

The Avon Early Learning Center At Roaring Brook School Handbook



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Welcome to the Avon Early Learning Center at Roaring Brook School!

We share your enthusiasm and excitement about your child's preschool experience and look forward to working with you to ensure that it is one full of wonder and joy for your child.

Mission

Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.

Statement of Beliefs

We educate students intellectually, socially, emotionally, and physically to acquire knowledge and skills, to develop creativity and character, and to pursue their interests, realize their potential, and meet the challenges in a constantly changing world.

We believe that

- A high quality education is fundamental to create a life with purpose, meaning, and happiness.
- Educated people of good character are essential to democracy.
- Public education is a responsibility shared by students, parents, school personnel, and community members.
- Trust and respect are prerequisites for sustaining and improving safe and successful schools.
- Critical thinking, intellectual curiosity, and innovation are essential.
- All people have value and should be treated with dignity and respect.

We are committed to.....

- Clear communication and transparent processes.
- Rigorous, comprehensive, and innovative programs.
- Meeting the needs of all students within local, state, and national requirements.
- Collaboration, professional development, and ethical practice.
- Continuous improvement through systematically assessing our actions and outcomes.
- Using all resources efficiently and effectively to the greatest advantage of all students.

Goals & Strategic Actions

Goal I: Culture

We will:

- Ensure our district culture aligns with our mission and beliefs.
- Model by example our beliefs and professional ethics.
- Create respectful school cultures that foster innovation and excellence.
- Provide meaningful partnerships with schools, families, the local community, and beyond.
- Maintain safe and healthy learning environments.
- Allocate resources and staff efficiently and appropriately to meet the mission of the schools, and local, state, and national requirements.
- Maintain a climate that recognizes the dignity and self-worth of each person.

Goal II. Achievement

We will:

- Create multiple opportunities for students to engage in collaboration, problem solving, critical thinking, innovation, and creative expression.
- Develop and implement programs, activities, and experiences to ensure students are prepared for college, career, and life.
- Clearly articulate and implement a Pre-Kindergarten to Grade 12 curriculum that is vertically aligned, rigorous, and relevant.
- Encourage and support students to participate in meaningful community learning and citizenship activities.
- Design, implement, and evaluate teaching and learning to achieve and maintain high standards.
- Provide all students with the opportunity to achieve at their highest levels.
- Align our professional development to meet the needs of all staff in fulfilling their responsibilities and foster continuous improvement.
- Develop and implement plans to integrate evolving technologies to support high quality teaching and learning.
- Foster meaningful connections with alumni to assess their post-secondary success as it reflects on their Avon Public School experience.

Goal III. Communication

We will:

- Communicate regularly with students, parents, school personnel, and community members.
- Provide communication that is purposeful, clear, and concise.
- Identify and utilize a variety of techniques to communicate, inform, educate, and respond to all stakeholders.
- Educate the community on how resources are secured and utilized to operate the schools.

ABOUT OUR PROGRAM

The Avon Early Learning Center at Roaring Brook School is an integrated, comprehensive early childhood program. Our program is available to Avon residents through the Avon Early Learning Center lottery or through the PPT process. Our program services students who are typically developing as well as special education students. Each classroom has one certified teacher and at least two paraprofessionals.

The Avon Early Learning Center at Roaring Brook School offers a developmentally appropriate curriculum that follows the Connecticut Early Learning and Development Standards (CT ELDS). The CT ELDS and the Connecticut State Department of Education Preschool Assessment Frameworks are utilized to provide your child with an educational experience that is appropriate to his/her stage of development.

The Avon Early Learning Center at Roaring Brook School is a nationally accredited early childhood program through the National Association for the Education of Young Children (NAEYC). The NAEYC accreditation system sets the standard for excellence for families, the early childhood education profession as well as the public, and offers support to programs to meet the standards (NAEYC, 2018). Further information regarding the NAEYC accreditation process can be found at www.families.naeyc.org

ADMISSION AND PLACEMENT

AGE OF STUDENT ENTRANCE INTO THE AVON EARLY LEARNING CENTER AT ROARING BROOK SCHOOL

All students must be 3 years old to enter the program. Students who are referred and determined eligible for special education prior to their third birthday may begin attending the program on their third birthday or the next closest school day. Peer students must be 3 years old on the first day of school to attend the program. Peer students who begin attending our program as a 3 year old students may attend our program for 2 years (3 year old year and 4 year old year)

ADMISSION

LOTTERY

Peer students are offered a seat in the program based on a lottery system. Parents must apply for the lottery the school year prior to the school year they wish their child to attend. The lottery is pulled at random on a pre-determined, advertised date. The program does take sibling preference into consideration when pulling the lottery, however sibling preference is not guaranteed. Parents are notified of the result of the lottery as it pertains to their child. If a child is offered a seat in the program, they must accept the seat by fully completing registration process and paying the non-refundable registration fee for their child within the allotted time. Failure to register the child and pay the registration fee will result in the forfeiture of the seat. Students who are not offered a seat in the program will be put on the wait list. If a student who was offered a seat, cannot attend for any reason, the students on the waitlist will be offered the available seat. Students who accept a seat will be charged tuition. Failure to meet payment responsibilities will result in withdrawal of student participation in the preschool program. Tuition is handled through the Business Office 860-404-4707.

Students already enrolled in the program do not need to apply for the lottery for the second year of participation.

In the event that school is closed as required by local, state or federal law or formal guidance at any time during the school year due to the COVID-19 pandemic (the "School Closure Period"), the district will provide remote or other alternative learning opportunities to students, to the extent possible. Parents shall be required to continue to pay tuition during the School Closure Period, unless they withdraw their child from the program, in writing. If the child is withdrawn, that family forfeits the student's spot in the program and is not guaranteed readmission after the Closure Period.

