

Shepard Hill Elementary School



Student and Parent Handbook 2023-2024

Kindergarten, Grades One, Two & Three

School phone: (860) 564-6432

School fax: (860) 564-6060

School nurse: (860) 564-6059

Website: www.plainfieldschools.org

Email: she@plainfieldschools.org

Dear Families,

Please return this bottom portion of this sheet to the classroom teacher as soon as possible.

This will let us know that you have received and read-through the handbook.

Warmly,

Kristen H. Trahan
Principal



Student's name _____

Teacher's name _____

I have read the 2023-2024 SHE Handbook.

Parent signature _____

**The Mission of Plainfield Public Schools
is
To Prepare ALL Students to lead Safe
and Healthy Lives with Skills to Become
Productive Members of the Community
and Workforce.**

**Shepard Hill
Elementary School's mission
Is to develop lifelong learners
Who value themselves,
Contribute to their community, and are
productive in a changing world**

Our School Pledge

**“I promise to be respectful,
responsible, safe and kind. I
promise to do the right thing.”**

PLAINFIELD PUBLIC SCHOOLS

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of the Plainfield Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs and courses of study offered by the school district without discrimination on account of race, color, national origin, sex, disability, religion, national origin, sexual orientation, marital status, parenthood, pregnancy, age, ancestry, genetic predisposition, alienage or any other basis prohibited by local, state and federal law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The Plainfield Board of Education complies with all laws pertaining to student disabilities, including but not limited to Section 504 and the Rehabilitation Act of 1973, as amended from time to time, and the Individuals with Disabilities Educational Act, as amended from time to time (IDEA), and applicable state laws and federal and state regulations.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, Guidance Counselor or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools.

The Title IX Coordinator may be contacted at:

Director of Student Services
Plainfield Public Schools
651 Norwich Road
Plainfield, CT 06374
860-564-6401

Quick Glance!

8:45 AM	*Buses arrive. *Students in grades K -3 should not arrive at school prior to 8:45 AM. There is no adult supervision prior to the unloading of buses.
9:00 AM	School Day begins
11:45 - 12:15	Kindergarten Lunch
11:45 - 12:45	Second Grade Recess/Lunch
12:15- 1:15	First Grade Recess/Lunch
12:45 - 1:45	Third Grade Recess/Lunch
3:28 PM	Preparation for dismissal/Student pick-up* <u>*If your child is being picked up at dismissal,</u> Please refer to our student pick up procedure on page 15 of this handbook.
3:30 PM	Dismissal

Delayed Opening Schedule: 11:15 AM to 3:15 PM (no breakfast) Students should not arrive at school prior to 11:00 AM.

Early Dismissal Schedule: 9: AM to 1:15 PM

If your child will be absent: please call the school between 7:30 and 9:00 AM to report that the child will be absent and give the reason. Please use the phone directory and dial "1".

If your child is tardy (arrives after 9:30 AM) or must leave early: a parent/guardian must come to the office to sign the student in or out.

Breakfast and Lunch Prices:

Breakfast: \$ 1.90 Lunch: \$2.80

Please send all lunch money in a sealed envelope or zip lock bag labeled with your child's full name and teacher.

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ACCEPTABLE USE OF COMPUTERIZED COMMUNICATION PRODUCTS AND SERVICES

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

In making decisions regarding student access to the Internet, Plainfield Public Schools considers its own stated educational mission, goals, and objectives. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to the Internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt will be made to prevent access to inappropriate material, including measures to block or filter Internet access to visual depictions that are deemed obscene, pornographic, or otherwise harmful to minors.

Staff and students in the Plainfield Public Schools who use computerized communication products and services must adhere to the following regulations:

1. The use of computerized communication products and services must be related to the Plainfield Public School System's goals of educating students and/or conducting Plainfield Public School business.
2. Transmission of any material in violation of State or Federal regulations is prohibited. This includes copyrighted material as well as threatening or obscene material.
3. The Plainfield Board of Education will not allow the last name of any student to be published via electronic communication. In addition, a parent may deny permission for a student's first name and/or photograph to be used. Students will not access chat rooms, or any site that publishes personal information about a student.
4. Each student and his/her parent will sign the Student's Acceptable Use contract at the beginning of each new school a student enters. Faculty and staff will sign the Acceptable Use contract at the beginning of each school year. Access to the Internet and Plainfield Public Schools' network will be denied until a signed Acceptable Use has been submitted.
5. The Plainfield Public School System network may not be used for downloading entertainment software or other files not related to the mission and objectives of Plainfield

Public School System for use on Plainfield Public School System's network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Plainfield Public School System.

6. Plainfield Public School System computers may only be used by Plainfield Public School System staff and students, and others expressly authorized by the Plainfield Public School System to use the equipment.
7. Plainfield Public School System computers may not be used to interfere with or disrupt other users, services, or equipment. Plainfield Public School System computers may not be used to access another individual's materials, information, or files without permission.
8. The use of any non-Plainfield Public School District owned software, hardware or peripherals on any Plainfield Public School System computers (including laptops, desktops, and the network) must be approved by the building principal or the superintendent of schools.
9. Plainfield Public School System software is licensed to the Plainfield Public School System by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Plainfield Public School System prior to copying or loading Plainfield Public School system software onto any computer, whether the computer is privately owned or is a Plainfield Public School System computer.

This policy also applies to any non-students who are expressly authorized by the Plainfield Public School System to use electronic information resources. Please see Policy 4214.4 Electronic Mail and Internet Use by Personnel.

Adopted: 3/13/96; Revised: 6/8/16

[AIDS Education Policy 6461.2](#)

Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies curricula among others shall include information on AIDS-both its cause and prevention.

STUDENT EXEMPTION: Parents (guardians) may exempt their child from the AIDS education instruction delivered at school by submitting a written request to the principal. The request must state the reason for exemption. Such a request can be considered only after a meeting with the building principal or other designated professionals who will explain the curriculum. A copy of the written request from the parents indicating their desire to exempt their child from the educational program on this topic must be submitted to the Assistant Superintendent of Student Services Section 10-19(b) of the State General Statutes requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered.

