

# **Stafford Elementary School**

11 Levinthal Run Stafford Springs, CT 06076



## **Student / Family Handbook**

**2023 – 2024**

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# **Stafford Elementary School Administration**

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## **Stafford Board of Education**

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## **Principal's Message**

Let me be the first to welcome you to the 2023-2024 school year! As the Principal of Stafford Elementary School, I am very much looking forward to working with the dedicated team of educators here at SES to provide the best possible educational experience for all of our students. We will look forward to the continued implementation of the Positive Behavioral Interventions and Supports (PBIS) framework, which teaches our students behavioral expectations across all school settings using a common language and positively and purposefully acknowledges students who are demonstrating expected behaviors. Please take some time to read through this handbook as many of the day-to-day expectations are described in these pages. You are our partners in education. Please do not hesitate to reach out with any questions. Thank you for sharing your children with us!

## **Student Responsibilities/Discipline/Conduct**

All members of our community are expected to be respectful, responsible, and safe when at the bus stop, on the buses, and at all times during school hours. Students are encouraged to be courteous, prepared, and involved in their own learning. They are expected to follow the directions of administrators, teachers, staff, and volunteers and to do nothing that would in any way cause harm to themselves, others, or the environment. Students will be encouraged to be reflective about their behavior and to make alternate decisions in the future.

Parents/guardians can support our efforts by reinforcing our expectations at home. In the event of a serious infraction or repeated misbehavior, a meeting with an administrator, teacher, and parents/guardians may be convened. At the discretion of the administrator, major infractions could result in suspension from school.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

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

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

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, and wrongfully giving or receiving help.
- Throwing objects that can cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Disobeying directives from school personnel or school policies, rules, and regulations.

- Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers and other school employees.
- Damaging or vandalizing property owned by the school, other students, or school employees. Families may be charged for damages.
- Fighting, committing physical abuse, or threatening physical abuse.
- Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
- Assaulting a teacher, staff member, or other individual.
- Possessing a weapon or dangerous instrument.
- Behaving in any way that disrupts the school environment or educational process.

Students who violate these rules may be subject to disciplinary action.

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

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

### **Parent Contact Information**

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

### **Toys, Electronics, Sports Equipment and Dangerous Items**

Students should bring only those items to school that are necessary or requested by the teacher. Toys, electronics, and other items from home can be a distraction to your child and the class and are not allowed in school. Students are discouraged from bringing phones to schools. Phones should be left in lockers at all times. If a student has a phone in class, the phone will be held until the end of the day. Parents will have to pick the phone up for any further offenses. This policy will be revised as safety precautions evolve. Parents should be aware that Stafford Board of Education policy and state statutes have a zero tolerance for items that can be considered a weapon. **Please be sure to check your child's belongings regularly to help avoid any issues.**

## **Dress Code**

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

Students whose dress or grooming is judged by the staff to be disruptive or dangerous to personal safety will be asked to change. Students will be offered clothes to change into or may call home to have something brought in.

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

- a. Winter coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, visors, kerchiefs, hats, caps or hoods. Approved coverings worn as part of a student's religious or cultural practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours.
- c. Items a. and b. above, must be secured in the student's locker or other storage area before school starts.
- d. Footwear must be worn at all times. Unsafe footwear is not permitted, and students must follow building and/or subject-specific safety requirements. Proper footwear is especially important in elementary school. This age group loves to run during recess. We ask that backless sandals or shoes, sneakers with retractable wheels, slides, flip-flops, shower shoes, and high heels not be worn to school. Please be advised that students may have to sit out of certain activities if their footwear is not appropriate. We ask that students keep all sneakers that light up turned off during school hours.
- e. Sunglasses, whether worn or carried.
- f. Spiked or studded bracelets, oversized or multi-finger rings, unsafe belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.
- h. Attire or accessories that contain vulgarity or that contain overly offensive, discriminating, slanderous, or disruptive writing or pictures, which are likely to disrupt the educational environment.

- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- j. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- k. Shirts which reveal the abdomen, chest, or undergarments. Shirts cannot have necklines that are lower than the straight line from the top of the underarm across to the opposite underarm. Tank top straps must cover all undergarments and have appropriate underarm coverage.
- l. Clothing which reveals undergarments, buttocks, midriff, or is see-through. Pants worn below the waist.
- m. Pajama or lounge pants.
- n. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

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

### **Care of School Issued Books and Materials**

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

### **Library Media Center**

All children in the school have an opportunity to utilize the school media center. Students may also take books home for a period of one week. Parents/guardians must replace books that are defaced or lost.

### **Student Report Cards**

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

Report cards will be shared with families on the following dates:

First Trimester: 11/17/2023

Second Trimester: 3/8/2024

Third Trimester: Last day of school (TBD depending on snow or weather days)

## **Homework**

In recognition of the developmental differences among students at different grade levels, the following are guidelines relative to homework:

Grade 1 15 - 20 minutes – once or twice a week and 10 - 15 minutes reading nightly.

Grade 2 15 - 20 minutes – once or twice a week and 15 minutes reading nightly.

Grade 3 15 - 20 minutes – three or four times a week and 15 minutes reading nightly.

Grade 4 30 minutes – three or four times a week and 15 - 20 minutes reading nightly.

Grade 5 30 minutes – three or four times a week and 15 - 20 minutes reading nightly.

The length and frequency of individual homework assignments will be determined by the developmental stage, 504 Plan, or special needs of the students, including their ability level and by the resources available in homes.

## **Requests for Make-up Work**

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

## **Arrival and Dismissal Procedures**

Normal school hours are from 8:30 a.m. until 3:00 p.m. Please make every effort to have your student arrive at school on time. Students **may not be** dropped off at school before 8:10 a.m., as adult supervision is not available until this time. Parents who are picking a student up from school are expected to do so between 3:00 - 3:10 pm at the parent pick up location.

If you come to school to pick up your child during the school day, you must go to the main office. **Please send in a note in advance** signed by a parent or guardian, to be given to the child's teacher. Under no circumstances may a student leave school with anyone unless written permission is provided by his/her parent or guardian. We ask that children **not be picked up from school prior to the 3:00 p.m. dismissal time except in cases of emergency**. It is a disruption to the classroom to have children dismissed early. The end of the day is an important time when teachers are trying to finish up with lessons, and students are busy organizing homework assignments and getting themselves ready to go home.



The Stafford Board of Education provides bus transportation for all students. All students are expected to go to and from school on the assigned bus. Students may not walk or ride a bicycle to or from school since all means of access are potentially dangerous and cannot be supervised by school personnel. If a student is late to school, they must be walked in and signed in by a parent/guardian.

### **School Hours / Delayed Start / Early Releases**

Stafford Elementary School's normal hours are 8:30 a.m. - 3:00 p.m. In the event of a late start due to inclement weather or other factors, there may be a 2 hour delay and school will start at 10:30 a.m. and end at the normal time at 3:00 p.m.

Stafford Public Schools has six early release days for professional development on 8/31/23, 9/29/23, 10/19/23, 1/31/24, 2/12/24, 3/19/24, and 5/24/24. We also have early release days on 11/22/23 (the day before Thanksgiving), on 12/22/23 (the day before the holiday break), and on the last day of school. In addition, we may have early release days due to inclement weather. **Release time will be at 12:00 p.m. for all of these dates.**

Parent teacher conferences at Stafford Elementary School will be held on 11/20/23, 11/21/23, 3/11/24, and 3/12/24. **Dismissal times for students will be at 12:00 p.m. on these four dates.**

### **Leaving School Grounds**

Once children arrive at school, they will not be allowed to leave unless they have permission from the school office. If you plan to take your child out of school during the day, please write a note beforehand so we can plan for the absence. No child can be dismissed to any person other than the parent/guardian unless specifically written on the note as to whom it will be. The parent, guardian, or other specified person must provide identification and sign the child out in the office before leaving the school.

### **Staying after School**

From time to time it may be necessary to keep children after school to complete work or to give individual help. In addition, students may be required to stay after due to behaviors and discipline. When it is necessary to keep a child after school, the parents will be contacted so that they can make transportation arrangements. Parents will be given no less than 24 hours notice in these circumstances in order to have time to plan accordingly.