PLACEMENT VIA THE PPT PROCESS

Student placed in the program through the PPT process may begin the program at any time based on the recommendation of the PPT. Students who participate in the program through the PPT process do not pay tuition or need to participate in the lottery.

TRANSFERS TO ANOTHER SCHOOL SYSTEM

If your family is moving from Avon, please notify the school office of the move. We will ask you to complete a withdrawal form and sign a release of information form which allows us to send your child's school records to the new school.

CLASS PLACEMENT

Every effort will be made to place students with teachers where the most positive student-teacher relationship can be established. Parents will have an opportunity to provide information relative to placement, but specific teacher requests will not be considered. The final decision for placement rests with the supervisor of special education.

Avon Early Learning Center at Roaring Brook School Day

Monday through Friday from 9:00 a.m. until 3:00 p.m.

The Avon Early Learning Center follows the Avon Public Schools calendar. The Avon Public Schools Calendar is available on the Avon Public Schools website.

ARRIVAL AT SCHOOL

Students may begin drop off at 8:55 a.m. Monday through Friday on normal school days. **The school day begins at 9:00 a.m.** In accordance with CT DEP Regulation 22a-174-18, the idling of vehicles is prohibited in the student pick-up/drop-off areas and parking areas, except if vehicles need to be idle due to extreme hot or cold temperatures to maintain interior or engine temperature.

Preschool staff members will meet you and your child between 8:55-9:00 a.m. outside at the designated doors (to the left of the main office). Students will be brought into the building and into the classroom by program staff.

Students receiving bus/van transportation will be taken off the vehicle by staff members and brought to the classroom. As a reminder, drivers are not permitted to get out of the vehicle or assist with getting a child in or out of the car seat.

In the event that a student arrives after 9:00 a.m., please accompany your child into the building and sign him/her in at the main office. You will be required to show a photo ID in the main office. The secretary will notify your child's teacher and a staff member will meet your child in the main office.

PARENT PICKUP

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians. At the start of each school year, parents are asked to complete a **Dismissal Form**. Please complete this form each fall and ensure it's returned to the office. The school will not deviate from this plan unless written permission is given from the parent. All students will need to be signed out by a parent or legal guardian to be picked up and dismissed from the Avon Early Learning Center at Roaring Brook School.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian as well as a valid form of identification. The school reserves the right to ask for identification at any time.

DELAYED SCHOOL OPENINGS

There may be occasions during the school year when, because of inclement weather, it will be necessary to delay the opening of school by 2 hours. **In that event, children may be dropped off beginning at 10:55 a.m. and the school day will officially begin at 11:00 a.m.**

SCHOOL CANCELLATIONS

In the event school is closed because of bad weather or another emergency, announcements will be made. Information regarding school cancellation will be delivered automatically to parents through our automated messaging service. This service relies on the accuracy of the information provided by the parent at the time of their child's enrollment. This information can be updated. For assistance, contact the school's secretary who can assist you with this process.

School closing information is also shared through local radio, television, or by accessing the school's website. Please do not call the radio stations, police, schools or the superintendent.

DISMISSAL (THE SCHOOL DAY ENDS AT 3:00 p.m.)

Students will be dismissed from the designated doors by program staff where they will be united with their parents. Anyone picking up students at dismissal time (3:00 p.m.) should not park in the bus lanes or the student drop off area at the front of the school. Parking areas should be used when picking up a child at dismissal time. In accordance with CT DEP Regulation 22a-174-18, the idling of vehicles is prohibited in the student pick-up/drop-off areas and parking areas, except if vehicles need to be idle due to extreme hot or cold temperatures to maintain interior or engine temperature.

Students who utilize bus/van transportation will be dismissed from the designated doors and brought to their assigned bus/van. Students will be properly secured in their appropriate car seats by school staff. As a reminder, drivers are not supposed to get out of the vehicle or assist you with getting your child in or out of the car seat.

Please do not ask to have your child dismissed early from class unless it is absolutely necessary. If your child must be dismissed early or there is a change to the dismissal routine, please **send a note to the teacher** with your child rather than having the office interrupt the class with a phone call.

Thank you for your help in making the dismissal of all children at the end of the day smooth, orderly, and safe.

SCHEDULED EARLY DISMISSAL

Several afternoons during the school year have been set aside for conferences. Please take advantage of these days to schedule doctor and dental appointments or other commitments which might otherwise take your child out of school. The dates of such events are outlined on the attached school calendar. Lunch will be served on the scheduled early dismissal days.

EMERGENCY DISMISSAL

Late-forming storms could require early dismissal for all schools. Other unforeseen circumstances could cause one or more schools to be dismissed early. In the event school will be closing early because of bad weather or another emergency, announcements will be made. Information regarding emergency early dismissals will be delivered automatically to parents through our automated messaging service (see above) and is also available through local radio, television, or by accessing the school's website. All students are dismissed according to their plan on the Dismissal Form. Any changes to this plan must be in writing from the parent/guardian. Lunch will not be served on emergency early dismissal days.

BUSES/VANS ARRIVING HOME LATE

During the first weeks of school, it takes time for transportation routes to settle into a routine and for the buses/vans to run according to a regular, predictable schedule. Occasionally during the school year a bus/van may be delayed due to traffic conditions, construction, or other unforeseen circumstance. If your child's bus/van does not arrive home when expected at the end of day within a reasonable time, you may call the school. If there is no answer in the school office, you may call the Specialty Transportation at **(860) 470-7200** to check on the bus/van.

ACADEMICS

The Avon Early Learning Center at Roaring Brook School offers a developmentally appropriate curriculum that follows the Connecticut Early Learning and Development Standards (CT ELDS). The CT ELDS and the Connecticut State Department of Education Preschool Assessment Frameworks are utilized to provide your child with an educational experience that is appropriate to his/her stage of development.