ALCOHOL AND DRUG USE POLICY (BOE Policy 5131.1)

Smoking and the use of tobacco products are prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other such activities. For the purposes of this policy, “use of tobacco product” shall mean all uses of tobacco, including but not limited to, cigarettes, electronic cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products.

Possession of tobacco products by students is prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other such activities. Smoking and or use of tobacco products is not permitted in personal vehicles which are parked on school property at any time.

Allergies

Many students come to school with allergies to specific foods, medications, stinging insects, animal fur, or environmental allergens like perfumes. Some allergies are severe enough to cause serious illness or even death. Our cafeteria has a nut-free table, and individual classrooms may also be designated as nut-free. Maintaining a safe and healthy environment for all students is important to us, so you may be notified by letter if your child is in a classroom that needs to restrict certain items. Please be vigilant in following any allergy precautions if you are notified!

Assemblies

It should be noted that school administration reserves the right to determine if a child is eligible to participate in extracurricular activities including to assemblies, concerts, field trips, field day etc. This may be based on several concerns including but not limited safety, and behavior issues. Please note timelines as spelled out under health services section.

If a child is absent from school the day of an evening event or an extracurricular activity, or if a child is sent home from school because of an illness or a disciplinary issue they may not be permitted to partake in a school sponsored activity that day or evening.

Student Attendance & Truancy

Students MAY arrive at school beginning at 9:00 AM. There is no adult supervision prior to the unloading of buses, which begins at that time. School officially begins at 9:00 AM. If you are driving your child to school, please drop him/her off in the rear parking lot in the back of the building. A staff member will be there to help students into the building. If no staff members are present outside please bring your child inside the school building to the main office.

Please note that all vehicles must be parked in designated parking spaces. Please do not park in the fire lane or in travel lanes. If you walk your child into the school, please say good-bye in the main entry. If you need to speak with the teacher, we will be happy to make an appointment for you.

(Student Attendance BOE Policy 5113*)**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in

meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Because regular school attendance is the single most important factor in school success. Many of our students' learning experiences depend on class participation which cannot be repeated through worksheets and homework. Good attendance also creates habits that will extend into adulthood as our children enter the workforce.

A parent/guardian should phone the school between 7:30 and 9:00 AM to report that the child will be absent and give the reason. School personnel will call parents/ guardians that have not phoned the school. Please note that students MUST remain out of school for 24 hours after fever, vomiting, diarrhea, or beginning medication for a communicable disease.

***For more detailed information and definitions please see **Appendix D 5113.11**

Tardiness and Early Dismissal:

If your child arrives at school after 9:15 AM or must leave early, a parent/guardian must come to the office to sign the student in or out. Tardiness and early dismissals will be considered excused or unexcused according to the same criteria as absence (above).

Truancy and Excessive Absence:

By Connecticut State Law, a student will be considered truant after four (4) unexcused absences in a month or ten (10) unexcused absences in a year. Students who have excessive excused absences are also monitored. Truancy or excessive absence may require a Child Study Team meeting with the parent to review the causes of the absences. The Superintendent may also file a written complaint with the Superior Court for Juvenile Matters for a Family with Service Needs.

Birthday Invitations and Celebrations

Birthday invitations may only be distributed in school if the entire class is being invited in order to prevent hurt feelings. If individual friends are being invited, please make arrangements to mail or hand-deliver them outside of the school environment. Non-Food items are encouraged in celebration. We ask that you give non-food items as surprises and treats (Playdough and pencils etc.) for the class. There are many students with food allergies. Before any invitation or celebration items are sent to school the classroom teacher must be consulted with and provide the necessary approval. Each classroom may have factors that can determine whether this may be permitted.

Board of Education Policies

Policies are systematically being reviewed, update and renumbered to match CT. State Statutes, CAGE and Legal recommendations. The policies and policy numbers in this manual are based upon existing policy manual and not revisions waiting on Board of Education adoption.

<http://www.plainfieldschools.org/page.cfm?p=2902>

Breakfast Program

Breakfast is available from 9:00 AM to 9:20 AM in the cafeteria. The cost is \$1.90. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast.

Breakfast is not served on delayed opening days.

Bullying/Cyberbullying – (BOE Policy 5131.3 Summary)

The Plainfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. 5131.3

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Any person who believes he or she has been the victim of bullying should report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such act or by receiving student reports of bullying, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

Students may anonymously report acts of bullying to teachers and school administrators. Parents or guardians of students may also file written reports of suspected bullying.

Please see Board of Education Website (Policy 5113.3) for the complete details of this policy.

Bus Procedures

Bus stops

Students waiting at bus stops are expected to behave safely and appropriately. Parents are encouraged to monitor their children at their bus stops. Students should wait safely away from the road, and board the bus in an orderly fashion. Once aboard the bus, students must comply with school rules and policies. Students will be provided with one pick up and drop off location. The location may be based upon a permanent residence or a permanent daycare location.

Bus safety

The students will receive bus safety instruction twice each year. Students should be respectful, responsible, safe and kind. Some examples of what this looks like are below: Stay seated, facing forward. Keep hands and belongings inside the windows. Talk quietly to the person in the seat with you; no shouting or yelling which might distract the driver. Talk to the bus driver with respect; obey the bus driver's instructions. Keep all objects in backpacks or lunch bags to avoid personal injury or damage to the bus seats.

Bus Referrals

When a student breaks a bus rule, the bus driver will send a referral to the school principal. The principal will speak to the student about the behavior and may issue a warning. A copy of any warning will be sent to the parent(s). If the student continues to misbehave on the bus after receiving a warning, he or she may be suspended from riding the bus for a period of time.

Busing Changes

- **No changes in student transportation or parent pick up will be accepted via the telephone.**
- Only permanent changes in residency or day care will affect transportation.
- Any permanent change in transportation must be submitted in writing to the school 48 hours in advance by the parent or legal guardian for the principal's approval. (Change in address, change in daycare).
- **Weekly and Daily changes will not be accepted by the school nor be made for transportation.**
- Changes requested strictly for social reasons (a child wants to play at another child's house) will not be approved.

When No One Is Home

In the event that no one is home to receive a child off the school bus, every effort will be made to contact the parent/guardian. Students will be returned to school to await pick-up.