### **Storm Days / Emergency Notification**

It is extremely important that parents keep their profiles up-to-date, including changes in contact information and notification status. Parents / guardians will not receive emergency notifications from the school district if they choose not to "opt in" and must assume responsibility for obtaining them in some other manner.

Additionally, information will be provided to the local media outlets, please listen to: WTIC FM 96.5, WDRC FM 103, WHCN FM 105.9, WKSS FM 95.7, WTIC AM 1080, or WDRC

AM 1360, or watch WFSB Ch. 3, WTNH Ch. 8, or WVIT Ch. 30. Finally, information may also be found on our district website.

Unscheduled early school closings are also given by the same radio and television stations listed above. We strongly advise that you make prior arrangements with your child on such days, in the event that you do not hear the announcement and/or no one would be at home when your child arrives. You should have a plan in place so that your child knows what he/she is to do in the event of an early closing.

## **Emergency Procedures**

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

In the event of an evacuation, unless directed otherwise, the same procedures used for fire drills will be enacted. Students will leave the building in accordance with the evacuation plan. Attendance will be taken at designated safe assembly points.

It is possible that an emergency would warrant a lockdown procedure, during which the safest option for students and staff would be to remain in their classrooms or instructional areas. When this action is necessary, a school administrator or designee will use the building's public address system to signify the commencement of lockdown procedures. **Both lockdown and fire drills are held regularly throughout the year in order to test and evaluate our emergency procedures. As part of our security protocols during these drills, no one will be allowed to enter the building nor will telephones be answered.** We appreciate your patience during these very important checks of our emergency plans. Please understand that the immediate safety and well being of our students and staff is the priority during a crisis or drill. As a result, there may be a delay in notifying parents. Flashing lights have been installed on the outside of the buildings to signify that the school is in lockdown mode.

## **Transportation Requests**

If your child needs daily transportation service to a location other than your home address, your request must be submitted in writing to the school office by a parent or guardian. Bus routes are carefully planned to ensure the timely arrival of students at school and to make full use of the available seating on each vehicle. The majority of our buses run at seating capacity which makes it difficult to accommodate student transfers after the routes are established. Please review the following policy when requesting a change of bus assignment.

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

- **Child Care:** Transportation to **no more than two** child care providers in your child's school attendance zone. The transportation schedule must be permanent and a signed document requesting this transfer must be on file.
- **Legal Agreement:** Transportation to **two** home addresses in your child's school attendance zone. A copy of the legal document must be on file.
- **Emergency Transfer:** We understand that occasionally an emergency may occur. **This transfer must be authorized by the school administrator or his/her designee.**

## **School Busses**

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

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

## **Safe Riding Practices**

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

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

## **School Bus Safety Reminder**

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

## **Visitors to the School**

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

## **Animal Visitors**

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

## **Volunteering**

We hope you will consider volunteering at our school as we value the important contributions volunteers make to our school community. According to Board of Education Volunteer Policy #1212, individuals wishing to volunteer in a Stafford Public School are required to submit the following documents:

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

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

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

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

## **School Lunches**

Breakfast and lunch are free for all Stafford Elementary School students for the 2023-2024 school year. Lunches may also be brought in from home.

Stafford Public Schools uses PaySchools Central. You can log in to PaySchools Central, by visiting [www.payschoolscentral.com](http://www.payschoolscentral.com).

## **Lost and Found**

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

## **Insurance**

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

An application form is sent home after it arrives at the school office. We require that you indicate whether or not you wish to purchase insurance. If you move, the insurance is transferable providing the same company is carrying the insurance at your child's new school. If your child is insured and is injured, please ask the school office for an accident form. Either the parent or a teacher must fill out the report and return it to the school for the signature of the principal. It is then the responsibility of the parent to get the report form to the insurance company.