Children are exposed to concepts related to early literacy, mathematics, scientific inquiry, social and emotional development, creative arts and language and communication through a variety of direct and indirect instructional formats, including circle time, table time, and center-based activities. These experiences help children build a solid foundation in preparation for kindergarten and the years ahead.

A play-based approach to learning is also used to create a meaningful and supportive environment for addressing the needs of all students. The day offers a variety of opportunities to engage with peers and adults in both small and large group activities to

address development across all domains.

Further information regarding the CT ELDS is available at <http://www.ct.gov/oec/site/default.asp>.

ASSESSMENT

Assessment is a reflective and informative tool for teachers and students. It provides ongoing and varied opportunities to demonstrate acquisition of knowledge and skills. Embedded in quality instruction there are routine checks for understanding, multiple opportunities to demonstrate learning, and a variety of assessment types for all learners. Assessment is relevant and rigorous, measuring student growth and informing responsive and intentional teaching. It is developmentally appropriate and culturally sensitive. Assessment includes those which are formative and summative, performance-based, as well as nationally and locally developed instruments. Ultimately, assessment guides ongoing instruction, curriculum review and revision for improvement and is aligned with national and state standards.

Teachers use child assessment outcomes to design activities that will meet the student's needs as well as their interests. Teachers review the data from the child assessments and use the data to appropriately plan for the class and individual children. Teachers utilize the CT ELDS to plan for each child based on their present level of functioning and what is developmentally appropriate to be the next step in planning for the child.

Teachers adjust their teaching strategies to meet the needs and interests of the children based on information gained from the child assessments by reviewing the data on each student and determining the need indicated by the data. Teachers use strategies such as, differentiation, accommodations, modifications and utilizing consultation time with related service providers (speech and language pathologists, occupational therapist, physical therapist, board certified behavior analyst, social worker) to fully support the needs of the student. Teachers incorporate student interests into their lesson plans, center activities and books available in the classroom library.

Children enrolled in the Avon Early Learning Center at Roaring Brook School will be assessed throughout the school year to measure student growth and to inform our curriculum improvement and program improvement.

All children will be assessed using a universal district assessment at least two times per year in the areas of language arts and math. Each child will be assessed individually by his/her classroom teacher. The results of the assessments will be shared in writing with parents during parent teacher conferences and sent home to parents at the end of the school year. All of our teachers are trained in the assessment process through their teacher preparation programs and state certification requirements. Our teachers also have professional development opportunities throughout the school year with professionals within the district and professionals outside of the district to further enhance their skills.

Beginning in the 19-20 school year, the preschool team will discontinue using the Preschool Assessment Framework (PAF) and will be moving to using the Connecticut Documentation and Observation Teaching System (CT DOTS). Staff will receive training on this tool, it's use and implementation throughout this school year.

Children enrolled in our program as special education students may also be assessed individually at additional times per year based on the child's Individual Education Plan (IEP).

CONFERENCES/PROGRESS REPORTS

Families are encouraged to become partners in their child's educational successes. Scheduled conferences occur twice per year, typically in November and March. Conferences take place both during the day and in the evening to accommodate different schedules. These conferences afford the opportunity to teachers and families to discuss the student's strength and areas of growth and address any concerns or questions.

Additional conferences with teachers may be held at any time during the school year. Parents, as well as teachers, counselors or administrators may initiate a conference. A parent may arrange a conference with an individual member of the school staff or a group conference with school staff members. Additional conferences are held during school hours but every effort will be made to accommodate parent schedules.

A written progress report will be sent home two times per year. Parents of students receiving special education services will receive an additional progress report on the student's individual goals and objectives. Teachers are also encouraged to communicate with families throughout the year via phone calls, email, daily reports, informal conferences, and written notes.

Students may have opportunities to participate in the specials activities offered to Roaring Brook School students. The availability of specials varies from school year to school year.

ART

The art program is designed to introduce students to the elements and principles of design through the exploration of a wide variety of art materials and techniques. The emphasis is on process rather than product. Students are encouraged to express themselves and to use an aesthetic eye when evaluating their own work and that of other artists. This creative insight enables the students to communicate in a way that extends beyond the scope of written language and gain an aesthetic understanding of art in the world around them.

MUSIC

Music in schools is an important part of the education of every child. It consists of a variety of musical experiences such as learning to match pitch, rhythmic and creative experiences, listening, moving, and responding to music and developing the ability to read and write music notation, as well as learning to appreciate the music of other cultures and times.

WELLNESS (Physical Education & Health Education)

The physical education portion is a movement education program and is supplemented by activities involving developmental sports skills. The main areas of focus of the program are to help children become better coordinated, more confident in their own physical abilities, and to feel good about their bodies and the way they appear.

Children work both individually and in small groups. Emphasis is placed on helping one another, sharing and thinking. The emphasis on good sportsmanship is particularly

important to the future development of the child's participation in sports or games activities. Treating each other with respect and telling someone that they did a "good job" is imperative to the ultimate success of the individual.

The health education portion is also a critical component of our wellness block. Work in this area focuses on developing an understanding of the qualities of life and is comprised of physical, mental, social and emotional components. Health education helps individuals understand what they feel about themselves, others and their environment. The Health Education program is intended to prepare students to value the quality of individual, family, and community health. The program fosters students' self-awareness and develops skills for effective decision-making.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CD's, and other materials, including computers, located in the (media center). Students are responsible for any material they sign out. Materials must be returned to the librarian at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

TECHNOLOGY

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Each classroom has at least one computer, a SMART Board and access to iPads. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only.

Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Parents and students are required to review and sign the Responsible Use Policy Form at the start of each school year.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

STUDENT CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

GUIDANCE ON DISCIPLINE IN PRE-SCHOOL

Avon Public Schools believes that maintaining an orderly, safe school environment that fosters learning and teaching is an appropriate expectation for all staff members in the district. In accordance with Avon Public Schools Policy 5144.1 (a), school staff may never use physical punishment, psychological abuse, or coercion when disciplining a child under any circumstance. Some examples of prohibited staff practice include, but are not limited to: hitting, spanking, use of sarcasm, and shaming.

The Avon Early Learning Center at Roaring Brook School has a full continuum of supports and systems in place to support school staff and students. It is the goal of the Avon Early Learning Center at Roaring Brook School to limit the use of suspension, expulsion and other exclusionary measures by utilizing the resources available in the program to support students in accessing their education. Some resources available include: the social worker, the school psychologist, board certified behavior analyst (BCBA), registered behavior technicians (RBT), special education teachers, paraprofessionals, and a system of tiered levels of support based on scientifically research-based interventions (SRBI). Exclusionary measures will not be considered until all other possible interventions have been exhausted, and it is agreed that exclusion is in the best interest of the child. If exclusionary measures must be taken, a program staff member will reach out to the family to offer assistance in accessing services.

In accordance with Public Act 15-96, our program is prohibited from imposing out-of-school suspensions or expulsions on preschool students. The exceptions pertaining to preschool students outlined in Public Act 15-96 are as follows:

1. Conduct which is so violent or sexual in nature that endangers others
2. Possession of a firearm on or off campus or at a school-sponsored event, in accordance with federal law

For the complete Avon Public Schools Policies that informed this guidance, please see:
Discipline, Policy 5144 (a)
Code of Ethics, Policy 4118.22 (a)
Use of Physical Force, Policy 5144.1 (a)

LUNCH

Students who attend Avon Early Learning Center at Roaring Brook School will eat lunch in their classroom. Students have the option of bringing lunch from home or purchasing lunch from the school cafeteria. If your child is bringing a lunch, it is advisable to send simple, healthy foods that can be eaten with relative independence, although practice of appropriate self-feeding skills will be supported. Refrigerators or microwaves will not be available, so please plan accordingly. Lunch will not be served if there is an emergency early dismissal. Lunches purchased from the school cafeteria are prepared by the food services staff and comply with all FDA and USDA HACCP (Hazard Analysis and Critical Control Points) procedures.

The district participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and Reduced priced lunches are available based on financial need. Information and applications for this program are found on the District website.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious choices. Food and beverages offered for sale to students, will meet federal and state standards and guidelines. Students will enjoy a nutrition-based meal prepared with high quality fresh and local ingredients whenever possible.

Charging is not encouraged by the District but on the occasion that a student does not have money, they will be offered an alternate meal. Alternate meals include, but are not limited to, the following: a choice of sandwich, fresh fruit and milk.

The school lunch menu is available on a monthly basis on the school's website.

RECESS

Recess is an important part of the school's planned day. Recess provides all students with an opportunity to socialize, exercise, and play in a less structured setting. It also allows children to make friends, and to develop the ability to occupy free time creatively. When the temperature outdoors is 20 degrees or warmer, children will go outside for recess. When the temperature drops below 20 degrees or when the wind is blowing, causing the wind chill factor to be below 20 degrees, or when there is any significant precipitation, the students will remain indoors. Please send appropriate outdoor clothing to school with your child to allow for safe participation in outdoor recess. On early dismissal days due to inclement weather recess will not be held.

If children are well enough to come to school, then they are well enough to go outside; conversely, if children are not well enough to go outside, then they may not be well enough to be in school.

RECESS EXPECTATIONS

Recess is an important part of the school's planned day. This time provides children the opportunity for social interaction and to work in collaboration with peers to organize games, think imaginatively and creatively, and problem solve.

STUDENTS WILL:

- Use equipment and structures safely.
- Take care of yourself and others.
- Include others.
- Use problem-solving skills to solve conflicts.
- Have fun and laugh as they play.

Misconduct on the playground may be cause for missed play time, forfeiting the right to use certain equipment, or other disciplinary action deemed appropriate for the misconduct.

COMMUNICATION WITH TEACHERS

Your child's teacher will establish a regular form of written communication that provides information about the day's or week's activities and any other details related to your child's school experience.

Your child's teacher will provide you with information of the use of a designated communication app used by the program. This app allowed for two-way communication between the teacher and families.

While you may have the opportunity to speak briefly with the teachers at arrival or dismissal, these are generally not suitable times for private discussions regarding your child. You may also send a note to school with your child; backpacks are checked daily upon arrival.

If you would like to communicate with your student's teacher or related service provider(s), you may contact them directly via email or phone. All teachers have access to voicemail and email and these are excellent and preferred methods of communication by most staff. Teachers and staff may not be available to respond to emails or voicemails during the school day. Teachers and staff will be available to respond to emails and voicemails between 8:25-8:55 and 3:10-3:40. Teachers and staff will respond to emails and voicemails in a timely manner.

BATHROOM/TOILETING

The Avon Early Learning Center at Roaring Brook School recognizes and respects the unique development of each student, which includes the progression of self-care skills such as toilet-training. Students are expected to enter school with an ability to verbalize the need to use the bathroom and manage the various aspects of toileting with minimal assistance. However, children who require extra time to become fully independent in this area, will be supported through the stages of the training process. Please share any special concerns or issues your child may have with regard to this area with the classroom teacher. Parents are required to provide any necessary toileting supplies (diapers, wipes, extra clothing) for your child to have access to at school.

ASSEMBLY EXPECTATIONS

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom. We ask students to show respectful behavior to their classmates and teachers when they present. Misconduct during an assembly may be cause for receiving an assigned seat, forfeiting the right to participate, or such other disciplinary action deemed appropriate for the misconduct.

CLASSROOM EXPECTATIONS

Please contact your child's teacher for more information regarding their classroom's behavioral expectations. Classroom rules are developmentally appropriate and are reinforced and modeled daily by staff.