BUS CAMERA POLICY 3541.1

In order to provide a safe environment and assist bus drivers with the monitoring of student behavior on school buses the Plainfield Board of Education has agreed to support an electronic surveillance program through the use of the video camera. A posted warning will alert them to the possibility.

Communication between Home and School

Since parents and teachers are partners in children's education, it is important to maintain good communication between home and school. Our teachers will communicate with parents about their children's growth and progress through notes or letters, phone calls, emails, conferences, progress reports, and report cards.

Parents should also inform the school of any changes or issues at home that may affect your child's education or our ability to reach you in case of emergency. If there are any medical, emotional, or behavioral issues that may affect your child's learning, please inform the teacher, nurse, or school social worker.

It is vital that the school have updated information at all times. Please make it a point to notify the school as early as possible regarding such things as change of address, change of telephone number, change of any emergency telephone numbers, change of custody, etc. Pertinent health information should also be conveyed to the school nurse. Keeping our records up-to-date is important for the safety of your child.

Occasionally, parents will write letters or emails to teachers and desire an answer. Our teachers are more than willing to respond, however, it is not always possible to respond the same day. We ask that you be patient in this regard. If you wish to reach a teacher by phone, please call and leave a message between 9:00A.M. and 3:45 P.M. Calls will be returned as quickly as possible. Other school calls, of course, can be made at any time between 8:00 A.M. and 4:00 P.M.

Conferences

It is great to have the interest on the part of the parents. For conferences with teachers, it is always best to schedule an appointment in advance. This may be done by calling the school. We encourage you to come to S.H.E. Fall and Spring Conferences.

Confidentiality

Conversations and incidents that involve a family or child are to be held in the strictest of confidence between the staff and those involved in the situation. **Also see:**

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS Policy 5125

Delayed Openings

Delayed Opening Schedule: 11:15AM to 3:30 PM. Students should not arrive at school prior to 11:00 AM. There is no adult supervision prior to the unloading of buses at that time. Recess will not take place when a delayed opening is called. For more information about weather delays, please see "Snow Days."

Destruction of Records

Parents and former students (18 years old and older) are informed by the Plainfield Public Schools when educational records are scheduled to be destroyed and are advised on how they

may obtain copies of the records before destruction. Notices will also be placed in local newspapers.

Dress Code Policy 5132

The Plainfield Board of Education believes that proper etiquette, social customs, and good grooming clearly impact the educational process. Therefore, the Board requires that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of the education environment. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that are issues of safety or that may disrupt the normal operations of the school are not acceptable.

Our students should “Dress for Success.” Clothing should not distract other students or teachers and should be safe for indoor and outdoor activity. Parents may be called to bring alternative clothing or shoes if the dress code is not followed. Gym: sneakers are required in the gym. Playground Dress: Our students go out for recess daily unless it is raining or below 25 degrees. Please be sure that your child wears a coat or jacket daily and hats/mittens/gloves during the winter months as well.

THE FOLLOWING ITEMS MAY NOT BE WORN TO SCHOOL:

Clothing with references to alcohol, drugs, or tobacco, or any offensive signs, symbols, or words **Flip-flops, open toed sandals**, high-heeled shoes, or any other foot ware deemed unsafe including “Heelys” Short shorts (must be at least mid-thigh length) Shirts that are see through, low cut, or midriff-baring Hats or bandannas (except for special school spirit days).

Early Dismissal

Early Dismissal Schedule: 9:00 AM to 1:15 PM. Early dismissals may occur in the case of inclement weather.

Occasionally, parents may need to pick students up before the end of the regular school day (Please see pick up procedures). Early dismissals will be considered excused or unexcused according to the same criteria as absences. Please make every effort to schedule appointments to minimize your child’s absence for school.

Electronic Entertainment Equipment and Cell Phones

Electronic items such as video games, iPods, CD players, DVD players, cell phones, and other entertainment equipment should not be brought to school. Students at Shepard Hill Elementary school will not currently use personal communication devices for educational purposes therefore cell phones are not allowed. Any student using personal communication devices may be subject to disciplinary action.

Emergencies

Every attempt is made to notify parents if injury or illness occurs during the school day. **It is essential that emergency information you submit be kept up to date.** Decision making becomes most difficult when we cannot reach parents, or someone you designate, in time of emergency.

Entry, Exit & Parking

Shepard Hill Elementary has a designated entrance and a designated exit. No vehicles should enter through the designated exit at any time. For the safety of all, vehicles should not

be double parked at any time. **Additional parking is available at the sports fields adjacent to our school.** A gate has been put in the fence for your convenience.

Please note:

- **Only Emergency Vehicles are allowed to park in fire lanes in front of and alongside the school.**
- **Parking is not allowed in front of the entry gate to the playground and rear field.**
- **Violators may be towed at their own expense.**

Field Trips

Field trips can be extremely valuable extensions of school experiences. If a field trip is planned, it is done for the purpose of providing concrete learning experiences to enrich the curriculum.

Parents will be informed of field trips ahead of time and will be required to sign a permission slip in order for the child to attend. Parents/Guardians may volunteer to help chaperone field trips “if support is deemed necessary by the classroom teacher.” (Please see “Volunteers” for specific procedures). Chaperones must leave siblings with another caregiver so that adequate supervision can be given to the students in his/her assigned group. Chaperones will be asked to drive their own vehicles unless there is situation requiring a parent to be on the bus. All students must be transported to and from the field trip site by Plainfield Public School vehicles even if parents are attending.

While on a trip, all students are considered to be “in” school and are expected to follow the school rules. Any student whose behavior is considered detrimental to the well-being of other students may be restricted from participation by the principal.

Students will not be denied the opportunity to participate in any class or school sponsored activity because of an inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a social worker or administrator to request confidential help.

Fire and Emergency Drills

Fire drills are conducted monthly. Other safety drills are also conducted throughout the school year. Exit maps are posted in each classroom. Teachers will review instructions for evacuation and “lockdowns” with their classes.