## **Telephone Calls**

We try to limit the use of the telephone by children to what we consider necessary calls, so as not to disrupt the educational environment. Parents can help by encouraging children to prepare themselves for school, so that the number of calls to the home will be held to a minimum. Calls by parents requesting that messages be forwarded to children can cause interruptions in the classroom. Planning beforehand will help to eliminate these interruptions. However, if there is an emergency and it is necessary to speak with your child during the school day, please contact the office directly. Please refrain from calling or texting students on cell phones during the day.

## **Celebrations**

**We cannot accept food for birthday celebrations.** Your child's teacher will inform you of other celebrations. For these events, you may send in food found on the state list of healthy food and beverages at [www.sde.ct.gov](http://www.sde.ct.gov). Click on the Child Nutrition link on the right side of the home page. Then, click on CT Nutrition Education. On this page, click on Healthy Food and Beverages in School.

## **Board of Education Policies**

Board of Education policies pertinent to elementary students may be viewed on the Stafford Public Schools' website at [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us).

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

For purposes of this policy, "Bullying" 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.

Students and/or guardians should see an administrator to file a bully report.

## **Health Information**

### **Enrollment and Attendance Requirement**

Physical examinations are required for children **before** their **initial** entrance to school and for students who transfer from an out of state school system. It is the responsibility of the parent to provide for this examination and to return the required form to the school office. The need for immunization cannot be stressed strongly enough. It is for the protection of each child. Your family physician will also inform you, if asked, as to the need and time for booster shots. Students will not be allowed in school until the form is completed and returned to the school nurse per C.G.S. §§. 10-204a and 10-206. Furthermore, the State Department of Public health requires all students age 24-59 months enrolled in Pre-K to receive at least one dose of influenza vaccine between August 1 and December 31<sup>st</sup> of the preceding year. All children age 24-59 months who have not received vaccination against influenza previously should receive two doses of the vaccine the first influenza season that they are vaccinated.

### **Attendance**

According to the Stafford Board of Education policy, when a student is absent from school, it is the parent/guardian's responsibility to contact the school office. It is important to call the school between 7:15 AM and 8:00 AM to report your child absent. The absence will be considered either excused or unexcused based upon the items in the *Absenteeism* section of the policy. This policy can be found in the Stafford BOE Policy Guide for Parents.

Please note that **Connecticut State Law (CGS 10-198a) considers a child to be truant if he/she has four (4) unexcused absences in a month or ten (10) unexcused absences in a year. *We regularly review attendance records and send letters home if we become concerned about the number of days your child is absent or tardy from school.*** It is important for students to arrive at school by 8:30 so as not to miss the start of the school day; please make every effort to ensure your child arrives on time daily. If your child is tardy, please fill out a slip in the office stating the reason for the tardiness when you arrive at school.

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

- Student illness (*Note: all student illness absences must be verified/documentated by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence*);
- Student's observance of a religious holiday;

- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (*additional documentation required*);
- The lack of transportation that is normally provided by a district other than the one the student attends (*no parental documentation required for this reason*); or
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

## **Health Services**

There are school nurses covering each school building. They can be reached between 8:00 AM and 3:30 PM in case of emergency or specific need. If your child has a chronic health condition, it is important that you speak to the school nurse so a plan of care can be developed.

The school nurse is available to provide first aid for injuries that occur at school. We suggest that you contact your own personal physician for injuries/illnesses that occur outside of school.

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

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

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

## **Administration of Medicine**

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

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

3. This policy also covers all over-the-counter medications and/or the application of topical creams or ointments, including lip balm and sunscreen, during school hours.

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

### **Medical Excusal**

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

### **English Learners**

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

### **Complaint Resolution Procedure**

The complaint resolution policy is available in the school office and online on the district website: [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us) under Board of Education Policy 1312.

### **Asbestos Notice**

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

### **Pesticide Application**

If parents want to register for prior notice of pesticide application at the school then please contact the main office at (860) 684-6677.