CLASSROOM PARTIES/BIRTHDAY CELEBRATIONS

The Avon Early Learning Center at Roaring Brook School recognizes the importance of celebrations. Occasional celebrations help our students maintain a healthy balance of learning and fun. An important part of our role is to ensure that celebrations do not disrupt the learning process. Additionally, the Avon Early Learning Center at Roaring Brook School adheres to Avon's wellness policy that recognizes the importance of wellness, good nutrition and an active lifestyle in the overall health of our students. The school and our staff are responsible for positively influencing student beliefs and habits in these areas. The following guidelines are designed to allow for successful classroom parties and birthday recognitions without infringing upon academic time.

CLASS PARTIES

Classroom parties are held at various times throughout the year. The classroom teacher will provide a list of scheduled parties to the families of their students at the start of the school year. Teachers are encouraged to include parents in these celebrations. Class parties are to be scheduled by the classroom teacher.

Refreshments for class parties should include light snacks and beverages and we ask that you support us in our efforts to provide a blend of treats and healthy snack choices such as cheese, crackers, fruits and vegetables. It is the responsibility of both the teachers and parents of children with food allergies to communicate regarding classroom parties prior to the first scheduled celebration of the school year. If classroom parties will include food, parents are encouraged to send separate food choices for these celebrations. The class

party may also include craft activities or games organized by the room parent, but these kinds of activities are not required.

STUDENT BIRTHDAY CELEBRATIONS

If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance as each classroom celebrates birthdays in their own unique way. Birthday recognitions are brief and limited to the classroom community. The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning.

PARTY INVITATIONS

Birthday party invitations are not to be distributed at school. Please send such invitations via the U.S. Mail system.

TRENDS, TOYS, AND OTHER VALUABLES

For the safety of all children, footwear and other equipment such as skateboards, scooters, and inline skates, etc., are not permitted in school. Please do not allow your children to bring toys, trading cards, trendy items, hand held computer games, money or other valuable items to school. This will prevent the loss or damage to such items as well as many peer to peer issues that often center on the use of items such as these. The school will assume no responsibility for the loss of or damage to personal property brought to school.

The school principal where our program resides reserves the right to ban the use of certain items such as toys, trading cards, or other trendy pop culture objects based on their ability to distract the educational process of a classroom or the school.

DRESS CODE

Students will be engaged in active, physical learning experiences - indoors and outdoors - throughout the day. Please dress your child in comfortable, weather-appropriate play clothes and outerwear as well as safe, secure footwear. Since independence is encouraged whenever possible, clothing should be free of unnecessary straps, belts, or zippers so that dressing is easier for both students and staff. In order to protect clothing, smocks are provided for students to wear during art and sensory activities which have the potential to become messy. However, accidents do happen on occasion, so please provide a spare set of clothing (including underwear and socks) for your child to keep at school in their cubby. We ask that all personal belongings, either worn or sent to school, be labeled with your child's name or initials.

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law. Distracting apparel such as tattoos and brightly dyed/colored hair are also not permitted. Students may not wear hats in the building and should be dressed in footwear appropriate for school activities.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or

is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

ELECTRONIC DEVICES AND GAMES (Radios, Tablets, CD Players, Cell-Phones)

Students are not permitted to bring items such as pagers, radios, CD players, tape recorders, camcorders, DVD players, laptops, tablets, cameras, electronic devices, games, or telecommunications devices with text messaging into classrooms, unless prior permission has been obtained from the teacher or administrator. Without such permission, the items will be collected by teachers or the administrator. The teacher or administrator will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

The use of electronic devices, such as but not limited to, walkmans, disc players, iPods and cell phones are prohibited during the regular school day. These items must be stored in lockers or backpacks upon entering the building. For safety purposes, the school permits students to possess cell phones; however, cell phones must remain turned off during the instructional day and remain in the student's backpack or locker at all times. **In the event of an emergency during the school day, parents should contact the school office and not try to reach their child on a cell phone.**

SOCIAL EVENTS

Social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend social events unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all social events.

Standards of dress, admission costs, and other pertinent instructions for a particular event will be announced in advance.

GUM/CANDY

Students are not allowed to eat gum and candy in school without permission from a teacher or administrator.

School and Student Safety

Providing a safe environment for our students and staff is a top priority at Roaring Brook School. The school cooperates with the Avon Police, Fire Department and civil defense authorities to provide a safety program. The school practices regular safety drills which include lockdown/stay put drills, fire drills and emergency medical team drills. The parents and the school have a joint responsibility to constantly emphasize to students the importance of adhering to safety procedures.

CHILD ABUSE

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and

Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow Roaring Brook School Pledge of conduct.
- Remain alert to and promptly report safety hazards, including unidentified people on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff that are over-seeing the welfare of students.

BUS SAFETY

The following school bus rules are carefully explained to all children and posted in each classroom at the beginning of the school year. We ask that you become familiar with them and help us enforce them.

PARENTS' RESPONSIBILITY

1. Parents should make sure that children reach the school bus stop at least five minutes prior to the scheduled bus pick-up (10 minutes at the start of the school year as new bus routes may impact pick up and drop off time).
2. If a school bus or transportation vehicle is at a designated pick-up location on time and the student is not there and misses his/her ride, then it is the parent's responsibility to secure transportation to school.
3. Parents should accompany younger children to the bus stop for the first few days of school. **A parent (or responsible adult) is required to meet kindergarten students at bus drop-off.**
4. Parents should instruct children:
 - a. To look both ways before crossing the street.
 - b. To wait on the roadway shoulder, off the pavement.
 - c. To wait in one group at a distance of 25 feet away from the main thoroughfare.
 - d. To behave responsibly at the bus stops and on the bus.
5. If pupil behavior is a problem at the bus stops, parents should provide supervision until the school bus arrives. Parents may do this individually, or on a rotating schedule with other parents of children at the same stop.

