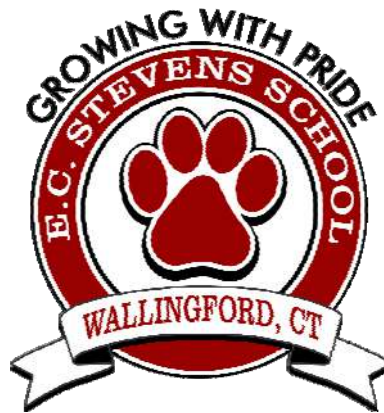


PARENT HANDBOOK

E. C. STEVENS SCHOOL



STEVENS SCHOOL CUBS

18 KONDRACKI LANE
WALLINGFORD, CT 06492

Website address: www.wallingford.k12.ct.us
203-294-3750

SCHOOL HOURS 9:10 AM - 3:35 PM

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E. C. Stevens School

"Growing with Pride"

Robert A. Esposito
Principal

18 Kondracki Lane
Wallingford, CT 06492
Telephone (203) 294-3750

Dear Parents,

The Parent Teacher Advisory Council (PTAC) and PTO of Stevens School is pleased to present this handbook of important information about the policies and procedures of E. C. Stevens School and the Wallingford School District. Parents, especially those new to the school, will find it a valuable resource.

Please read it carefully to become familiar with school policies and procedures and contact any of the PTAC members to discuss concerns or to suggest revisions.

The staff of Stevens School is committed to developing capable, successful students by working in partnership with families. We know that good communication with you is essential. This handbook is the first step in the communication process to build a foundation for what we hope will be a positive working relationship with each and every one of you. Please stay in direct communication with teachers and the school.

Feel free to contact me with any concerns,

Sincerely,

Robert A. Esposito

Robert A. Esposito
Principal

E.C. Stevens Faculty and Staff Directory
2010–2011

Main Office:

Robert Esposito—Principal
 Marie Szeligowski—Secretary
 Bonnie Stec—Clerk
 Sue Pallotta—School Nurse
 Ashley Bauchmann—Nurse's Assistant
 Chuck Balassa—Head Custodian

Room:

Office
 Office
 Office
 Health Office
 Health Office
 Custodian's Office

Pre-Kindergarten:

Heather Johnson--Teacher
 Mary Ellen Sullivan—Para

7

Kindergarten:

Renee Rossi—Teacher
 Julie Knowlton—Para
 Jessica Holloway—Teacher
 Diane Davenport—Para
 Amanda Meyer—Teacher-AM
 Kim Bracale—Para
 Amy Stiber—Teacher-AM
 Connie Sperlazza—Para
 Keri Banack—Teacher-PM
 Connie Sperlazza—Para

23
 8
 9
 22
 22

Grade One:

Michelle Kusza—Teacher
 Carol Blasczyk—Para
 Joan Roczynski—Teacher
 Sharon Hurley—Para
 Amy Williams—Teacher
 JoAnn Pagnotti—Para
 Nancy Maynard—Teacher
 Sue Paquette—Para
 Tracey Melillo—Teacher
 Elaine Calcagni—Para
 Joan Papale—Teacher
 Sharon Cashman—Para
 Kristen Pannone—Teacher
 Kathleen Ardito - Para
 Kara Lemkewich—Teacher
 Lynn Onofrio—Para

10
 11
 12
 13
 14
 15
 16
 17

Grade Two:

Marianne Pilato—Teacher
 Doreen Palmer—Teacher
 Jill Juliano—Teacher
 Julie Bukowski—Teacher
 Maria Puziello—Teacher
 Christine Farkash—Teacher

1
 2
 3
 4
 5
 6

Special Areas:**Room:****Interventionists:**

Maureen O'Connor—Teacher 90
Diane Struble—Teacher 89

Special Education:

Renee Jerzyk—Teacher 97
Stephanie Desjardins—Teacher 18
Nancy Kirsch—Para
Tammy Kahn—Para
Jaime Murphy—Para

ELL/Bilingual Education:

Tammy Armas—Teacher 21
Marisol Williams—Para
Jennifer Olsen—Teacher 21

Pupil Personnel Services (PPS)

Serwaa Anokye—School Psychologist Offices
Denise Strom—School Social Worker Offices
Camille Golod—Speech/Language Therapist Offices
Donna Brilla—Physical Therapist Offices
TBD—Occupational Therapist Offices

Art:

Philip Munroe—Teacher 19
Sara Gormley—Teacher 19

Information Technology

Charlotte Robbins—Teacher 96
Rosemary Brancato—Para

Library/Media:

Michael Arico—Library/Media Specialist Library/Media Center
Julie Goode—Clerk

Music:

Jennifer Lamson—Teacher 20
Mimi Knibbs—Teacher 20

Physical Education:

