteerism takes many shapes. You are considered a volunteer when you work in a classroom assisting a teacher, assist at PTO and school based events (i.e. Book Fair, Field Day, Family Fun Night), chaperone field trips, etc...

Please note that it takes DCF 4-8 weeks to process the Central Registry checks, so it is necessary to allow a sufficient amount of time between the submission of the documents and the date you wish to volunteer. Per Board of Education policy, some volunteers need to be fingerprinted.

School Lunches

Students may purchase breakfast and lunch daily. The cost of breakfast is \$1.65 and lunch is \$2.75. Children carrying lunches from home may purchase milk (\$.60) any day during the week. When making out checks for the lunch program, please make them payable to *Stafford School Lunch and Milk Program*. Please consider creating an account on www.payschoolscentral.com.

- **Alternate Foods** - The School Food Service Department will make substitutions in food for students who are unable to consume the regular breakfast or lunch because of medical or other dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods. A physician or a recognized medical authority must sign the statement when there is a medical need. Forms from the Building Services Office are available in the school office.

Celebrations

We will celebrate children's birthdays with special activities and recognition for the birthday child. Due to confidentiality and privacy laws we are not allowed to give out last names of students in your child's class and/or pass out invitations to parties/celebrations held outside of school. **We cannot accept food from home for birthday celebrations.** Your child's teacher will inform you of other in school celebrations. For these events, you may send in food found on the state list of healthy food and beverages at www.sde.ct.gov. Click on the Child Nutrition link on the right side of the home page. Then, click on CT Nutrition Education. On this page, click on Healthy Food and Beverages in School.

Toys and Dangerous Items

Students should bring only those items to school that are necessary or requested by the teacher. Toys, electronics, and other items from home can be a distraction to your child and the class and **are not allowed in school**. Parents should be aware that Stafford Board of Education policy and state statutes have a zero tolerance for items that can be considered a weapon. **Please be sure to check your child's belongings regularly to avoid any problems.**

Outdoor Play

All children will have the opportunity for outdoor play as the weather permits. Children stay indoors when the conditions are below 28 degrees (considering wind chill). During winter months, hats, gloves, scarves, and warm coats are most appropriate. Shoes should also be seasonally appropriate, while maintaining safety during outdoor play. Children will be exposed to the sun while at recess; please apply sunscreen at home. Staff members cannot apply sunscreen at school.

Care of School Issued Books and Materials

Students are expected to handle books and other school materials with care. Parents/guardians will be required to pay for books that become damaged, defaced, or lost while in the students' care. The current price of the book will be the replacement cost.

Library Media Center

All children in the school have an opportunity to utilize the school library media center. The students may also take books home for a period of one week. Parents/guardians must replace books that are defaced or lost. Below are our updated procedures due to COVID-19.

Stafford Public Schools

Universal Library Checkout and Check-in Procedure

I. Selection of Library Books for Home

The Library Media Specialist or Library Paraeducator at West Stafford, Staffordville, and Stafford Elementary School will visit classrooms on a rotating basis for read alouds and library lessons. Students will be provided the opportunity to sign items out for use at home.

Contact-free book selection will be promoted and monitored by the LMS or Library Paraeducator.

If necessary, students will be provided individual plastic bags with their name for storing and transporting their library books.

II. Student Return of Borrowed Items

Each classroom in each cohort will have its own labeled bin for depositing returned books.

Students will return books only when LMS or Library Para visits the classroom according to individual schedules. Books will go directly in the return bin, which will be used for quarantining. At SMS, Monday and Thursday will be "return days". A tote will be available for each Cohort (A and B) for each grade where students deposit loaned items as they enter their respective grade level hallways in the morning.

Returned books will remain untouched and be quarantined in the library for 72 hours (3 full days) before being checked in and available for circulation. This will permit time for the books to be disinfected, inventoried, and organized for reassignment.

The Library Media Specialist (LMS) or Library Paraeducator will wear gloves when handling returned books.