## **Green Cleaning Programs (BOE Policy 3524.2)**

### **GREEN CLEANING PROGRAM IN SCHOOLS** **(CT PUBLIC ACT 09-81)**

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

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

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

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

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

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff. Any questions concerning the program can be directed to: Building Services Department, Stafford Public Schools 860.684.0754

### GREEN PRODUCT LISTING

This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

| <u>PRODUCT</u><br><u>/TYPE</u> | <u>NAME</u>   | <u>MANUFACTURER</u>      | <u>LOCATION</u><br><u>/AREA</u>             | <u>FREQUENCY/</u><br><u>SCHEDULE</u> |
|--------------------------------|---|--------------------------|---|--------------------------------------|
| <u>Cleaner</u>                 | <u>Super Shine All</u>                                    | <u>Hillyard Chemical</u> | <u>Gym</u>                                  | <u>W</u>                             |
| <u>Cleaner</u>                 | <u>810 Top Clean</u>                                      | <u>Hillyard Chemical</u> | <u>Tile Floors</u>                          | <u>D</u>                             |
| <u>Cleaner</u>                 | <u>814 Carpet</u><br><u>Pre-Spray</u>                     | <u>Hillyard Chemical</u> | <u>Carpets</u>                              | <u>SA</u>                            |
| <u>Cleaner</u>                 | <u>829 Green select</u><br><u>Bathroom Cleaner</u>        | <u>Hillyard Chemical</u> | <u>Bathroom</u>                             | <u>D</u>                             |
| <u>Cleaner</u>                 | <u>827</u><br><u>Green Select</u><br><u>Glass Cleaner</u> | <u>Hillyard Chemical</u> | <u>Glass, Mirrors, etc.</u>                 | <u>D</u>                             |
| <u>Cleaner</u>                 | <u>833 Suprox</u>   | <u>Hillyard Chemical</u> | <u>All Purpose Cleaner,</u><br><u>Desks</u> | <u>D</u>                             |
| <u>Floor Finish</u>            | <u>EP-22</u>  | <u>Hillyard Chemical</u> | <u>Floor Finish</u>                         | <u>SA</u>                            |
| <u>Floor Stripper</u>          | <u>Green Select</u>                                       | <u>Hillyard Chemical</u> | <u>Floor Stripper</u>                       | <u>SA</u>                            |

Frequency/Schedule: D = Daily; W = Weekly; M = Monthly; SA = Semi annually; A = Annually

## **Title IX Compliance Statement**

The Stafford Public Schools does not discriminate in educational programs, activities, or employment practices on the basis of race, language, sex or gender identity/expression, age, color, national origin, religion, marital status, pregnancy, sexual orientation, or disability under the provisions of Title IX of the 1972 Educational Amendments.: Section 504 of the Rehabilitation Act of 1973.

All inquiries and complaints relative to this policy are to be addressed to:

Title IX Coordinator, Stafford Public Schools:

Katharine Gabrielson  
Director of Pupil Services  
Stafford Board of Education  
11A Levinthal Run  
Stafford Springs, CT 06076  
860-684-4212  
[gabrielsonk@stafford.k12.ct.us](mailto:gabrielsonk@stafford.k12.ct.us)

Title IX Coordinator for SES  
Mary Claire Manning, Principal  
860 684-6677  
[manningm@stafford.k12.ct.us](mailto:manningm@stafford.k12.ct.us)

504 Coordinator for SES  
Jennifer Phillips, School Counselor  
(860) 684-6677  
[philipsj@stafford.k12.ct.us](mailto:philipsj@stafford.k12.ct.us)

## **TITLE II OF THE AMERICAN WITH DISABILITIES ACT OF 1990 AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under Section 504 a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

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

## Appendix A

### Stafford Elementary School Safe School Climate Plan 2023 - 2024

#### Introduction

There is a growing appreciation in Connecticut that school climate is an integral component of the learning environment and essential for school improvement. Connecticut has defined school climate as “the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies Stafford Elementary School will sustain school environments where all members are welcomed, supported and feel safe in school; socially, emotionally and physically. In response to the need to establish these positive school climates, Stafford Elementary School has developed the following Safe School Climate Plan.

| Component       | Actions  | Person(s) Responsible                 | Timeline |
|-----------------|--|---------------------------------------|----------|
| Bullying Policy | <p>Continue to implement and enforce already approved Anti-Bullying Policy which includes:</p> <ul style="list-style-type: none"><li>• Student codes of conduct that are defined and prohibit bullying in accordance with state law.</li><li>• Bullying is prohibited 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 the local or regional board of education</li><li>• Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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.</li><li>• Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.</li></ul> | Board of Education and Superintendent | Ongoing  |

