

LEDYARD PUBLIC SCHOOLS



Elementary Parent/Student Handbook 2011 – 2012

*Gales Ferry School/Juliet W. Long School
Ledyard Center School
Gallup Hill School*

LEDYARD PUBLIC SCHOOLS
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ELEMENTARY SCHOOLS

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740 Col. Ledyard Highway, Ledyard, CT 06339
Tel. #--860 464-8080
Fax #--860 464-5140
Mr. Gregory Keith, Principal

Equal Opportunity Plan Policy

In accordance with Policy 0521, Equal Opportunity Plan, the Ledyard Board of Education does not knowingly condone unlawful discrimination on the basis of race, color, national origin, sex, religion, marital status, sexual orientation, creed, or mental or physical disability or any other legally recognized classification in the employment of its staff or in the admission or access to its programs or activities.

The Assistant Superintendent of Schools is the Civil Rights Coordinator. The Director of Special Services is the Section 504 Coordinator and the ADA Coordinator. You can reach both coordinators at:

Ledyard Board of Education
4 Blonder Boulevard
Ledyard, CT 063390
Phone #: (860) 464-9255
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An individual who feels that he/she has been unlawfully discriminated against by the Board, its employees, or its agents in his/her performance of duties for the Board, shall notify an appropriate supervisor or staff member within thirty (30) calendar days of the alleged occurrence to discuss the nature of the complaint. The supervisor or staff member shall notify the district's Civil Rights coordinator of discrimination complaints.

The address for the U.S. Department of Education, Office for Civil Rights, is
8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-3921
Phone #: (617) 289-0111 ocr.boston@ed.gov

TABLE OF CONTENTS

⇒ Absences.....	3
⇒ Academic Honesty (Board of Education Policy 5143).....	Appendix A
⇒ Arrival Hours.....	1
⇒ Art Instruction.....	9
⇒ Attendance.....	3
⇒ Behavior/Discipline--General School Rules.....	3
⇒ Bicycles.....	12
⇒ Bullying (Board of Education Policy 5131.92).....	Appendix B
⇒ Bus Information (See Transportation).....	14
⇒ Cancellation of School (Emergency School Closing).....	2
⇒ Child Care--Before and After School.....	12
⇒ Connecticut Mastery Test.....	9
⇒ Delayed Opening.....	2
⇒ Discipline/Consequences Guidelines (Board of Education Regulation 5144B).....	5
⇒ Dismissals (At Parent's Request).....	3
⇒ Dress Code.....	12
⇒ Early School Dismissals.....	2
⇒ Electronic Equipment.....	12
⇒ Emergency Information (On Student's Files).....	13
⇒ Family Changes.....	13
⇒ Field Trips.....	13
⇒ Health Information.....	7
⇒ Health Program, Services Offered Through the School.....	8
⇒ Homework.....	8
⇒ Injury or Illness.....	7
⇒ Introduction.....	1
⇒ Kindergarten Admission.....	1
⇒ Language Arts Instruction.....	8
⇒ Library & Information Technology.....	9
⇒ Lost and Found.....	13
⇒ Lunch and Snack.....	13
⇒ Mathematics Instruction.....	8
⇒ Medication Policy.....	7
⇒ Mission Statement.....	1
⇒ Music Instruction.....	9
⇒ Newsletters, School.....	12
⇒ Parent/Guardian Conferences.....	10
⇒ Parent Information Night.....	11
⇒ Parent Organizations/Groups.....	13
⇒ Pets.....	13
⇒ Physical Education Instruction.....	10
⇒ Playground Rules.....	4
⇒ Pupil Parties.....	14
⇒ Requests to Send Notices Home.....	14
⇒ School Books.....	14
⇒ School/Home Communications.....	10
⇒ School Hours.....	1
⇒ School Visits.....	11
⇒ Science Instruction.....	9
⇒ Social Studies Instruction.....	9
⇒ Special Services.....	14
⇒ Student Valuables.....	14
⇒ Tardiness.....	3
⇒ Telephone Calls.....	14
⇒ Transportation Information.....	14
<i>(Bus Routes, Kindergarten Transportation, Bus Regulations, Bus Safety, Transportation Changes)</i>	
⇒ Walkers.....	16
⇒ Winter Weather Guidelines for Mid-Day Recess.....	16

INTRODUCTION

This handbook has been prepared to help parents and students have a better understanding of Ledyard Public Schools, and it explains routine policies, rules, and general information concerning the elementary school day.

More detailed information regarding a particular elementary school and its programs can be obtained through your children's teachers or the respective school office. Open communication between school and home is a valuable tool in providing quality education for all students. No problem is insignificant and any problem is certainly worth discussing.

MISSION STATEMENT

The mission of Ledyard Public Schools is to ensure a culture of excellence that maximizes student achievement, develops skills for life-long learning, and prepares students to be productive and responsible citizens in a global society.

KINDERGARTEN ADMISSION

Children entering kindergarten are required to be five years old on or before January 1 for the school year in which they are enrolling. School year pre-registration takes place in the spring. Parents must bring birth certificates and immunization records in order to complete the enrollment. Kindergarten students must have a physical examination before starting school.