Returned books will be cleaned with a sanitizing cloth only as needed (e.g., sticky substance) to minimize breakdown of material.

Field Trip Information

At this time, no field trips will be planned. If this changes, the following guidelines will be followed:

All field trips will be of an educational nature and arranged by a faculty member. Permission slips are necessary whenever students participate in field trips. Failure to submit a signed parental permission form to participate in a trip will exclude the student from the trip. All field trips sponsored by the school must be recommended by the teacher and approved by the principal and superintendent. Students participating in field trips must leave for the trip and return to school using the transportation provided. Teachers will carry first aid kits and a phone when away from the school building.

Parent-Teacher Conferences / Report Cards

Report cards will be issued three times throughout the school year. Parent-teacher conferences will be held twice during the school year as the means for reporting the progress of the students. All of the children will receive a final report card at the end of the school year in June. Final report cards may be held at the school if balances have not been paid to the cafeteria or if other fees are due.

Staffordville School and West Stafford School will continue using the parent-teacher conference online scheduler. Parents may request a meeting with the teacher at any time throughout the year. Parent teacher conferences are held twice a year. **Conferences this year are November 25th & 26th and March 18th & 19th.**

Requests for Make-up Work

When parents call school to request makeup work for students who have been absent or will be absent for several days, please allow 24 hours notice so that the teacher has adequate time to organize the materials needed to complete the assignments. It is generally not possible for the make-up work to be ready on the same day that the request is made. Teachers put a great deal of time into preparing lessons and make-up

work. Students are expected to complete and return all make-up work in a timely manner.

Lost and Found

All lost and found articles will be stored at the school. If these articles are not claimed, periodically they will be given to a charitable organization. If your child loses anything, please check with the office. **It would be helpful for you to place your child's name on clothing, especially outerwear, sweaters and sweatshirts, and backpacks and lunch boxes.**

Insurance

During the school year, each family may purchase an accident insurance policy at a small cost per child. The policy is good for one school year from the date of the master policy. It covers medical expenses incurred from accidents that happen on the way to school, during school hours, and on the return home. It does not cover any child who stops to play at another house before returning home.

An application form is sent home after it arrives at the school office. We require that you indicate whether or not you wish insurance. If you move, the insurance is transferable providing the same company is carrying the insurance at your child's new school.

If your child is insured and is injured, please ask the school office for an accident form. Either the parent or a teacher must fill out the report and return it to the school for the signature of the principal. It is then the responsibility of the parent to get the report form to the insurance company.

Telephone Calls

We try to limit the use of the telephone by children to what we consider necessary calls, so not to disrupt the educational environment. Parents can help by encouraging children to prepare themselves for school, so that the number of calls to the home will be held to a minimum.

Calls by parents requesting that messages be forwarded to children can cause interruptions in the classroom. Planning beforehand will help to eliminate these interruptions. However, if there is an emergency and it is necessary to speak with your child during the school day, please contact the office directly.

English Learners

Connecticut state law requires every school to know which languages students and their families speak. Based on the Home Language Survey, which is completed as part of school registration, the district contacts families whose children may qualify to receive English Learner (EL) services. The Language Assessment Scales (LAS) Placement Test is used to evaluate a student's English language proficiency. If your child qualifies for services, district personnel will contact you to discuss the EL program.

Health Information

Enrollment and Attendance Requirement

Physical examinations are required for children *before* their *initial* entrance to school and for students who transfer from an out of state school system. It is the responsibility of the parent to provide for this examination and to return the required form to the school office.

The need for immunization cannot be stressed strongly enough. It is for the protection of each child. Your family physician will also inform you, if asked, as to the need and time for booster shots. Students will not be allowed in school until the form is completed and returned to the school nurse per C.G.S. § § 10-204a and 10-206. Furthermore, the State Department of Public Health requires all students age 24-59 months enrolled in Pre-K to receive at least one dose of influenza vaccine between August 1 and December 31st of the preceding year. All children age 24-59 months who have not received vaccination against influenza previously should receive two doses of the vaccine the first influenza season that they are vaccinated.