GAP (Guidance Assistance Program)

GAP, a state funded, grant-based program, has been operating in the Plainfield Public Schools since 1990. Nationally known as “Primary Project”, it is recognized as one of five exemplary research-based prevention programs in the nation for enhancing a child’s success in the classroom. GAP is an early detection and prevention program that seeks to enhance learning and reduce social, emotional and school adjustment difficulties. Children in first, second and third grades are selected for the program through a screening process performed by the classroom teacher and the school social worker. Carefully selected and trained child associates typically work with children once or twice a week. The child’s competencies and strengths are reinforced and built upon through small group activities.

Gifts to Teachers
(BOE Policy 4112.9 Staff Gifts and Solicitations)

It is the policy of the Plainfield Board of Education, however, that representatives and/or employees of the school district not accept gifts or special considerations from any of the individuals or vendor-firms who may be prospective, present, or past suppliers of goods and services to the district.

Due to financial implications, the students could be placed in an embarrassing position with his or her peers resulting in either isolation from others, or to avoid this, purchasing a gift which he or she cannot afford. Teachers and staff do not expect gifts.

Health

The primary objective of our school health program is to promote the well-being of children so that the maximum learning can take place. This will be accomplished through a process of screenings at various points in the year. The screenings will be conducted by the school nurse. Parents will be notified if it is felt that follow-up is needed.

The following conditions warrant exclusion from school:

Fever of 100 degrees or more	Out of school for 24 hours AFTER fever ends
Vomiting/Diarrhea	Out of school for 24 hours AFTER vomiting/diarrhea ends
Strep throat	Out of school for 24 hours after medication begins
Pink eye	Out of school for 24 hours after medication begins
Chicken Pox/Varicella	Out of school usually until all lesions have disappeared.
Measles/Rubella	Out of school until rash disappears.
German Measles	Out of school one week.
Whooping Cough/ Pertussis	Out of school usually at least 3 weeks.
Scarlet Fever/ Scarlatina	Out of school until a physician permits student to return.
Pediculosis (Head Lice)	The school nurse will advise parents of the appropriate treatment. Please see BOE Policy 5141.221

If your child has been absent from school, even for one day, it is important to send a note to school with him/her upon return. This message should state why the pupil was absent and be signed by the parent or guardian. When your child is ill with measles, chicken pox, strep throat, or any other childhood disease, even during a vacation, it is important that you inform the school nurse so she may keep your child's records up to date. A report of all communicable diseases is forwarded to the State Department of Health.

Our school nurse can observe your child's health if you are in doubt as to whether s/he should attend school. You may bring your child to the school at 8:50 AM to see the nurse if you are unsure whether your child is ill enough to stay home or require a doctor's visit.

Medications Policy 5141

In accordance with state law, it is the policy of the Plainfield Board of Education to allow the administration of medication in the schools and programs under its jurisdiction. This includes any program operating during the regular hours of the school day, before and after school care programs, on field trips, and sporting events.

The school nurse, principal, or teachers are not allowed to give any medication- narcotic, prescription, non-prescription, or cough drops- to any pupil without specific written authority from the student's attending physician and written permission from the parent or guardian. Forms for this purpose are available at school.

The medicine needs to be delivered to the school nurse (to be kept under lock) by a responsible adult, in the original container, labeled with the child's name, and directions for administering. Medication cannot be sent to school in a lunch box with directions to the child to take it at a specific time. Any child with medication will be referred to the principal and school nurse. The medicine shall be confiscated and held under lock until an adult can come to school to retrieve it. Please see Board of Education Policy 5141 for additional clarifications of definitions and regulations.

SELF ADMINISTRATION OF MEDICATIONS 5141.1

The Plainfield Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self- administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medication. Medications for students who are permitted to self-administer medication in accordance with these regulations shall be stored in such a way as to make them inaccessible to other students. Please reference policy 5141.1 for complete details.

NOTIFICATION OF HIGHLY QUALIFIED TEACHERS

According to legislation, parents of each student attending any school receiving Title I funds may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. The information must include:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction
- If the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher
- The baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree
- And information on whether the student is provided services by a paraprofessional and, if so, their qualifications.

Holiday Celebration

There is much fun and enthusiasm in the celebration of holidays. We must be careful to recognize that children view holiday activities differently than adults, and that some families do not celebrate or practice any holidays. As a public school we must be respectful of the beliefs and practices of all students.

Homework Policy 6037

Philosophy:

Homework is a valuable aid in helping students make the most of their school experience. Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of students' work.

Homework is an independent activity to be accomplished outside of the school day to reinforce concepts learned in class. Some homework may require parental help.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework. Extra-Curricular activities take a secondary role to homework.

Objectives:

1. To develop a student's higher level thinking skills.
2. To reinforce learning through practice.
3. To develop good study habits, self-discipline and a sense of responsibility.
4. To encourage independent learning,
5. To aid in the development of positive work habits.
6. To promote positive parental involvement.

Students' Responsibilities:

1. Make a list of homework assignments.
2. Assume responsibility for obtaining the proper resources and materials.
3. Take home all books and materials needed to complete the assignment,
4. Complete homework on time and to the best of his/her ability.
5. Complete unfinished class assignments.
6. Be aware that the content, appearance, and corrections of all assignments are important elements in the grading process.
7. Be responsible for finding out and making up work missed when absent.
8. In the absence of a specific daily assignment, the student should review, preview or improve his/her present assignment, work on long-term assignments, and read.

Parents' Responsibilities:

1. Arrange a quiet suitable area with adequate workspace, for your child to work.
2. Encourage your child to complete homework assignments (in a timely manner) on time.
3. Emphasize to the child the value and importance of homework.
4. If a child requests, give assistance only until he/she can work adequately alone.
5. Be aware of teacher expectations in relation to homework assignments.
6. Communicate with teacher to clarify any homework concerns.
7. Consult with your child's teachers when the total homework time exceeds reasonable limits. Budget time realistically.

Teachers' Responsibilities:

1. Explain homework expectations to the students and parents at the beginning of the school year and subsequently, if necessary.
2. Assign homework on a regular basis consistent with our school's guidelines.
3. Provide for students' learning strengths and weaknesses by individualizing assignments when appropriate.
4. Properly evaluate record and return every homework assignment within as short a time as possible after its completion. The results of evaluation should be reflected in the student's

overall grade.