SCHOOL HOURS

REGULAR DAY	PLANNED EARLY DISMISSAL DAY
<p><u>Grades 1 – 6</u> *8:30 a.m. – 3 p.m.</p> <p><u>Kindergarten</u> A.M. *8:30 a.m. - 11:20 a.m. P.M. 12:25 p.m. – 3 p.m.</p>	<p><u>Grades 1 - 6</u> *8:30 a.m. - 12:50 p.m.</p> <p><u>Kindergarten</u> A.M. *8:30 a.m. - 10:45 a.m. P.M. 10:45 a.m. - 12:50 p.m.</p>
<i>* A tardy bell will ring at 8:40 a.m.</i>	
<p><u>GHS Early Childhood Pre-School</u> A.M. 8:30 a.m. – 11:00 a.m. P.M. 12:15 p.m. – 3:00 p.m.</p> <p><u>GHS Individualized Pre-School</u> A.M. 8:30 a.m. – 2:00 p.m.</p>	<p><u>GHS Early Childhood Pre-School</u> A.M. 8:30 a.m. – 10:45 a.m. P.M. 10:45 a.m. – 12:50 p.m.</p> <p><u>GHS Individualized Pre-School</u> A.M. 8:30 a.m. – 12:50 p.m.</p>

ARRIVAL HOURS

Children who live within walking distance of the school are asked to not come to school before 8:10 a.m. All children should go directly to the designated area. If you are dropping your child off at school, please arrive after 8:10 a.m. when supervision is available. **Parents are requested to use the main entrance for dropping students off once school is in session. If students arrive after 8:40 a.m., they should be accompanied by their parents/guardians and check into the office.**

ATTENDANCE

Connecticut state law requires parents to have their children attend school regularly during the hours and terms that the public school is in session. Regular and punctual attendance is essential to the proper and meaningful instruction of our students. As parents, you can help your child understand the importance of school by promoting daily attendance and seeing to it that our students arrive on time and remain for the full school day.

ABSENCES

Please notify the school if your child is going to be absent for the day. If we do not receive notification, by law we must attempt to reach you by phone to confirm his/her absence. This may necessitate calling home and/or your place of employment.

A certificate allowing the student to return to school is required following all absences of five consecutive days. Saturday and Sunday are included if the child was absent on Friday and the following Monday. While a doctor's certificate is preferred, the school will accept certificates from the school nurse of the local health department.

No students shall be excused from regular study or exercise for an extended period of time unless a doctor's note is presented to the school office.

DISMISSALS

When it is necessary for a student to be dismissed during the school day, a note of explanation from home is required. Your efforts to schedule doctor and dentist appointments outside of school hours will be greatly appreciated. If dismissal plans change, please call the school office by 2 p.m. to insure communication with teachers and student.

When picking up students, parents should first report to the office. Please do not go directly to classrooms as this interferes with instruction and dismissal procedures. To ensure the safety of our students, children will not be directly dismissed from the classrooms or the playground.

TARDINESS

Prompt arrival at school is expected of all students. School begins at 8:30 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after the scheduled opening time is considered tardy and must first report to the office before going to class.

BEHAVIOR AND DISCIPLINE

It is important that the home and the school work cooperatively to ensure that students abide by school rule and policies. Teachers always inform students of classroom and general school rules during the first week of the school year.

GENERAL SCHOOL RULES

1. Keep hands, feet, and objects to yourself.
2. Remain in assigned area.
3. Properly use and respect all school property.
4. Use orderly conduct.
5. Show respect to adults and schoolmates.

PLAYGROUND RULES

1. Students must be in safe areas in the sight of a teacher or aide at all times. Students may not enter the building without permission of the duty teacher. Students are not to go after balls that go out of the playground. They should inform the teacher on duty.
2. Activities **not permitted** during recess include:
 - Tackle football
 - Keep away
 - Throwing rocks, sand, or other objects
 - Fighting, wrestling, or other rough play
 - Pulling at one another's clothing
 - Throwing balls against walls having windows
 - Sliding on ice, going into the snow or walking in puddles
 - Trading, buying, or selling items
3. Line-up
 - Line up quickly and quietly
 - Stop playing when the bell rings
 - Pass quietly in the halls
 - No drinks on the way to your classroom
4. Equipment not allowed
 - Balls--baseballs, softballs, super balls, and golf balls;
 - Home toys--cars/trucks, baseball bats, rollerblades, skateboards;
 - Water guns, jack knives, or facsimiles are never allowed to be carried by a student or brought on the playground, bus, or in the school. (per Board of Education Policy 5131.7—Weapons and Dangerous Instruments)
 - Personal electronic devices will be turned off during the instructional day. (per Board of Education Policy 5131.81—Personal Electronic Devices)
5. Swings/Bars
 - Remain seated on swings.
 - Always swing straight.
 - Don't walk in front of or behind a moving swing.
 - No jumping off of swings.
 - Don't push or pull others while they are climbing bars or swinging.
 - No standing on top of bars or jumping from high positions.
6. Playscape Rules
 - No pushing, pulling or shoving while on the equipment or in line.
 - Go down slides frontward and in a sitting position only.
 - Use only equipment that you can reach.
 - Leave wood chips on the ground.
 - Go in only one direction on slides, parallel bars and tunnel. From inside to outside of equipment.
 - Don't hold up lines by sitting on equipment.
 - Report any damage to the equipment immediately.
 - Use common sense at all times.