Attendance

According to the Stafford Board of Education policy, when a student is absent from school, it is the parent/guardian's responsibility to contact the school office. It is important to call the school between before 8:30 AM to report your child absent. If we do not hear from you by 9:00 AM, the school will contact you. Upon return to school after being absent, the student must submit a written explanation signed by the parent/guardian. This is important for the following reasons:

- to make sure that all children are accounted for
- to be aware of any contagious illnesses

Failure to bring in this written explanation will result in the student being charged with an unexcused absence. This note should be received within three days of the student's return to school. The absence will be considered either excused or unexcused based upon the items in the *Absenteeism* section of the policy. This policy can be found in the Stafford BOE Policy Guide for Parents.

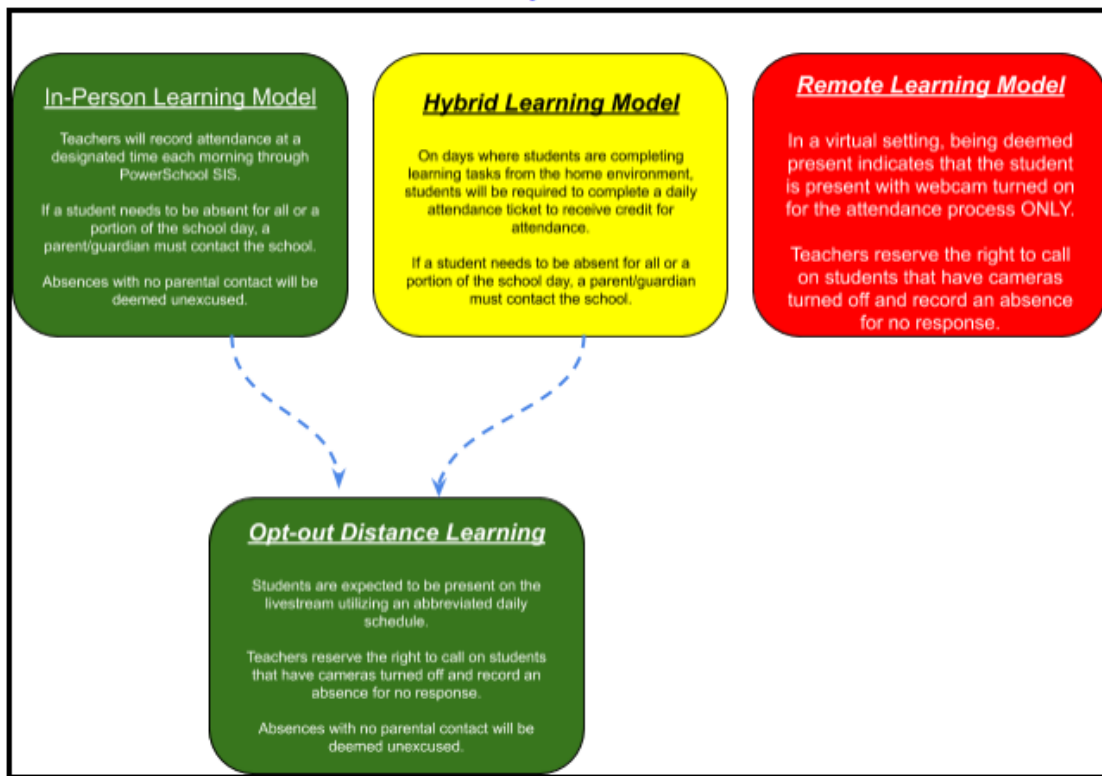
Please note that **Connecticut State Law (CGS 10-198a)** considers a child to be truant if he/she has four (4) unexcused absences in a month or ten (10) unexcused absences in a year. We regularly review attendance records and send letters home if we become concerned about the number of days your child is absent or tardy from school. It is important for students to arrive to school by 8:15 so as not to miss the start of the school day; please make every effort to ensure your child arrives on time daily. If your child is tardy, please fill out a slip in the office stating the reason for the tardiness when you arrive at school.