6. Parents should understand that their child's failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, it may return to school. If, in the judgment of the principal or assistant principal the student's behavior warrants removal from the bus, a parent or guardian will be called to pick up the child at school.

PUPIL'S RESPONSIBILITY

1. While waiting for the school bus and boarding it, the pupil should:
 - a. Be at the designated bus stop at least five minutes prior to the scheduled pick-up time.
 - b. Always wait for the bus on the shoulder of the highway or sidewalk away from the main thoroughfare, in one group.
 - c. Wait until the bus comes to a full stop before trying to get aboard. When boarding the school bus, stay in line. Enter in an orderly fashion.
 - d. Students waiting across the road from the designated bus stop should continue to wait until the bus comes to a full stop and displays its flashing lights and the driver signals to the student that it is safe to cross before attempting to cross the street.
2. When leaving school, pupils should:
 - a. Follow directions of the principal or teacher.
 - b. Obey the directions of the bus driver.
 - c. Allow children boarding ahead of them, three steps up the bus stairs before boarding themselves.
3. While riding in the bus, pupils should:
 - a. Remain properly and quietly seated while the bus is in motion.
 - b. Not jeopardize the safety of others. Usual rules of good conduct should be observed. Be courteous to fellow passengers and bus driver.
 - c. Keep all parts of their body inside of the bus at all times.
 - d. Secure permission of driver before opening windows of the bus.
 - e. Obey instructions of the bus driver promptly.
 - f. Know that eating, drinking, and foul language are not permitted on the bus.
 - g. Refrain from defacing or marring the school bus in any manner
 - h. Refrain from distracting the attention of the bus driver from his/her duties at any time.
 - i. Never throw objects in the bus, out the bus windows, or, when off the bus, at the vehicle.
 - j. Follow school behavioral expectations of regard and respect.
4. When leaving the school bus, pupils should:
 - a. Stay in line. Do not crowd or push; do not lag behind; leave in an orderly fashion.
 - b. Go directly home; do not loiter.
 - c. If it is necessary to cross a street after leaving the bus, remain directly in front of the bus until the bus driver, who has checked carefully in both directions, signals that it is safe to cross. Proceed directly across the street after checking both directions, as an added precaution.
 - d. Stand aside on the shoulder of the road, if it is not necessary to cross the highway, until the bus has moved on; walk on the shoulder of the road (or sidewalk) to their destination when traffic can be seen in both directions.
 - e. Walk on the left facing traffic, if there is no sidewalk and it is necessary to walk on the roadway.

- f. Obey the instruction of the adult in charge, when at the destination of the trip away from school.
5. Pupils should understand that their failure to observe rules and regulations may lead to them being denied transportation. If students are not behaving on the bus on the way home, it may return to school. If, in the judgment of the principal or assistant principal the student's behavior warrants removal from the bus, a parent or guardian will be called to pick up the child at school.

SCHOOL SECURITY AND SAFETY

Each school in the District develops and implements a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, has a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years. A copy of Roaring Brook School's plan is kept in the school's office and at the district's central office.

The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

All visitors to Roaring Brook School are required to enter through the main entrance. Upon entering the building each visitor will be required to present a photo ID (driver's license or CT state ID card). The building secretary will print a visitor pass for each visitor. Each visitor is required to wear the visitor pass visibly on their clothing for the duration of their visit. Each visitor is also required to sign out in the main office.

DANGEROUS WEAPONS AND INSTRUMENTS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in

addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk or table-space, hall locker or cubby, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify a teacher or school principal immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

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

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

SMOKING

Smoking or the use of tobacco products is not permitted in the building or on the grounds of Roaring Brook School.

TEXTBOOK AND EQUIPMENT CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, desks, lockers, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards

until the student pays for or returns the textbooks, library book or other educational materials.

STAY-PUT DRILLS/LOCKDOWN DRILLS

Every year we have drills that help us to be prepared in the event of an emergency. Lockdown/Stay-put drills are part of the school district's emergency operations plan. The plan calls for the students to remain (stay-put) in their classrooms while the school is inspected and it is determined that safety protocols are in place and operational. Additional steps include testing our communication, readiness and response preparedness. Our primary objective is to ensure the safety of all children and adults at Roaring Brook School. Should a parent be visiting the school during a drill they will follow the same procedures as all other teachers and adults. No visitors will be admitted into the school during a safety drill.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drills will be planned and conducted with the local law enforcement agency.

During a drill, students are escorted out of the building by a teacher or staff member. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

When the fire alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

In the event of a fire drill, parents must exit the building via the nearest exit.

DEFIBRILLATORS IN SCHOOLS (AED's)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies. RBS has *two* AED's – one outside our Nurse's office, and a second in the Gymnasium lobby.

GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for

applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

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 per policy 3524.2(a).

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the director of buildings and grounds for Avon Public Schools.

ATTENDANCE

ATTENDANCE

Regular student attendance is essential for all students' academic progress. It is important for students to arrive at school on time. The start of the school day is a critical part of our children's education and sets the stage for the day ahead. Connecticut General Statutes require that all students between the ages of 5 -18 be in attendance on a regular basis during school hours.

Policy #6071, Student Attendance and Unexcused Absences, can be found on the district website or obtained in the school office.

ABSENCE

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school and provide a rationale for their child's absence.

ABSENTEE PHONE LINE (860) 404-4810

If your child will be absent from school, please report that absence to the Roaring Brook School main office before 9:00 AM at 860-404-4810. Before or after school hours, you may leave a message on our "Absentee Phone Line" by calling 404-4810. Please include the child's name, the reason for the absence, and the name of the child's teacher.