Student Discipline/Consequences/Guidelines for Ledyard Elementary Schools

Building administration will consider the developmental age and specific students' needs when assigning consequences. In addition to the guidelines listed below, other logical consequences, including apologies, restitution, and loss of privileges may be utilized. In very serious infractions, the more serious consequences may be used even on a first referral. Suspension may be served in-school or out of school. **Offenses marked by an * will result in an expulsion hearing.**

STUDENT BEHAVIOR	1ST OFFICE REFERRAL	2ND OFFICE REFERRAL	3RD OFFICE REFERRAL
Violating school bus regulations	<ul style="list-style-type: none"> ▪ parent contact ▪ written warning 	<ul style="list-style-type: none"> ▪ parent contact ▪ assigned seat 	<ul style="list-style-type: none"> ▪ parent conference ▪ 1-5 days bus suspension ▪ further incidents will result in in extended suspension.
Leaving school grounds without proper dismissal	<ul style="list-style-type: none"> ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-2 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ subsequent incidents will result in more severe consequences.
Verbal threatening or intimidation of student	<ul style="list-style-type: none"> ▪ planned apology ▪ loss of recess ▪ parent contact 	<ul style="list-style-type: none"> ▪ planned apology ▪ loss of school privileges ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ planned apology ▪ parent conference ▪ SST referral
Actions which endanger the safety of others	<ul style="list-style-type: none"> ▪ planned apology ▪ parent contact ▪ loss of school privileges 	<ul style="list-style-type: none"> ▪ 1 day suspension ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ SST referral
Fighting/hands-on in aggressive manner	<ul style="list-style-type: none"> ▪ 1 day suspension ▪ parent contact 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ 3-5 days suspension ▪ parent conference ▪ referral to School Resource Officer
Stealing	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ parent conference ▪ restitution 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ loss of school privileges ▪ parent conference ▪ restitution ▪ SST referral 	<ul style="list-style-type: none"> ▪ 3-5 days suspension ▪ parent conference ▪ restitution ▪ referral to School Resource Officer
Threatening or intimidating a staff member	<ul style="list-style-type: none"> ▪ 1-5 days suspension ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-5 days suspension ▪ parent conference ▪ SST referral 	<ul style="list-style-type: none"> ▪ 5-10 days suspension ▪ parent conference ▪ referral to School Resource Officer
Assaulting a staff member	<ul style="list-style-type: none"> ▪ 10 days 	<ul style="list-style-type: none"> ▪ 10 days* 	<ul style="list-style-type: none"> ▪ 10 days*
Willful damaging or destruction of school and personal property	<ul style="list-style-type: none"> ▪ loss of privileges ▪ restitution ▪ parent contact 	<ul style="list-style-type: none"> ▪ loss of privileges ▪ restitution ▪ parent conference 	<ul style="list-style-type: none"> ▪ 1-3 days suspension ▪ restitution ▪ parent conference

STUDENT BEHAVIOR	1st OFFICE REFERRAL	2ND OFFICE REFERRAL	3Rd OFFICE REFERRAL
Unacceptable language	<ul style="list-style-type: none"> ▪ parent contact ▪ planned apology 	<ul style="list-style-type: none"> ▪ parent contact ▪ planned apology ▪ loss of privileges 	<ul style="list-style-type: none"> ▪ parent conference ▪ planned apology ▪ loss of privileges
Use or possession of tobacco	<i>As per Board of Education Policy 5131.6</i>		
Use or possession of drugs and alcohol	<i>As per Board of Education Policy 5131.6</i>		
Possession of dangerous weapon, dangerous instrument as defined by law	<i>As per Board of Education Policy 5131.7</i>		
Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten	<i>As per Board of Education Policy 5131.7</i>		
Possession of facsimile of a firearm	<i>As per Board of Education Policy 5131.7</i>		
Bullying of another student (behavior repeated over time)	<i>As per Board of Education Policy 5131.92</i>		
Sexual harassment	<i>As per Board of Education Policy 5145.5</i>		

Legal Reference:

Connecticut General Statutes
PA 93-221 An Act Concerning School Discipline and Security
GOALS 2000: Educate America Act, Pub.L. 103-227

Regulation revised by: June 19, 2007
Policy Committee

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut

HEALTH INFORMATION

The health room in each school is manned daily by a school nurse and a school health aide. If you have questions or problems concerning your child's health, please call the health room directly.

Gales Ferry School 464-2458
Gallup Hill School 537-8029

Juliet W. Long School 464-6929
Ledyard Center School 464-9083

Please notify the nurse if your child is having any health problems or is receiving follow-up care by a physician. The nurse will update the health record and can better evaluate your child at school if he/she has any problems. It is helpful to know if your child takes medication at home on a regular basis. Children are sent home from school when they have a temperature of 100 degrees F. or more. It is advisable that students have twenty-four hours fever free before returning to school.

INJURY OR ILLNESS

In the event of illness or injury at the school, the school nurse will administer first aid and notify the parent or the emergency contact.

Cooperation of all parents is desired in giving protection from spreading communicable diseases. Should your child contract a communicable disease, please notify the school nurse. The length of time a child must remain at home when suffering one of these diseases is determined by the attending physician on the basis of the nature of the infection, the possible complications, the treatment instituted, and the reaction of the individual to the illness and treatment. If you have questions about when it is safe for your child to return to school, contact your physician or your school nurse for guidance.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case-by-case basis. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

MEDICATION POLICY

School personnel are under mandate to handle medications in a very specific manner in compliance with state statutes. The law requires the cooperation of parents, educators and others associated with the school.