In accordance with Connecticut General Statute, Section 10-210, absences one through nine are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation. Per the same statute, beginning with the **tenth absence and thereafter**, a student's absences from school are considered excused for the following reasons:

- Student illness (*Note: all student illness absences must be verified/documented by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence*);
- Student's observance of a religious holiday.
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (*additional documentation required*);
- The lack of transportation that is normally provided by a district other than the one the student attends (*no parental documentation required for this reason*); or
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Please see additional information below regarding **Attendance Recording & Student Accountability Tracking** as it pertains to the three learning models being implemented due to COVID-19.

Elementary School Model



General Guidelines

- All Stafford Public Schools Board policies regarding attendance and loss of credit will be adhered to regardless of the instructional model.
- If a student needs to be absent for part of or an entire school day, even if attendance is virtual, a parent or guardian must notify the school office.
- Any absence for which verification cannot be obtained will be considered unexcused.
- Elementary students working remotely will be required to submit a [daily ticket](#) virtually by the end of the day (evening) to confirm attendance for that school day. Please make a copy of and utilize this Google Form daily within your learning management system (Google Classroom, Seesaw).
- Any student that is quarantining for up to 14 days due to illness or mandated quarantine will complete an attendance [daily ticket](#) while remote learning.

Health Services

There are school nurses covering each school building. They can be reached at all times in case of emergency or specific need.

West Stafford School: Sarah Rivera, 860 684-3181, Ext. 1

If your child has a chronic health condition, it is important that you speak to the school nurse so a plan of care can be developed. The school nurse is available to provide first aid for injuries that occur at school. We suggest that you contact your own personal physician for injuries/illnesses that occur outside of school.

If a child becomes ill during the school day, the school nurse or school office will contact the home. If the parent cannot be reached, the office will use the emergency contact supplied by the parents. It is expected that the parent will provide transportation for the sick child in a timely manner.

In cases of injuries that require more than routine first aid, parents will be contacted. If a parent cannot be located and medical assistance is advisable, the child will be taken to the emergency room at Johnson Memorial Hospital.

The school nurse urges parents to keep children home who have severe colds, sore throats, and/or constant coughs. Children with temperatures of 100° orally should not attend school. The child should be without fever for 24 hours without fever reducing medication before returning to school. Any child returning to school manifesting questionable symptoms will not be allowed in the classroom until checked by the school nurse. All students should be picked up in the nurse's office.

The nurse will check the **vision and hearing** of every child each year and report to the parents if there is any evidence that the child needs further examination. A medical referral sheet will be sent home. Once this form has been completed by a doctor, please return it to the school nurse.

Administration of Medicine

Prescribed medication should not be administered during school hours if it is possible to achieve the desired effects by home administration during times other than school hours. Before school personnel can either administer medication to a child, it is necessary under state law to have the following two items in their possession:

- **A physician's order must be completed on the state mandated form.** You can obtain this form from the school nurse or your physician. This must be reviewed and renewed yearly. Medication not picked up at the end of the school year will be destroyed.
- Written authorization of a parent or guardian giving the school permission to administer the medication.

This policy also covers all over-the-counter medications and/or the application of topical creams or ointments, including lip balm and sunscreen, during school hours. **Please note that a parent or guardian must bring medications to school; students are not to carry medications to and from school for safety reasons.**

All medications are placed in a locked cabinet, and a record of the administration of the medication is maintained. This record includes date, time, dose, doctor's name, and person administering the prescribed medication.

Medical Excusal

Long-term or permanent medical excusals from physical education will be granted by the school nurse upon the written order of a physician. The written order must clearly indicate the medical reason for the excuse. The nurse will review the medical excuse and notify the physical education teacher. Ongoing medical excusals should be brought to the school nurse's attention at the beginning of each school year. If a student is excused medically from physical education they will not be able to participate in outdoor recess.