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| Reporting Procedures      | <ul style="list-style-type: none"> <li>Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying</li> <li>File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying</li> <li>Any student who believes s/he has been the victim of bullying/cyberbullying/teen dating may report the matter to any school employee, either in writing or anonymously.</li> <li>Parent(s)/guardian(s) may file written reports of Suspected bullying/cyberbullying/teen dating.</li> </ul>  | <p>All school employees</p> <p>All school employees</p> <p>All Students</p> <p>All Parents</p>   | <p>Within one school day after witnessing or receiving report</p> <p>Within two school days of oral notification</p> <p>Ongoing</p> <p>Ongoing</p> |
| Notification Requirements | <ul style="list-style-type: none"> <li>Provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan.</li> <li>Notify students and the parents or guardians of students of the process by which students may make reports of bullying (handbook review in HR/website)</li> <li>Provide students with notice of the definition of bullying, cyberbullying, teen dating violence (as age appropriate), and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct concerning bullying.</li> <li>Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.</li> </ul> | <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator and Specialists</p> <p>Safe School Climate District Coordinator and Specialist</p> | <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>  |
| Investigation             | <p>Defined investigative procedures are utilized by the safe school climate specialists and/or building administrator.</p> <ul style="list-style-type: none"> <li>Investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports.</li> <li>Review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.</li> </ul>   | <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator and Specialists and/or Building Administrator</p> <p>Safe School Climate Specialists and/or Building Administrator</p>             | <p>Annually</p> <p>Upon receipt of report Promptly</p> <p>Upon completion of investigation</p>   |

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|  | <ul style="list-style-type: none"> <li>Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> </ul>   | Safe School Climate District Coordinator and Specialists and/or Building Administrator  | Upon completion of investigation  |
| Re-<br>sponse<br>to<br>Verified<br>Acts of<br>Bullying | <ul style="list-style-type: none"> <li>Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred.</li> <li>Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying</li> <li>Invite the parent(s)/guardian(s) of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared: <ol style="list-style-type: none"> <li>A description of the verified act(s).</li> <li>A description of the school's interventions in response to the act(s).</li> <li>Any consequences that may result from the commission of any further acts of bullying.</li> </ol> </li> <li>Invite the parent(s)/guardian(s) of any student against whom an act of bullying was verified after the completion of the investigation at which the following information will be shared: <ol style="list-style-type: none"> <li>A description of the verified act(s).</li> <li>A description of the school's interventions designed to keep the student safe &amp; prevent any further acts of bullying.</li> <li>The content of the student safety support plan.</li> </ol> <p><b><i>Except in rare circumstances, such meetings with parents and guardians should be held separately.</i></b></p> <li>Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying.</li> </li></ul> | <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists/Building Administrator</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists/Building Administrator</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists/Building Administrator</p> <p>Safe School Climate District Coordinator and/or Safe School Climate Specialists/Building Administrator</p> | <p>Upon determination that bullying has occurred</p> <p>48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> |

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|                               | <ul style="list-style-type: none"> <li>● Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.</li> <li>● Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct.</li> </ul>   | <p>Safe School Climate Specialists and/or Building Administrator</p> <p>Safe School Climate District Coordinator and/or Specialists/Building Administrator</p>         | <p>Upon determination that bullying has occurred</p> <p>As appropriate</p> |
| Safe School Climate Committee | <ul style="list-style-type: none"> <li>● Appoint District Safe School Climate Coordinator</li> <li>● Appoint Safe School Climate Specialist in each school</li> <li>● Establish Safe School Climate Committee in accordance with the law, (including at least one parent/guardian of a student at the school)</li> <li>● Establish roles, responsibilities and procedures for Safe School Climate Committee including: <ul style="list-style-type: none"> <li>● Receive copies of completed reports following investigations of bullying;</li> <li>● Identify and address patterns of bullying among students in the school;</li> <li>● Review and make recommendations to amend school policies relating to bullying;</li> <li>● Review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school;</li> <li>● Educate students, school employees and parents and guardians of students on issues relating to bullying;</li> <li>● Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>● Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.</li> </ul> </li> </ul> | <p>Superintendent<br/>Social Worker<br/>Principal/Safe School Climate Specialist</p> <p>Safe School Climate District Coordinator<br/>Safe School Climate Committee</p> | <p>Annually</p> <p>Annually</p>  |
| Pre-vention and Inter-        | <ul style="list-style-type: none"> <li>● Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> <li>○ Students will participate in an evidence-based approach, program or process approved by the</li> </ul> </li> </ul>  | Safe School Climate District Coordinator, Specialists and Safe School Climate Committee  | Annually reviewed  |