A completed "Authorization for Administration of Medication" form is required for all **prescription and non-prescription medications** to be given in school. Oral orders and orders for changes in previously ordered medications from those duly licensed to prescribe medications may be taken by the school nurse only. Any such verbal orders, including telephone orders, must be followed up in writing within three (3) days. All medications with the exception of those authorized for self carrying and administration will be administered in the nurse's office, with the exception of field trips.

Parents must deliver all medications directly to the school nurse assigned to the child's school. Since students are not permitted to carry medications on the bus, it is the parent's responsibility to pick up any that is unused.

New authorization forms are required for each school year. Continued cooperation between parents and school health personnel will foster a healthy, productive school year for your children.

SERVICES OFFERED THROUGH THE SCHOOL HEALTH PROGRAM

Hearing Screening - Screening is conducted on students in grades K, 1, 2, 3 and 5 in order to identify hearing difficulties. Individual tests are given in other grades upon the request of a teacher, parent, administrator or family physician.

Postural Screening - Annual postural screening is carried out, beginning in grade 5, in an attempt to identify spinal curvature early. If detected in its beginning stages, treatment by exercise or brace may be all that is necessary to prevent further complications. Parents will receive advance notice regarding the date of this exam.

Vision Screening - Every student is screened annually for visual acuity. If a deficiency is found, the parents are notified and urged to seek professional care.

HOMEWORK

Homework is an essential part of a student's education. It is important that teachers, parents, and students work together to make homework an effective learning experience. We adhere to the town-wide guidelines which provide time frames for each grade level.

Grades 1-2	Approximately 20 minutes when assigned.
Grades 3-4	Approximately 30 minutes when assigned.
Grade 5	Approximately 45 minutes when assigned.
Grade 6	Approximately 60 minutes when assigned.

If homework seems to be consistently difficult for your child or takes an unreasonable amount of time to complete, please contact your child's teacher. If the problem continues, please notify the principal.

Arrangements for picking up homework due to a child's illness can be made through the school office early in the day. In the event that a student misses school due to a family vacation while school is in session, teachers may prepare alternative assignments. Make-up work will be completed upon the student's return to school.

INSTRUCTIONAL PROGRAM

LANGUAGE ARTS

The ultimate goal of Ledyard's Language Arts Program is to develop in each student strong learning strategies and the ability to think critically. We facilitate literacy acquisition through developmentally appropriate experiences in reading, writing, speaking, listening and viewing. Children learn best through authentic and integrated experiences that are appropriate and relevant to their lives. Literacy development is ongoing and must be nurtured through the child's natural developmental process.

MATHEMATICS

The Ledyard math curriculum is aligned with the standards of the National Council of Teachers of Mathematics and the CT State Math Frameworks. It includes units addressing numerical/proportional reasoning, geometry and measurements, working with data, and algebraic reasoning. Basic skills and conceptual understanding are entwined, and both are necessary before students can successfully apply mathematics, conceptualize problems, and solve them. Mathematical literacy, decision making based on sound mathematical thinking and reasoning, is the goal for all students in Ledyard's school system.

SCIENCE

The science curriculum in Gr. K-6 emphasizes inquiry and hands-on learning. The science units address physical, life, earth science, and technology in society topics. Embedded performance tasks are included in Grades 3-6.

CONNECTICUT MASTERY TESTS

Connecticut State Mastery Tests are administered in grades 3 through 6. Testing takes place in the early spring, and results are sent home to parents in the fall. Test results are helpful in planning for individual needs as well as assessing district strengths and weaknesses in the areas of reading, writing, and math. Grade 5 students are also assessed in science.

SOCIAL STUDIES

The social studies curriculum prepares students to be contributing citizens in a global society. Instruction in social studies provides students with a wide range of examples and models of human behavior and achievement. Through the study of a variety of events, issues, and cultures, students develop an understanding and appreciation for diversity on the local, national, and global levels.

LIBRARY & INFORMATION TECHNOLOGY

Classes are scheduled to have at least one library period per week. Books may be checked out to pupils for a one week period and may be renewed for one more week. Classes studying a special unit may have books about that unit placed on reserve. This resource-based curriculum is founded on collaboration between the library and information technology specialist and the classroom teacher.

ART

The art curriculum is aligned with CT State Art Frameworks. It is organized to teach skills and concepts in a studio approach. Art appreciation is also an important component of this program. Students have art class once a week for 50 minutes in grades 1-6, and for 25 minutes in kindergarten. Student work is exhibited as much as possible.

MUSIC

The music curriculum is aligned with CT State Music Frameworks. It provides music instruction and music appreciation in grades K-6 and reflects the importance of student performance. Students have music class once a week for 50 minutes in grades 1-6 and for 25 minutes in kindergarten.

Instrumental

Our elementary schools have a band program which is available to all students in grades 5 and 6. The students meet weekly, and special concerts or performances are held during the year. Families are expected to purchase instrumental music books, and rental of instruments is available to all students.

Chorus

When possible the schools run a voluntary chorus. Interested students should also contact the music teacher for further information.

PHYSICAL EDUCATION

The physical education curriculum is aligned with CT State Physical Education Frameworks. Students learn concepts and skills in a variety of individual and group activities covering all aspects of physical fitness. Teamwork, skill development, and strategy are all important components of this program. These areas are considered by teachers when they evaluate student progress on the report card. Students have physical education class once a week for 50 minutes in grades 1-6, and for 25 minutes in kindergarten.