Tooth Brushing

We have an optional tooth brushing program for kindergarteners at Staffordville School and West Stafford School. A form will be sent home at the start of the school year. If you would like your child to brush his/her teeth once during the school day, please complete the corresponding section of the form. If you would like to opt out of the tooth brushing program, you may indicate that choice on the form.

Complaint Resolution Procedure

The complaint resolution policy is available in the school office and online on the district website: www.stafford.k12.ct.us. Under Board of Education Policy 1312.

Title IX Compliance Statement

The Stafford Public Schools does not discriminate in educational programs, activities, or employment practices on the basis of race or sex under the provisions of Title IX of the 1972 Educational Amendments:

All inquiries and complaints relative to this policy are to be addressed to the Title IX Coordinator for the Stafford Public Schools:

Trish Lustila
Director of Pupil Services
Stafford Board of Education
11A Levinthal Run
Stafford Springs, CT 06076
860-684-4212
lustilat@stafford.k12.ct.us

or to the Title IX Coordinator for Staffordville and West Stafford Schools:

Jennifer Phillips
Staffordville School
21 Lyons Road
Stafford Springs, CT 06076
860-684-3298
phillipsj@stafford.k12.ct.us

Gina Malloy
West Stafford School
153 West Stafford Road
Stafford Springs, CT 06076
860-684-3181
malloyg@stafford.k12.ct.us

or to the 504 Coordinator for Staffordville and West Stafford Schools:

Jennifer Phillips
Staffordville School
21 Lyons Road
Stafford Springs, CT 06076
860-684-3298
phillipsj@stafford.k12.ct.us

Gina Malloy
West Stafford School
153 West Stafford Road
Stafford Springs, CT 06076
860-684-3181
malloyg@stafford.k12.ct.us

TITLE II OF THE AMERICAN WITH DISABILITIES ACT OF 1990 AND SECTION 504 OF THE REHABILITATION ACT OF 1973 Section 504 of the Rehabilitation Act of 1973, codified at 29 U.S.C. § 701 et seq., (“Section 504”) is a federal nondiscrimination law protecting individuals with disabilities. Section 504 prohibits discrimination against persons with disabilities) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly. In the public school setting, students with disabilities are entitled to a free and appropriate education (FAPE), and accommodation without discrimination related to their disabilities. Under Section 504, students with disabilities are entitled to accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each

student according to individual needs. Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under Section 504 a person is considered to have a disability if that person: 1. has a physical or mental impairment which substantially limits one or more of such person's major life activities.

2. has a record of such an impairment, or

3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Asbestos Notice

This serves as our required annual notification pertaining to Asbestos Management in the school system. This building does not contain any asbestos. If you request further details, you may see the Asbestos Management Plan available in the Supervisor of Building Service's office, located at Stafford Middle School. If you have any questions, contact the Supervisor of Building Services at 860 684-0754.

Pesticide Management Policy - Stafford Public Schools

Stafford Public Schools
2020

March 19,

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds.

The Stafford Public Schools will:

- During the past school year, the following pesticides were used or applied at the

Tempo d	Cyfluthrin
CB 80	Pyrethrin
Talstra P	Bifenthrin

West Stafford School
153 West Stafford Road, Stafford Springs, CT 06076

Address for non-emergency notifications:

Method to be used for emergency notifications: phone:
(choose only one) fax:
e-mail:
Other:

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

The Stafford Board of Education is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: *Green Seal or Eco Logo*
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law:

"NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff.

Any questions concerning the program can be directed to:

Building Services Department, Stafford Public Schools

860.684.0754

Parent Signature Page

Please sign and return to your child's teacher by Friday, September 13, 2019.

I have read the handbook and reviewed its contents with my child,
_____ ; we are aware of the expectations that are outlined.

I have reviewed the Safe Riding Practices section with my child and understand the rules they need to follow while utilizing Stafford Public Schools bus transportation.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