5. Give consideration to students who may not have adequate time for homework preparation due to religious observance, illness or school vacation.

Suggested Time Allotment:

The following guidelines have been established for the assignment of homework in the Plainfield Public Schools per BOE policy:

Grades K-2	10-20 minutes each school night
Grades 3-6	30-60 minutes each school night
Grades 7-12	In middle and high school, the amount of homework will vary by subject. Most middle and high school students will also have homework projects such as research papers and oral reports that may have long-range deadlines. Help may be needed in organizing assignments and planning work times to make sure homework is turned in on time.

Internet/Computer Use Policy 6027

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

In making decisions regarding student access to the Internet, Plainfield Public Schools considers its own stated educational mission, goals, and objectives. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to the Internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt will be made to prevent access to inappropriate material, including measures to block or filter Internet access to visual depictions that are deemed obscene, pornographic, or otherwise harmful to minors.

This policy also applies to any non-students who are expressly authorized by the Plainfield Public School System to use electronic information resources.

Parents must sign a consent form for their child to have permission to use the Internet in school.

Please see the policy in its entirety for the complete list of regulations

Library Policy 6161.4

Students will visit the library once each week and may check out books. The students are responsible for returning the books in good condition; parents will be expected to pay for lost or damaged materials. Report cards will be held if payment for lost/damaged books has not been made. Materials for school libraries in Plainfield will be recommended for purchase by the

professional personnel of the libraries and approved by the principal. All materials purchased will be **consistent with** the stated **principles of selection** which apply to all **instructional materials**.

Lost and Found

A lost and found area will be kept in the main lobby. Valuable items will be kept in the main office. Students and parents are encouraged to check the lost and found periodically. Unclaimed lost and found articles will be donated to charity periodically throughout the year.

Lunch & Food Services Policy 3542 & 3542.43

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system. The purpose of this policy is to ensure that each child has access to healthy and nutritious lunch, regardless of the socio-economic status of a family.

As required for participation in the national school food service program, the Board supports the following regulations: a) That a Traditional Food-Based lunch will be made available for students. b) That free or reduced-priced meals and free milk be provided to students who cannot afford to pay the price based on NSLP guidelines. c) That the meals available to students meet USDA and Health & Wellness nutritional standards. Food items sold in the public elementary schools will be only those food items approved for sale in schools by the United States Department of Agriculture. An “Offer vs. Serve” policy will be used: Under this policy, the five required food components for the National School Lunch Traditional Food-Based meal will be offered to students.

There are four lunch waves each day:

11:45- 12:15	Kindergarten Lunch
12:15 – 12:45	Second Grade Lunch
12:45 – 1:15	First Grade Lunch
1:15 – 1:45	Third Grade Lunch

All students are expected to be respectful, responsible, safe, and kind. Some examples of what this may look like in the cafeteria are:

- Use walking feet
- Eat your own food
- Sit in designated locations
- Use quiet voices.
- Clean up your area.

Eating in the cafeteria is a privilege; any students with repeated inappropriate behavior may be assigned a specific seat or may eat in an alternate place. Students may purchase hot lunch. A menu will be sent home monthly telling the daily lunch choices. Lunch prices are;

Hot lunch	\$2.80 (regular)
Milk	\$.50 (regular)

On occasion, a child may misplace money or may fail to bring to school the necessary resources to secure a lunch meal at school. Although not required by law, because of the District’s participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal. The Board realizes that funds from the non-profit

school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. If a child/family fails to bring the necessary funds for a lunch, the student will be allowed to charge up to an accumulated maximum of four meals. When the charges reach the threshold maximum, the student will be provided an “alternative lunch meal.” Until the charges are paid, the student will only be allowed to secure the “alternative lunch meal.” The student will incur a cost for the “alternative lunch meal.”

“Alternate Meals”:

The use of alternate meals refers to any meal served to a student that is different from the day’s advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange. Examples of an alternative meal include but are not limited to the following: Cheese or Peanut Butter and Jelly Sandwich, Fruit/Veggie, Milk. In those cases, the school shall provide an “alternative meal” to the child and take steps to secure payment for the charges incurred for that meal.

Mandated Reporting of Child Abuse and Neglect Policy 5050

The Board of Education recognizes its legal and ethical obligation in the reporting of suspected child abuse and neglect. Connecticut General Statutes, as amended, require any certified personnel, principals, guidance counselors, school paraprofessionals, coaches of intramural and interscholastic athletics as well as licensed nurses, psychologist and social workers who have reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm, to report such abuse and/or neglect or risk.

Furthermore, the Board of Education requires all personnel who have reasonable cause or believe that a child has been abused, neglected, or placed in imminent danger of serious harm to report such cases to the building principal or his/her designee or other professional staff, who must then proceed in accordance with the law, Board policy and administrative regulations.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

Money in School

Money should only be brought to school for a specific purpose (breakfast/lunch, field trip, book fair, etc.). Please send money to school in a sealed envelope or zip lock bag labeled with your child’s name, amount, and the purpose for the money.

Parent Teacher Organization (PTO)

The Shepard Hill PTO meets monthly. An invitation and schedule will be sent home. The PTO sponsors many family events as well as assemblies and special programs for our students. Please support our PTO by attending meetings, volunteering for events, and/or participating in fundraisers. Child care is provided.

Parent/Care- Giver Pickup of students at Dismissal

Students being picked up will be called down at 3:30 PM. Every child must be signed out; parents may arrive at 3:30 to begin the process. To make the dismissal process run smoothly and safely for all students: We do Parent Pick up in the back of the building.

School staff will not take requests or changes over the phone. If your child is being picked up at dismissal, you must send a note to school in the morning stating the date, child’s full

name, and the name of the person that is picking him/her up. **Anyone picking up a child must come in to the school office and present a valid photo ID. This person must also meet state requirements and laws for supervising and/or transporting your child. This person must be on your approved pick up list or the school must have written notification in advance signed by legal guardian. While emergencies do arise, please plan ahead by writing a note so we can be sure that your child arrives home safely.**

I.E. A new driver that is 16 years old may be prohibited by law to have child in the car with them.