At 10:30 AM each morning our automated attendance system will automatically contact the parents of any child who has not been entered as absent by our attendance clerk.

TARDINESS

Students who are not in their classroom by 9:00 A.M. are considered tardy and must report directly to the office. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action if it is determined that tardiness is excessive.

SCHOOL SERVICES

CRISIS INTERVENTION

The Avon Board of Education policy number 6131 on Crisis Intervention explains how the school district will intervene in a personal crisis or in the case of suicide or threatened suicide.

Possible behavioral signs of a person in crisis may include:

- withdrawal/isolation (e.g. hiding in lavatories, skipping classes)
- aggressive acting out (e.g. fighting)
- sudden dropping out of school-related activities (e.g. clubs, sports)
- drastic decline in school performance
- risk-taking behaviors (e.g. hanging out of windows, jumping off objects, etc.)
- chronic tardiness to school
- excessive absenteeism
- always completing assignments after the due date
- frequent somatic complaints/frequent visits to the nurse's office
- frequent injuries/accidents; frequent crying; unusual outbursts of temper; inability to concentrate (e.g. falling asleep in class)
- giving away possessions
- verbal threats of suicide
- frequent verbal expressions of negative self-worth
- getting one's life in order (e.g. sudden turning in of back assignments, sudden make up tests not necessarily coinciding with the end of a marking period)
- talking about "going away"/"leaving"/"not coming back"
- excessive fascination with death
- unusual gain or loss of weight
- pathological/excessive denial of feelings or problems

If you see any of these signs, take action by discussing the situation with the principal, your doctor, or a mental health professional.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

English Language Learner (ELL)

Children in our program are considered Dual Language Learners, rather than English Language Learners, due to their age. We provide a language rich environment to support the language growth of all students. Please contact your child's teacher if you would like to speak more about the language acquisition and/or language development of your child.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own school supplies, daily snack and any items the individual child requires to assist with toileting. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.*
10. Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.

MENTAL HEALTH PROFESSIONALS

The Avon Early Learning Center at Roaring Brook School has school psychologists and a social worker available to support staff, students and families. Social services and counseling are rendered by professionally qualified members of the school staff. These responsibilities generally fall on the school psychologists or social worker houses at Roaring Brook School. They work to help the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic and personal/social aspects of development. More comprehensive counseling, whether in small groups or one to one, requires parent permission prior to commencement.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting. For more information parents may contact the school psychologist or social worker directly.

INSURANCE PROGRAM

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Avon Public School System assumes no liability from disputes arising from such contract.

SPECIAL EDUCATION

Students who are eligible for special education through the PPT process will be provided with the appropriate education and supports. Appropriate supports may include assistive technology, speech and language pathology, occupational therapy, physical therapy, and counseling. If you have any questions regarding special education please contact Tiffany Fox at 860-404-4710.

Additional information and resources are available to families at the State of Connecticut Website at <http://portal.ct.gov/Services/Education/Special-Education>

The following resources and link can be helpful to families.

A Parent's Guide to Special Education

http://portal.ct.gov/-/media/SDE/Special-Education/Parents_Guide_SE.pdf

A Parent's Guide to Special Education-Spanish Version

http://portal.ct.gov/-/media/SDE/Special-Education/parents_guide_SE_span.pdf

PPT Checklist

http://portal.ct.gov/-/media/SDE/Special-Education/Before_PPT.pdf

PPT 101: Understanding the Basics on the Planning and Placement Team Meeting

<http://portal.ct.gov/-/media/SDE/Special-Education/PPT101.pdf>

IEP Guide- Page By Page

http://www.ct.gov/dds/lib/dds/family/iep_guide_page_by_page.pdf

Helpful Resources for Families in CT

http://portal.ct.gov/-/media/SDE/Special-Education/Resources_Families.pdf

Information regarding the district's policy on the use of seclusion and restraint can be obtained from the district website and/or from the office of the director of pupil services.

TRANSPORTATION

Transportation is not provided for peer students selected through the lottery process. All preschool students who are recommended to utilize transportation will utilize a provided car seat during transport.

School bus routes and schedules are distributed to families of school children before school starts. Bus transportation must remain consistent. Since we transport so many students and because buses have established load limitations, we require that children ride only the buses to which they are assigned. Per district policy, students are not permitted to ride the bus to a friend's home if it is different than their daily route. All our bus drivers are aware of their responsibilities and that all teachers have reviewed the rules for bus conduct with their students at the beginning of the school year. All bus drivers have the ability to write reports regarding students who are not following rules of respect and safe behavior. Incidents of children breaking bus behavior rules will be reported to and handled by the school principal or assistant principal. Bus rules and behavioral expectations can be found in the Conduct section of this handbook and parents should review these rules prior to the start of the school year with their child(ren).

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

HEALTH SERVICES

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. The health program offered in the Avon Public Schools will be administered by a registered nurse in each school building (Board Policy #6120). There is a registered nurse in the building throughout the school day. Occasionally, a substitute nurse may be working in the health room. In addition to your child's pediatrician/family practitioner, there is a school medical advisor, Dr. Rosenberg, who is available to the nurse for consultation. If your child is under a physician's care for a health problem or if you notice a change which may affect his/her school day, please inform the school nurse or teacher as appropriate. If your child has a food allergy or other health issue, contact the school nurse to develop a health care plan.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

ABSENCE FROM SCHOOL DUE TO ILLNESS

For the benefit of your child and to help prevent the spread of illness, the following guidelines are recommended:

1. Do not send your child to school if he/she has had a fever or was vomiting within the last 24 hours.
2. A child who has a severe cough should not come to school.

If your child becomes ill at school, the school nurse will call you to pick him/her up. If the nurse cannot reach you, she will call other names that you have listed on your child's emergency card. In the event your child becomes suddenly ill or injured at the end of the school day, the nurse will not send your child home on the school bus. Instead, the nurse will call you to pick up your child.