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| vention Strategy | <p>State Department of Education that is designed to ensure a positive school climate &amp; prevent bullying (i.e. Second Step)</p> <ul style="list-style-type: none"> <li>○ Students will be made aware school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts (Classroom Constitutions, posted School and Class Rules)</li> <li>○ Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;</li> <li>○ Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;</li> <li>○ Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;</li> <li>○ School-wide training related to safe school climate (Adult PD, student assemblies)</li> <li>○ Mediation meetings with contract between students</li> <li>● Implement the prevention and intervention strategies identified by the Safe School Climate Committee</li> <li>● Provide students with access to evidence-based prevention and intervention strategies</li> <li>● Morning announcements</li> <li>● Social Skills groups/Individual counseling</li> <li>● Suggestion Box</li> <li>● SRBI Team Meetings</li> <li>● Crisis Team</li> <li>● Development of Positive Behavioral Supports within the building.</li> <li>● Individual Student-Generated Goals</li> </ul> | <p>Staff</p> <p>Pupil Services</p> <p>Pupil Services/Administration</p> <p>All School Employees</p> <p>Social Worker/Psychologist</p> <p>All School Employees</p> <p>All School Employees</p> <p>Social Worker / School Psych.</p> <p>Pupil Services</p> <p>Student Advisory Group</p> <p>Administration</p> <p>SRBI Team/Designated Grade Level Staff Pupil Services, Nurse, Assist. Principal</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Weekly</p> <p>Ongoing</p> <p>Ongoing</p> |
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|  | <ul style="list-style-type: none"> <li>● Mental Health Unit</li> <li>● STEAM After School Program</li> <li>● Music programs</li> <li>● Art programs</li> <li>● School Spirit Projects</li> <li>● Universal behavior management (Responsive Classroom; 1, 2, 3 Magic; chimes, PBIS expectations)</li> <li>● Introduction letters to families</li> <li>● Newsletter to families</li> <li>● Implementation of <i>Second Steps</i> curriculum</li> <li>● Community Health Center, Inc. provides dental and mental health services to students in Stafford who apply</li> <li>● SES Pledge announced during morning announcements</li> <li>● Student recognitions during assemblies</li> <li>● School-wide Assemblies</li> </ul> | <p>Designated Staff</p> <p>Teachers/Students</p> <p>Teachers/Students</p> <p>Teachers/Principal</p> <p>All Staff</p> <p>All Staff</p> <p>Principal</p> <p>All Staff</p> <p>All Staff</p> <p>CHC/Pupil Services</p> <p>Teacher</p> <p>Teacher</p> <p>All Staff/Teachers</p> | <p>Annually</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>On-going</p> <p>Daily</p> <p>4x/year</p> <p>4x/year</p> |
| Assessm<br>ent of<br>School<br>Climate | <ul style="list-style-type: none"> <li>● Complete an assessment using the school climate assessment instruments including surveys, approved and disseminated by the State Department of Education for each school</li> <li>● Submit assessment results for each school in the district to the State Department of Education</li> <li>● Review and analyze data obtained from climate surveys/ make necessary modifications to the district plan</li> <li>● Compare and contrast survey results with the National School Climate Standards and best practices</li> </ul>   | <p>Safe School Climate Committee</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p> <p>Safe School Climate Committee</p>   | <p>Annually</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p>   |