The Department of Children and Families also has guidelines for the supervision of children. Please see Appendix E.

Please note that when picking up your child, all vehicles must be parked in designated parking spaces. **Please do not park in the fire lane or in travel lanes.**

PERFECT ATTENDANCE

Perfect school attendance is defined by no absences, no incidents of tardiness, or any early dismissals.

Pets

Due to the risk of allergies, pets are not permitted in school. Without the prior consent of administration.

Playground Rules

Recess is held outdoors except when it is raining or when the temperature (including the wind chill factor) is below 25 degrees, so students should come to school dressed appropriately for the weather. Only children wearing boots may play in the snow. Others must stay on the black top cleared areas. Students are expected to be respectful, responsible, safe, and kind. Examples of what this may look like on the playground are: taking turns, sharing with other students, asking other student to play, using equipment as intended, playing in designated areas, lining up when signaled. See Playground Safety Video below.

<https://www.youtube.com/watch?v=zDBELgyaZ-Q&t=328s>

Positive Behavioral Intervention and Supports (PBIS) **STUDENT CONDUCT Policy 5131**

The Plainfield Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens as well as to the provision of an effective school program. Positive behavior is based on self-respect and respect for others.

To attain this goal, learning activities must take place in an environment that is conducive to learning. Each member of the staff must establish and maintain a consistent appropriate behavioral atmosphere. Students are expected to support a positive and healthy environment through their active participation in class, orderly behavior, self-discipline and respect for the

rights and property of others. Students must control their own behavior and must be responsible for their actions.

The Board establishes certain district policies and procedures concerning student conduct and behavior but additional rules must be established in each school building. The building principal is responsible for the development and implementation of the code of student conduct for that school. These rules must be made available to students and parents at the beginning of each school year.

Please see Appendix B PBIS

Professional Qualifications

The school will provide, upon your request, information regarding the professional qualifications of your child's classroom teachers. Such information can include areas of certification, degree majors and major fields of study. Should your child receive services from a paraprofessional, his/her qualifications will also be provided, if requested.

Promotion, Retention, and Class Placement

Promotion/Retention: There are many factors that relate to a student's grade placement, including personal history, physical, social/emotional, behavioral, and academic issues. Normally, students will progress annually from grade to grade. Students who need more time to develop will be considered for retention. Retention decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Class placement: Parents are invited to describe specific traits, learning style(s) and factors which are likely to have a significant impact on the child's educational experience, based on personal experience and knowledge. This information should be provided to the principal in writing by April 1. Requests for specific teachers will not be honored.

Recess and Illness

Occasionally parents will request that we keep a student in at recess time if they have a cold or other illness. It is our practice that if children are well enough to be in school, they are well enough to go outside for recess. It is generally agreed that the fresh air and a moderate amount of exercise are more beneficial to good health than remaining indoors. Any other requests for exclusion from recess or physical education must be accompanied by a physician's written excuse.

Report Cards

The purpose of report cards is to provide parents with a frame of reference upon which to track their child's academic growth. Report cards are issued 3 times a year in November, March, and the last day of school in June.

Searches (BOE Policy 5145.12)

This document serves as advance notice that school board policy allows desks and backpacks to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only on the express authorization of the Superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school the scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant. The school Principal or designee will attempt to notify the student's parents in advance and will be present for all such searches.

Strip searches shall not be conducted by school authorities. All searches by the Principal or his/her designee shall be carried out in the presence of another adult witness.

Security cameras are in use on the premises for the safety of students, staff and the school grounds. School administrators and security personnel have access to this recorded information.

Sexual Harassment Policy (BOE Policy 5145.31)

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action. It is recognized by the Plainfield Board of Education that sexual harassment is forbidden by federal and state law and will not be tolerated by the Plainfield Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students, and to the public. Please see Policy 5145.31 for complete details of district policies and procedures.

Snacks

Most teachers designate a snack time during the school day. Snacks should be nutritious (fruits, vegetables, low-sugar foods) and be small in quantity. Water is the drink we recommend sending.

Snow Days/Emergency Closings

Plainfield Public Schools will initiate a school messenger system which will call a phone number you designate for its use as well as making announcements on the following stations:

AM Radio	FM Radio	TV
1080 WTIC	95.7 WKSS	3 WFSB
1350 WINY	97.7 WCTY	8 WTNH
	98.3 WILI	30 (4) WVIT
	102.9 WDRC	
	105.1 WWLI	
	105.9 WHCN	

When school is closed or dismissed due to weather, all school activities are cancelled. Preschool afternoon classes will not be made up when we have early dismissal. Preschool morning classes will not attend or make-up classes when a delayed opening is called.

Smoking & Tobacco (BOE Policy 5131.1)

“Smoking and/or the use of any tobacco products are prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other activities. Smoking is not permitted in personal vehicles which are parked on school property at any time.”

Special Services and Procedural Safeguards

The Plainfield School District provides for the special education needs of children. Programs are available for children with learning disabilities, those who are intellectually disabled, speech impaired, emotionally disturbed, socially maladjusted, physically handicapped, etc. Parents are always encouraged to participate in the planning for any special education program. Parents are a vital part of the Planning and Placement Team process. Please contact the principal with questions regarding your child’s special educational needs.

Procedural Safeguards: The parent of a child who needs or may need special education and related services can expect that school personnel will follow certain steps under state and federal law. These steps are found on our District website: www.plainfieldschools.org. You may request a printed copy by calling the office of Pupil Personnel Services: 564-6401.

Testing Program

Our school district is always concerned with educational growth. We assess students throughout the year, using standardized tests as well as tests designed by our teachers. Children are assessed individually and/or in groups. Full reports of testing outcomes will be made available to parents and discussed at conferences.

Textbooks and School Property

Students are responsible for the care of books and supplies they are issued and for treating all school property with respect. Parents will be financially responsible for lost or damaged school materials and/or vandalism.

Toys

Toys should be left at home unless they are part of a specific class project or school spirit day. Toys, including but not limited to stuffed animals, action figures, electronics, card collections, fidget spinners, and the like are not permitted in school.