SCHOOL/HOME COMMUNICATIONS

REPORTING TO PARENTS/GUARDIANS

Elementary teachers hold scheduled conferences in December and March. Teachers or parents may schedule additional conferences on an as-needed basis.

Report cards are issued in December, March, and June for grades K – 6.

It is important that parents be kept informed of the progress of their children. Parent-teacher conferences and report cards are two of the several means employed to achieve this goal. Parents may expect a written comment from each classroom teacher each marking period. Parents may provide the teacher with feedback by responding to what the teacher has written on the progress of their children.

In addition to parent/teacher conferences, frequent and varied communication methods including e-mail, telephone calls, letters, and informal notes can be used to inform parents/guardians regarding student performance. Teachers are expected to respond to e-mail and written notes within forty-eight (48) hours of the delivery of the message.

A PARENT GUIDE FOR CONFERENCES WITH TEACHERS

The teacher may want to know:

- What your child likes to do at home.
- What hobbies, special interest and abilities your child has.
- Family relationships that may be aiding or interfering with learning.
- What your child's attitude is toward school.
- If your child enjoys going to school.
- If your child becomes excited about going to school.
- Which subjects are your child's favorites.
- If your child has any special health problems, recent illnesses, disabilities, or accidents that may affect learning.
- What discipline works best with your child at home.

Parents and teachers both:

- Want children to succeed.
- Feel that standards at home and at school should complement each other.
- Believe that learning takes place at school and at home.

Parents may want to ask:

- What method is used for grading daily work and report cards?
- What are the learning goals for each subject for this report period?
- What are the teacher's policies on homework?
- Are there any special problems relating to discipline or socialization I should know about?
- Is my child involved in any special small group instruction?
- What methods are used for testing daily learning goals?

- What specific suggestions for improvement does the teacher have for my child?
- What are some areas of strength and areas of weakness for my child?
- Has there been any formal or informal testing completed which has involved my child?
- What can I do at home to strengthen my child's weaknesses?
- How well does my child communicate ideas?
- Is my child better at oral or written communication?
- How motivated is my child during instruction?

How parents can help:

Before the Conference

- Make a list of what you want to tell the teacher.
- Make a list of what you want to ask the teacher.
- Ask your child what he/she would like to have you discuss.

During the Conference

- It would be helpful if you did not bring younger children.
- Try to stay within the limits of the scheduled time. Additional conferences can be arranged.
- Both parents and teachers should take notes for future action on ways to help your child. If you are confused about a term that a teacher uses, never hesitate to ask for an explanation.

After the Conference

- Talk it over with your child, stress the positive points, and discuss the suggestions for improvement.
- Follow through on suggested plans.

PARENT INFORMATION NIGHT

A Parent Information Night is held at the beginning of each school year. This evening is intended for parents to learn about the academic curriculum, assessment, and behavioral expectations.

This evening is not designed for teacher conferences. If conferences are desired or needed, you are encouraged to establish separate times to talk with teachers about your children's progress. It is preferred that students do not attend. If it is necessary for them to come, they need to stay with parents in the classroom.

SCHOOL VISITS

Parents are welcome to visit Ledyard elementary schools. In fact, they are encouraged to do so. Visits should be pre-arranged with teachers through a note or phone call. Parents are respectfully asked to continue this practice. It is important to stop at the office during any visit to help us maintain a minimum of interruption in the learning process. Security and safety reasons require us to strictly adhere to these guidelines.

Parents wishing to meet with teachers are asked to set up appointments in advance. After school meetings and commitments can make it impossible to honor spur of the moment requests. There are some guidelines for visits, however. Parents are asked to observe the following. **Please:**

- Park in an appropriate parking space.
- Proceed directly to the school office upon entering the building and sign in.
- Request permission to visit a room prior to walking down the corridor to the desired destination.
- Do not interrupt teachers and students during instructional time.

SCHOOL NEWSLETTERS

School newsletters, as well as various notices, will be sent home periodically throughout the school year. Parents are encouraged to review this information. School newsletters are also available on the school's website, www.ledyard.net.

A calendar indicating school vacations, holidays, early school closing, and other highlights is distributed at the beginning of each school year to all students. The calendar is also available on the district's website.

GENERAL INFORMATION

BICYCLES

On May 14, 1997, a state law (Public Act 97-46) was passed requiring that children 15 years old and under must wear helmets when riding on public roads. Students must have written permission from a parent or guardian to ride a bicycle to or from school. Students should walk their bicycles while on school grounds. **Students are not permitted to ride bicycles on Route 12 or to cross Route 12.**

Students are expected to keep their bicycles in bicycle racks, as the school assumes no responsibility for them. Once a bicycle has been parked, it is not to be touched by anyone, including the owner, until it is time to go home. Failure to abide by these rules could lead to suspension of bicycle privileges.

CHILD CARE--BEFORE AND AFTER SCHOOL

Parents may contact the school secretaries for lists of child care providers.

DRESS CODE

Cleanliness, neatness and modesty are expected in our students' appearance at all times. Students should be dressed in a manner that is appropriate for school activities and presents no health or safety hazard. Since all students have outdoor recess during the day, please be sure your children are properly dressed for the weather.