EMERGENCY INFORMATION

Emergency information cards are kept on file in the health room for every student and are updated annually. The emergency cards include emergency contact information and any other pertinent emergency medical information. These cards are created from the information that was entered into PowerSchool by the parent/guardian at the time of registration or the beginning of the school year. Having the most accurate emergency information is important in the event that the school should need to contact you for dismissal or referral of your child for medical care.

Please notify the school if there is any change in the emergency information during the school year.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school can be addressed with an Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website.

ADMINISTRATION OF MEDICINE

Whenever possible, try to give your child his/her medication at home. Parents of students requiring medication during school should contact the school nurse. Specific forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication is kept in a locked cabinet within the nurse's office. All medication must be in original container with proper labels. All medication must be brought to the school by the parent/guardian and delivered only to the school nurse. Students are not allowed to carry or take medication in school unsupervised.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at appropriate times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

COMMUNICABLE/INFECTIOUS DISEASE

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

IMMUNIZATION

Before being permitted to attend the Avon Public Schools, the Avon Board of Education requires proof of the state mandated immunizations. The form must be signed by the student's health care provider and submitted to the school nurse prior to starting school. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. Required immunizations are listed on the State of Connecticut Health Assessment Record form which will be provided to students upon registering.

If a vaccine-preventable disease outbreak occurs at Roaring Brook School, all susceptible (under immunized) children, will be excluded from school if a public health official determines that the school is a significant site for disease exposure, transmission and spread into the community.

For further information regarding immunizations contact the school nurse.

PHYSICAL EXAMINATIONS

All students must present evidence of a physical examination upon enrollment to the district. The physical examination must be documented on a "State of Connecticut Department of Education Health Assessment Record" form (C.G.S. 10-204a). Health assessment shall also be required for students entering kindergarten, in grade 5 and in grade 9. All students in grades K-6 and grade 9 will undergo vision screening by the school nurse. Hearing screening will be conducted for all students in grades Pre-K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. Vision screening will be conducted by the Lion's Club will be offered to all pre-school students.

HOMEBOUND

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Homebound instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. Parents who find themselves homeless should contact the program administrator for guidance on how to proceed.

SUN PROTECTION

The playground at the Avon Early Learning Center at Roaring Brook School provides areas of shade for children and adult to utilize during time spent outside. Staff and children are encouraged to use these areas while. Program staff are not permitted to apply sunscreen to children during the school day. If you would like your child to wear sunscreen, please apply the sunscreen prior to the start of the school day.

GENERAL INFORMATION

ADVERTISING

Avon Public Schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district.

In order to perform its duties in an open and public manner and in accordance with state law, the Avon Board of Education holds regular business meetings on the third Tuesday of each month at 7:00 PM in the Avon High School community room. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of or donated to a local charity based on their condition. This will take place twice a year, prior to the winter recess and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office so that we can support you in the return of the item(s). It is important to note, the school is not responsible for lost or stolen items.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal/administrator should be requested. Parents are asked to do so in a timely fashion as information connected to the grievance is often impacted by the passing of time. If the outcome of the

conference with the principal/administrator is not satisfactory, a conference with the Superintendent or designee can be requested following the conference with the principal/administrator. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the District Title IX Coordinator. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the building principal, assistant principal or district director of pupil services.

PARENT-TEACHER ORGANIZATIONS

The Roaring Brook School PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. Parents are urged to become involved in the Roaring Brook School Parent-Teacher Organization. The purpose of the PTO is to promote the welfare of children and to foster the intelligent cooperation of parents, teachers, and administrators in the education of their children. The PTO encourages an exchange of ideas and information between educators, parents, and children through its programs, special projects, and publications.

All Roaring Brook parents are members of the PTO. PTO business meetings are held monthly in the library or school cafeteria. All parents and teachers are invited to attend. Dates and times will be provided after the start of the school year.

Avon Public Schools also has a SEPTA (Special Education Parent Teacher Association). SEPTA accepts members who are parents of special education and general education students. SEPTA provides a network of families, resources and learning for families.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the main office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. Records cannot be forwarded until all school materials have been returned.

TUTORING

Teachers may not teach privately (tutor) students of the school in which he/she teaches. The school building may not be used for private tutoring purposes. This does not apply to teacher of homebound children employed by the Board of Education.

VISITOR/VOLUNTEERS

Parents and other visitors are welcome to visit the Avon Early Learning Center at Roaring Brook School. All visitors must first report to the office. Visits to individual classrooms during instructional time shall be permitted only with the administrator's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. Building administrators are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. We ask all parents and visitors to assist us in modeling good behavior for our students.

Parents and family members are also encouraged to volunteer in their child's classroom. All arrangements to volunteer should be made in advance and agreed upon between the teacher and parent or family member. Volunteering opportunities are also available through the P.T.O. In some instances, volunteers may be asked to agree to be fingerprinted and to a background screening to ensure the safety of all our students.

WEBSITES

School web pages must contain material that reflects on educational purposes. Teachers are not required to maintain websites or post assignments or homework on their site. Many teachers do utilize websites as a means of communication and as a method of providing both students and parents with important information. Parents should inquire with their child's teacher about the use of their website. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education.

WEBSITE MEDIA RESTRICTIONS

To publicize the achievements of our students and the great work that they do, we occasionally publish our students' names, faces or achievements in our school and district publications, or release the information to local newspapers, television or media. We may also post the information on the school district's web site.

If you would like to restrict the release of any information regarding your child, please fill out the "Website Media Restriction" form at the beginning of each school year.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student, do not have to be made available to the parents or student.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

THANK YOU!

Thank you for taking the time to review our handbook and supporting us in our effort to make the Avon Early Learning Center at Roaring Brook School a safe and comfortable place for everyone.