Vacations

Several breaks are scheduled into our yearly school calendar. Please note that family vacations which take place while school is in session are considered unexcused absences. Please make every effort to schedule your family trips during the scheduled breaks.

Visitors Policy 8020

The Plainfield Board of Education encourages the community to visit its schools and classrooms throughout the school year. The Board recognizes its responsibility to provide a safe and secure environment for staff and students; therefore, all school visitors will be welcomed at the discretion of the school principal.

We ask that you call the school to indicate your desire to visit with us. Visits should be kept to a maximum of one hour. All visitors are to report to the main office, present a valid photo ID, sign in and obtain a visitor's pass before entering any area of the school building and school grounds. Parents are welcome to visit the school. Requests to visit classrooms and observe instructional programs and other related activities are allowed at the discretion of the principal and should be set up 24 to 48 hours in advance. Unfortunately, visitors are not permitted access to the cafeteria or the playground during the school day. Students are not allowed to bring guests to visit the school. Student visitors, in general, are not approved.

Volunteers Policy 6032

The Plainfield Board of Education believes that the use of volunteers within the school district, whether during or after regular school hours, **enhances the education process** not only for students, but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process, increases community support, and provides for individuals who have expertise in various areas to be used as resource persons.

Shepard Hill Elementary School encourages all family members to become involved in their children's education. New volunteers are welcome and we would value your participation. The work of a volunteer may be carried out in the school or at home. **All volunteers** (including field trip chaperones) who work in the school **must complete a background check**. Forms are available through the school office. All personal information will be kept confidential. Once the background check has been conducted and approved through central office, the parent/guardian is placed onto the volunteer list. Volunteers must coordinate times with staff and be approved in advance with the principal.

Volunteers must **comply with all rules and regulations** set forth by the school district. Please see Policy 6032 for complete details.

Weapons and Dangerous Instruments (BOE Policy 5020)

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity, is prohibited. Please refer to BOE policy 5020 for further definitions and additional information.

Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student's locker, desk, vehicle parked on school property, the pockets of the student's clothing, and/or any purse, gym bag or other receptacle belonging to or under the control of the student. A student found to have in his/her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion. In any case in which there is a possible violation of a criminal law which relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities.

Website

Our school website can be accessed through www.plainfieldschools.org. This handbook, school forms, school newsletters, and classroom web pages can be found on the website. Please visit it often!

Appendices:

Appendix A FERPA

Appendix B PBIS

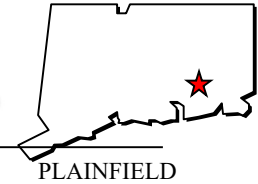
Appendix C Staff List, School Calendar, Forms

Appendix D District Attendance Regulations

Appendix E Connecticut Department of Children and Families: Leaving Your Child Alone



PLAINFIELD PUBLIC SCHOOLS



651 NORWICH ROAD

PLAINFIELD, CT 06374

(860) 564-6401
(860) 564-6477 (FAX)

Christi Haskell, Chairperson
Board of Education

Paul Brenton
Superintendent of Schools

Scott Sugarman
Supervisor of Special Education

Notification of Rights Under FERPA

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

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

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed.

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

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

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company

with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to educational records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher

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

Positive Behavioral Instructional Supports (PBIS) have become a cornerstone in creating a school culture that supports the promotion of the character traits below for everyone in our school community. Our school pledge below is based upon the traits of:

Kindness: Be friendly, considerate, and helpful.

Respect: Treat other people and things the way you want to be treated.

Responsibility: Do what you are supposed to do without being reminded.

“I promise to be respectful, responsible, safe, and kind. I promise to do the right thing.”

Our school rules are defined in the behavioral expectations outlined in the PBIS section of this handbook. Our top priority is to help children learn how to make good decisions about their behavior and learn from their mistakes. For most disciplinary issues, staff will complete an Office Disciplinary Referral Form (ODR). The reverse side of the ODR has a list of behavioral definitions to assist in understanding the form. This form must be signed by the student, teacher, and parent and returned to school the following day.

In general, our practices are for students to:

- Be polite and respectful to other students and all adults; profanity and threats are not permitted.
- Obey all school staff members.
- Walk quietly when entering the building, in the hallways and in classrooms.
- Use materials appropriately and do not damage school property. Parents are financially responsible for damaged or lost school property.
- Keep hands and feet to yourself. Physical aggression, bullying, and threatening are not permitted.
- Weapons (even toy weapons), alcohol, and drugs are forbidden.

Interventions may vary based circumstances and the severity of the issue. The administration retains the right to assign disciplinary consequences to any student according to school and Board of Education policies

SCHOOL STAFF
2023-2024

ADMINISTRATION OFFICE

Trahan, Kristen	Principal	Room	101
Ellyn Davidson	Secretary		101
Cadro, Pamela	Secretary		101

PUPIL PERSONNEL

Paquette, Karla	Social Worker	Room	102
Barber, Kourtney	Speech Pathologist		206
Hynes, Pamela	Nurse		107

Kindergarten

Champagne, Tina		Room	116
Marchesseault, Sue			114
Marotta, Jacqueline			118
Plantier, Ann			112

GRADE ONE

Dalimonte, Tammi			110
Normandie, Bonnie			106
Shelton, Danie			104
Gosselin, Christine			102

GRADE TWO

Vera, Michelt			506
Courville, Ashley			508
Mackin, Danette			509
Sutherland, Jamie			511

GRADE THREE

D'Amato, Carl		Room	502
Hirst, Kylie			504
LaRose, Jennifer			507
Sullivan, Tracey			505

CHAPTER I/EERA (Intervention Personnel)

Jessica Bergman	Reading	Room	606
Beauregard, Michelle	Math		510

SPECIAL AREAS

Plantier, Courtney/ Lippert, Ethan	Music	Room	405
Jennifer Vanacore	Art		402
McCoil, Meghann	Physical Education		301
Chaplin, Emily	MakerSpace		501

SPECIAL EDUCATION

Willey, Rachael	Special Education (ILP) K – 3		209
Gervasio, Carrie	Special Education Grade 3		609
Beit, Erin	Special Education Grade 2		613
MacNeil, Roberta	Special Education Grade 1		110