Guidelines:

1. Skirts and shorts should be at least fingertip length.
2. Footwear is required. Flip-flop sandals and high-heeled shoes are discouraged for safety reasons.
3. Tank top straps must be three finger-width wide or covered by another layer.
4. Clothes that have logos that display alcohol, drugs, tobacco, or improper or suggestive language are inappropriate.
5. Hats and sunglasses are not to be worn in school.
6. Saggy, baggy pants worn below the waistline and/or exposing a student's underwear are not allowed.

ELECTRONIC EQUIPMENT

During the instructional day, all personal electronic devices (cell phones, CD players, MP3 players, portable electronic games, cameras, videos, or audio recorders) shall be turned off and remain in backpacks. The instructional day includes lunch and recess (per Board of Education Policy 5131.81).

EMERGENCY INFORMATION

Students are required to have the following up-to-date information on file at the school office and to notify the school office when information changes:

1. Parents' or guardians' names.
2. Up-to-date addresses.
3. Home telephone and parents' work telephone numbers.
4. Emergency telephone numbers of friends or relatives.
5. Physicians' names and telephone numbers.
6. Medical alert information.

Providing parents' e-mail addresses is strongly recommended.

The automated School Messenger system is used to notify parents and families in the event of emergency school closings, late buses, facility problems, and other school announcements. Calls from School Messenger will register as the following number: **866 379-1931**.

FAMILY CHANGES

Please notify the school office immediately if there are any changes in family structure and/or contact information. Legal documentation of changes in visitation or custodial rights is required. Verbal notification, while helpful, is not sufficient.

FIELD TRIPS

Field trips are planned in conjunction with the curriculum. Permission slips are sent home to parents and guardians for their signatures. All field trips are to be by bus, unless otherwise noted. Parents may be called upon to chaperone these excursions. **Behavioral standards will be discussed with students beforehand. Participation on field trips is contingent upon meeting these standards.**

LOST AND FOUND

All students are responsible for the safe keeping of their property. Parents are encouraged to sew or print children's names on outer clothing as it makes clothing identification much easier. In the event that something is lost, students should check with the office. If students find items, they should turn them into the office. At the end of a reasonable period, the administration may dispose of unclaimed items.

LUNCH AND SNACK

All students eat lunch in their classrooms, and a district-wide school lunch program is available for Grades 1-6. Lunch order forms need to be submitted monthly, and payment can be made online or at the school. Students may also bring lunch to school. A working snack is incorporated into the morning schedule for Gr. 1-6. Milk is also available for kindergarten students

PARENT ORGANIZATIONS/GROUPS

All elementary schools have hard-working and innovative Parent-Teacher Organizations. The PTOs plan many exciting educational activities and fundraising events. They are truly vital components of the overall school network. All parents are invited to attend and participate. PTO meetings are scheduled throughout the school year. Notices of meetings are usually posted in the monthly newsletters. For further information, contact the respective school office.

PETS

The principal may give permission for pets to be brought to school only as part of a special display or activity. For the safety of all, pets may not be transported by school bus or van. The principal will take into account allergies of students and staff prior to giving permission.

PUPIL PARTIES

Invitations will not be distributed through the school. Please do not ask for a class list with addresses/telephone numbers or to distribute invitations to selected members of a class. The first item may be considered breach of confidentiality and the second request involves the school in a process of discrimination by selection. Class lists with names only are available through the office.

REQUESTS TO SEND NOTICES HOME

Fliers must first be approved for release by the Superintendent of Schools. Fliers may not be distributed directly to students unless they publicize activities or functions of school clubs, teams, or other school or town-related formal organizations. Fliers publicizing events put on by non-profit organizations whose goals are compatible with those of the school district may be made available to students in the school office upon approval by the Superintendent of Schools.

SCHOOL BOOKS

The Town of Ledyard pays for and provides all textbooks needed by students. Books should be treated with care. Pupils will be charged for books lost, destroyed, or damaged by neglect.

SPECIAL SERVICES

The Ledyard Board of Education is responsible for providing a free, appropriate public education for all students with disabilities within the meaning of the IDEA, ages three to twenty-one, in accordance with the state and federal law. The Department of Special Services, in coordination with each building principal, is responsible for the overall referral, identification and programming for children and youth with disabilities who are eligible to receive special education instruction and related services. For detailed information, please obtain a copy of "A Parents' and Students' Guide to Special Education in Ledyard" from the school office. If you have questions of an immediate nature, please feel free to discuss these with the principals or assistant principals.

STUDENT VALUABLES

Students are not to bring large amounts of money or other valuables to school. Students wearing glasses or watches should keep track of these articles at all times. Students, not the school, are responsible for their personal property.

TELEPHONE CALLS

The office telephone should be used by students only in emergency situations. Parents are requested to leave messages with the school secretary if they need to communicate with their children during the school day.

TRANSPORTATION INFORMATION

Bus Routes/Stops

Bus routes/stops are posted on www.ledyard.net and are available at each school. The approximate time of pickup and drop off are posted; however, due to daily variations, the children should arrive at the bus stop 5 minutes **prior** to the scheduled pickup time.

Kindergarten Transportation

A.M. Kindergarten—A.M. students will be picked up at neighborhood bus stops or will *walk* to school (*Gallup Hill School students only*). At end of A.M. session, **ALL** kindergarten students will be dropped off at home. Students must be met by a parent/designated adult.

P.M. Kindergarten—**ALL** P.M. students will be picked up at home. At end of P.M. session, kindergarten students must be met by parent/designated adult at neighborhood bus stops or will walk home (*Gallup Hill School students only*).

In the event that parent/designated adult does not meet the kindergarten student at the bus stop, the student will be returned to school.

Bus Regulations

Students are expected to assume a seat and remain reasonably quiet at all times. These rules have been established to provide maximum safety and protection for all bus students. **Failure to comply can result in suspension from the bus or school per district regulations.**

1. Good behavior is expected on the bus at all times.
2. Students cannot stand or leave their seats while the bus is in motion. Drivers may assign seats.
3. Shouting, loud talking, name calling, and/or abusive language will not be permitted.
4. Eating and drinking on the bus are prohibited.
5. Students should be given permission by the driver to open or close windows.
6. Courtesy is to be shown to the bus driver and to the other students at all times.
7. Students who cross the street must wait for a signal from the driver before crossing.
8. While waiting for the bus, students must wait at the side of the road. Good behavior is expected.
9. No student may take another bus without a written note from home and consent from the principal's office. Consent may be refused if the desired bus is overcrowded.
10. The bus driver will report to the principal's office the names and actions of any students disregarding bus rules or creating an incident that may prove detrimental to safety.

Bus Safety

The majority of our elementary students are transported to and from school by bus. The following student guidelines are presented for review with your children. Safety of students and employees is important to everyone.

1. Leave home early enough to arrive at your bus stop 5 minutes prior to pickup.
2. Wait for your bus in a safe place, well off the roadway.
3. Enter the bus in an orderly manner and take a seat promptly.
4. Follow the instructions of your school bus driver.
5. Remain in your seat except while entering or exiting the bus.
6. Sit facing forward.
7. Keep head and arms inside the bus at all times.
8. Keep aisles clear at all times.
9. Remain quiet and orderly.
10. Be courteous to your school bus driver and fellow passengers.
11. Be alert to traffic when leaving the bus.
12. Cross far enough in front of the bus so the driver can see you.
13. Children are not allowed to switch buses, bus stops, or to engage in visiting arrangements without parental approval.

Transportation Changes

Please inform us in writing if any transportation change is necessary. If students are to be picked up by someone other than parents or guardians, the person's name must be specified in the note. Plans to visit friends after school hours should be made in advance rather than during school. Permission notes should be brought to the office on the days of the proposed visits. Transportation is the responsibility of the parents. Phone calls for this purpose will not be allowed.

WALKERS

Students who walk to school should not arrive before school supervision begins at 8:10 a.m. Walkers are asked to use good safety sense going to and from school and to use sidewalks/crosswalks wherever available. They should not trespass on private property. They should not cross major highways, such as Rte. 12 Rte. 117, etc. Walkers are to go directly home after school unless other plans have been authorized by parents or guardians.

WINTER GUIDELINES FOR MID-DAY RECESS

- When the temperature and wind chill combined are **above 20 degrees**, students will go outside for recess.
- When the temperature and wind chill combined are **between 10 and 20 degrees**, students will go outside for a limited time, up to 15 minutes.
- When the temperature and wind chill combined are **lower than 10 degrees**, students will stay indoors during recess.

ACADEMIC DISHONESTY

The Ledyard Board of Education believes that honesty and integrity are essential character traits that every student should develop and exhibit in becoming a responsible citizen. Therefore, the Board prohibits all forms of academic dishonesty within Ledyard Public Schools.

“Academic dishonesty” shall, in general, mean conduct that has as its intent or effect the false representation of a student’s academic performance, including, but not limited to:

- Cheating on an examination;
- Collaborating with others on an assignment to be presented as one’s own work when such collaboration is contrary to the stated or written rules for that assignment;
- Plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own;
- Stealing or having unauthorized access to examination or course materials;
- Falsifying records of laboratory experiments or other data;
- Submitting, if contrary to the rules of the course or assignment, work previously presented in another course; and
- Knowingly and intentionally assisting another student in any of the previously listed prohibitions, including assisting in an arrangement whereby any work, classroom performance, examination or other academic activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Disciplinary Actions

At a minimum, a student will lose credit for an assignment/examination when it has been determined that the student intentionally violated this policy. Additional disciplinary actions may be taken up to and including suspension and expulsion based on such factors as, but not limited to, repeat violations of this policy and whether a student assisted others in violating this policy.

Policy Implementation

Each school Principal shall implement rules and procedures to carry out the requirements of this policy in a manner that is consistent and fair for all students.

The Board supports the use of automated processes, such as “Turnitin.com”, to assist in dissuading students from intentionally committing plagiarism.

Teachers in all grade levels shall make their students aware of what constitutes academic dishonesty as delineated in this policy. Directions for class assignments shall be clear as to whether or not group collaboration is allowed.

Notification

This policy in conjunction with the school procedures and rules regarding academic dishonesty shall be published annually in each school’s student handbooks.

Legal Reference:

Connecticut General Statutes, Section 10-221. Boards of education to prescribe rules, policies and procedures.

Policy adopted: January 17, 1996
Complete revision: December 17, 2008

The Ledyard Board of Education promotes a secure and happy school climate that is conducive to teaching and learning and is free from threat, harassment and any type of bullying behavior.

Definitions

“Bullying” means (1) 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 Ledyard Public Schools, or (2) a physical act or gesture by one or more students repeatedly directed at or referring to another student attending Ledyard Public Schools, that:

- Causes physical or emotional harm to the student or damage to the student’s property;
- Places the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for the student;
- Infringes on the rights of the student at school; or
- Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or 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 these characteristics.