PARAPROFESSIONAL

Baldarelli, Gwen	Cole, Sumerlyn
Arrington, Ariel	Collins, Brennan
Diaz, Patricia	Douglas, Jennie
Dragon, Kerrie	Gowin, Pam
Kettle, Patricia	Ular, Gabriel
Kulla, Lia	Smith, Taylor
Langlois, Kristen	Leandro, Kali
McCraken, Meagan	St. Germain, Kristin
Patterson, Robin	Julia, Rider
Sajkowicz, Carrie	Seace, Cindy
Seace, Jessica	Turenne, Roxanne
Gray, Krystal	Murray, Meagan
Kersting, Julie	

CUSTODIAL STAFF

David Simonds	Lead Custodian	Room	305
Pachnek, Paul	Custodian		305
St. Amour, Sean	Custodian		305
Snelling, Matthew	Custodian		305

DISTRICT STAFF

Brenton, Paul	Superintendent	Central Office
Sugarman, Scott	Assi. Superintendent	Central Office
Langlois Courtney	Super. of Special Education	Central Office
Fitch, Jessica	Director of P.P.S.	Central Office
Richard, John	Business Manager	Business office

Appendix D

**5113.11 ADMINISTRATIVE REGULATIONS REGARDING
ATTENDANCE AND TRUANCY**

A. Definitions:

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence"- Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - A. Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - B. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - a. student illness (verified by an appropriately licensed medical professional);
 - b. religious holidays;
 - c. mandated court appearances (documentation required);
 - d. funeral or death in the family, or other emergency beyond the control of the student's family;
 - e. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - f. lack of transportation that is normally provided by a district other than the one the student attends.
5. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
6. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.
The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.
7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
8. "Student" - a student enrolled in the Plainfield Public Schools.

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the

- consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - (1) a police summons;
 - (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official; or
 - (5) other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Plainfield Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available for this exemption;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

G. Procedures for students in grades K-8*

1. Notification

- a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Plainfield Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal [or his/her designee] shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 alleging the belief that the acts or omissions of the child are such that the child's family is a family with service

needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

H. Procedures applicable to students ages five (5) to eighteen (18)

I. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. If a FWSN petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
 - i) For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team. Upon completion of the evaluation of a regular education student, the Child Study Team shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
 - ii) In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

I. Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding truancy in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

J. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

Appendix E The Connecticut Department of Children and Families: Leaving Your Child Alone

Deciding when your child is ready to stay home alone is a difficult decision for parents. There is no set age, either prescribed by law or by child development experts. It comes down to a judgment call on the part of parents.

Fortunately, there are some guidelines and certain factors to consider, as well as things to do if you decide to leave your children home alone

To decide if your child can take care of himself, consider:

- His age. Experts believe a child should be at least 12 before he is left alone, and at least 15 before he can care for a younger brother or sister. These are the minimum ages. Not every child is ready then.
- His maturity. Can he think things through, plan ahead, make good decisions.
- His ability to handle urgent situations. Your child should show good judgment and follow your rules. He should know how to get help, what to do in a fire, how to deal with visitors and callers, etc.
- The environment. Is it safe? Are there people nearby who can be trusted to watch out for your child?
- How long he will be alone. An hour or two might be fine; a day may be too long.
- His feelings. If he's nervous about being alone or isn't sure he can handle certain situations, he's not ready.

If you feel your child can stay alone, give him what he needs to be safe, including: The house key. Have him keep it in a safe, but hidden place, like a zippered part of his backpack.

Phone numbers, Post a phone number where you can be reached and numbers of two neighbors who are likely to be home and who have agreed to look out for your child. Let your neighbor's know what time your child comes home from school.

Safety rules: When your child is home alone, he should:

- not enter the house if he sees something suspicious (e.g. an open door, broken window, strange people). He should go to a neighbor's house, call 911, then you. Not let anyone in. Delivery people can be told to go to a neighbor's house and repair people can come back.
- not tell anyone he is home alone. If someone calls, your child can say, "My mother (father) can't come to the phone right now. Can I take a message?"
- not go to anyone's house without your permission.
- Schedule a time each day to check in with one another.

Teach your child:

- When to call 911 and what to say.
- How to prevent fires and what to do if one breaks out (E.g. get out of the house fast and call 911 from a neighbor's house).
- Basic first aid (some towns offer courses for children). Some towns and employers offer a "home alone" class for children; ask your town recreation department, school or employer.

Try leaving your child home alone for an hour or two and see how he does before you do it long term.

Each day, talk to your child about what he did during the day. Ask him often how he feels about staying home alone. Review safety rules.

If you, or your child have any doubts, it is best to make other arrangements. Maybe another parent, college student, or local after-school program can help out.

If you need to find care for your child, check with INFOLINE (211), your relatives, neighbors and friends, your child's school, your city or town parks and recreation department, or a local YMCA/YWCA.

SHE Pick-up note

Child's first and last name

will be picked up at _____ am / pm

by _____.

Date: _____

Caregiver's Signature:

Child's Teacher _____ RM# _____



SHE Pick-up note

Child's first and last name

will be picked up at _____ am / pm

by _____.

Date: _____

Caregiver's Signature:

Child's Teacher _____ RM# _____



SHE Pick-up note

Child's first and last name

will be picked up at _____ am / pm

by _____.

Date : _____

Caregiver's Signature:

Child's Teacher _____ RM# _____



SHE Pick-up note

Child's first and last name

will be picked up at _____ am / pm

by _____.

Date: _____

Caregiver's Signature:

Child's Teacher _____ RM# _____



SHE Absence Note
Child's first and last name _____


was absent on _____
 (date)

due to _____

 _____.

Child's teacher _____

Parent signature _____



SHE Absence Note
Child's first and last name _____


was absent on _____
 (date)

due to _____

 _____.

Child's teacher _____

Parent signature _____



SHE Absence Note
Child's first and last name _____


was absent on _____
 (date)

due to _____

 _____.

Child's teacher _____

Parent signature _____



SHE Absence Note
Child's first and last name _____

was absent on _____
 (date)

due to _____

 _____.

Child's teacher _____

Parent signature _____