“Cyberbullying” means any act of bullying through use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limit to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“School climate” means 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.

“Outside of the school setting” means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by Ledyard Public Schools.

“School employee” means: (1) a teacher, substitute teacher, school administrator, the Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by or working in Ledyard Public Schools; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students in Ledyard Public Schools pursuant to a contract with the Board.

Bullying Prohibited

Bullying of any form will not be tolerated in Ledyard Public Schools. The Board prohibits bullying:

- 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 Ledyard Public Schools, or through the use of an electronic device or an electronic mobile device owned, leased or used by Ledyard Public Schools; and
- Outside the school setting if such bullying: (1) creates a hostile environment at school for the student against whom such bullying was directed; (2) infringes on the rights of the student against whom such bullying was directed at school; or (3) substantially disrupts the education process or the orderly operation of a school.

Disciplinary Actions

Students who engage in any verified act of bullying that falls under the scope of this policy will be subject to disciplinary action up to and including suspension, expulsion and/or referral to the Ledyard Police. Additionally, any acts of cyberbullying that involve school computers or other technology may result in the loss of privileges to use such school equipment.

Safe School Climate Plan

The Board believes that a comprehensive program involving both staff and students of Ledyard Public Schools is essential to reducing incidents of bullying. To this end, the Board directs the Superintendent to promulgate such administrative rules and procedures as is necessary to implement the following Safe School Climate Plan elements in each school:

1. Enable students to anonymously report acts of bullying to school employees and require that students and their parents/guardians be annually notified of the process by which students may make such reports.
2. Enable the parents/guardians of students to file written reports of suspected bullying.
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator, not later than one school day after such school employee witnesses or receives a report of bullying and to file a written report not later than two school days after making the oral report.
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made regarding bullying.
5. Require the Safe School Climate Specialist to review any anonymous reports of bullying, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
6. Include a prevention and intervention strategy, as outlined later in this policy, for school employees to deal with bullying.
7. Require each school to include language in student codes of conduct concerning bullying.
8. Require each school to notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in step 4, above. These notifications 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.
9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying. These invitations 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.
10. Require each school to document and maintain records relating to reports and investigations of bullying in the school, maintain a list of the number of verified acts of bullying in the school, make such list available for public inspection, and annually report that number to the Department of Education in such manner as is prescribed by the Commissioner of Education.

11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetuated bullying incidents by the same individual. Such interventions may include both counseling and discipline.
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying.
13. Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying.
14. Require the school Principal, or his/her designee, to notify Ledyard Police when the Principal, or his/her designee, believes that any acts of bullying constitute criminal conduct.
15. Require that, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the District's Safe School Climate Plan.
16. Require that all school employees annually complete training on (1) the prevention of and response to youth suicide, and (2) the identification and prevention of and response to bullying. This training should specifically cover District-wide and school-specific procedures regarding these topics. Additionally, all school employees shall complete the annual training provided by the Department of Education on these topics.

Prevention and Intervention Strategy

Each school shall implement a prevention and intervention strategy for school employees to deal with bullying that may include, but is not limited to:

1. Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, his/her parents/guardians and school employees, and interventions with the bullied child, his/her parents/guardians and school staff.
6. School-wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent/guardian involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

District Safe School Climate Coordinator

The Board appoints the Assistant Superintendent as the District Safe School Climate Coordinator who shall:

- Be responsible for implementing the District's Safe School Climate Plan;
- Collaborate with the Safe School Climate Specialists from each school, the Board and the Superintendent to prevent, identify and respond to bullying in Ledyard Public Schools;
- Provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying; and
- Meet with the Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the District and to make recommendations concerning amendments to the District's Safe School Climate Plan.

Safe School Climate Specialists

The Principal of each school, or his/her designee as approved by the Superintendent, shall serve as the Safe School Climate Specialist and shall:

- Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
- Collect and maintain records of reports and investigations of bullying in the school; and

- Act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

School Climate Assessments

Starting July 1, 2012, and biennially thereafter, each school shall complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The District Safe School Climate Coordinator shall collect the safe school climate assessments for each school, report the results to the Board, and submit them in the manner specified to the Department of Education,

Safe School Climate Committee

Beginning with the school year commencing July 1, 2012, the Principal of each school shall establish a committee, or designate at least one existing committee, in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the schools. The Principal shall appoint at least one parent or guardian of a student enrolled in the school to serve on the committee.

Each school's Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. 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;
5. Educate students, school employees and parents/guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of school data regarding bullying; and
7. 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.

Any parent or guardian serving as a member of a Safe School Climate Committee shall not participate in the activities listed in items 1 and 2, above, or in any other activity that may compromise the confidentiality of a student.

Immunity when Acting in Good Faith

No claim for damages shall be made against a school employee who reports, investigates, and responds to bullying in accordance with the provisions of the Safe School Climate Plan if the employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment.

No claim for damages shall be made against a student, parent or guardian of a student, or any other individual who reports an act of bullying to a school employee in accordance with the provisions of the Safe School Climate Plan if such individual was acting in good faith.

The immunity provided by the Connecticut General Statutes does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Policy Notification Requirements

This policy, the applicable attendant rules and procedures, and the Board-approved Safe School Climate Plan shall be posted on the Internet websites for the District and each school and shall be included in any school or District publication of the rules, procedures and standards of conduct for schools and in all student and staff handbooks.

Policy Revised: August 2011