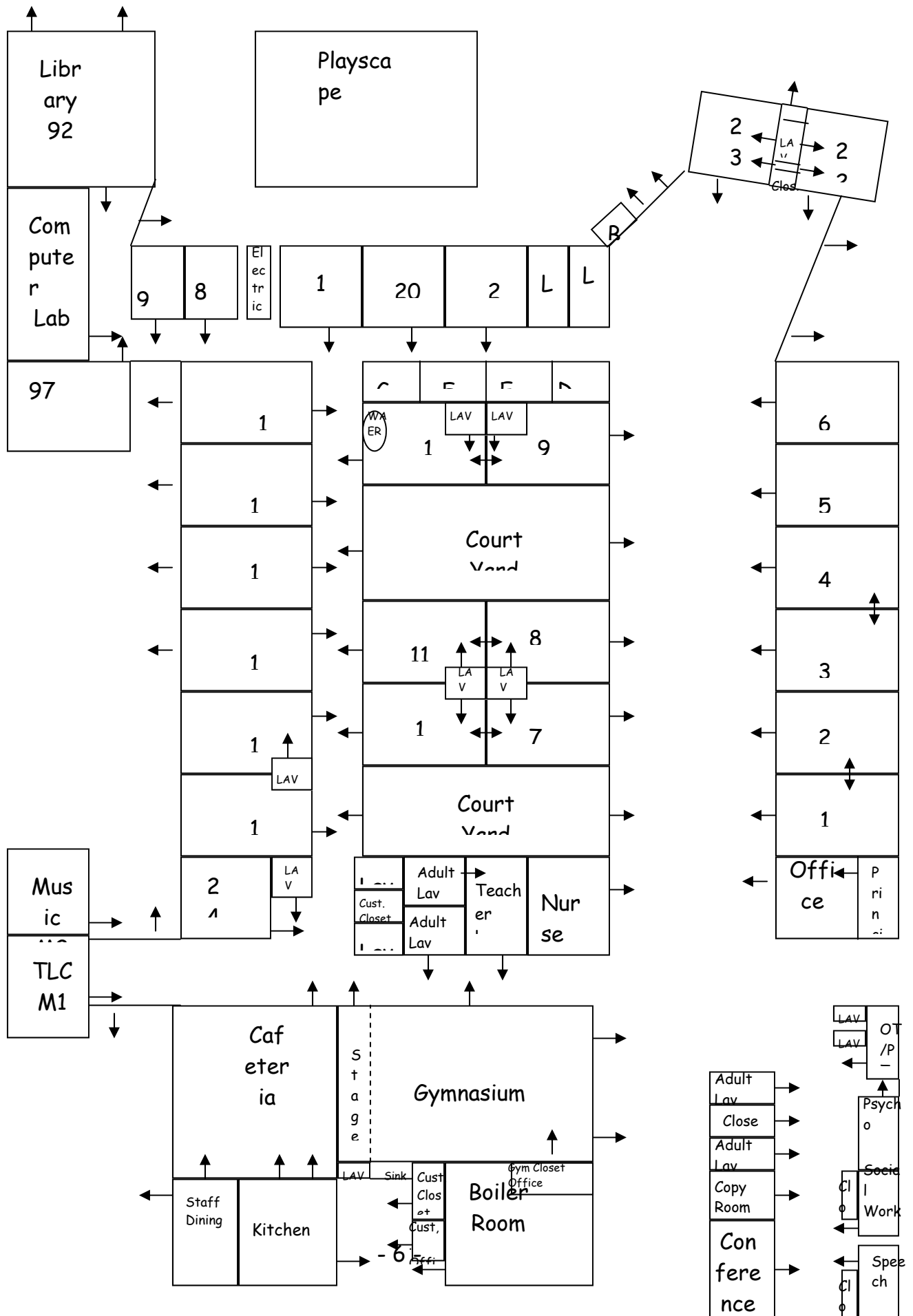
Julie Wollen—Teacher Gym

Cafeteria:

Joanne Esposito—Aide Cafeteria
Jill Cohrs—Aide Cafeteria

Recess:

Patricia Dellaripa—Aide
Diane DaConto—Aide
Mary Furman—Aide



E. C. STEVENS SCHOOL MISSION STATEMENT

E. C. Stevens School is a community of staff, students, and families committed to educate, inspire, and nurture children by providing a safe, challenging, caring, and respectful environment in which every child will be successful. Our goal is to build a foundation to develop confident, knowledgeable, life-long learners, critical thinkers, and problem solvers.

PARENT/TEACHER ADVISORY COUNCIL (PTAC)

Representatives of the parents and staff meet with the principal at least four times a year to offer advice on school matters. PTAC, the parent teacher advisory council provides input on budget issues, curriculum and instruction, facilities, student assessment, educational equipment, support services, new programs, additional staffing requests and school community relations. Any question or concern may come before the council for discussion by attending a meeting in person, submitting an item in writing or by contacting a member of the Council.



Each fall, parents and staff are invited to indicate an interest in serving on the council. If needed, elections determine the membership for the multi-year terms.

Parent/Teacher Advisory Council 2010—2011

Teachers:

Renee Rossi—Kindergarten
Kara Lemkewich—Grade One
Chris Farkash—Grade Two
Maria Puziello—Grade Two
Maureen O'Connor—Interventionist

Parents:

Laura Trutnau
Erin Rapacioli
Tracy Becker
Kristen Hinkley

ANIMALS:

Pets are not allowed on Stevens School property—please do not walk any pets on school grounds.

ASBESTOS MANAGEMENT PLAN

Asbestos containing materials have been identified in various areas of the school. Much of the material has been removed, and the remaining material is included in an Operations and Maintenance program. This program is designed to prevent asbestos fiber release through proper cleaning, maintenance and repair. The O&M program will remain in effect until all asbestos containing material is removed from the building.



The building is inspected every six months to determine any changes in the conditions of the materials. Additionally, the building is thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection. The school maintains a complete updated copy of the Asbestos Management Plan in the main office, and it is available during normal school hours. The designated person for the Asbestos Program is the Director of Maintenance who can be reached at 203-294-5394.

ASSEMBLIES

There are times when classes, grades, 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.



ATTENDANCE



Regular attendance is integral to good progress in school. Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the school is in session. In addition, the law requires school districts to act on excessive unexcused absences and tardiness. We also record when a student is dismissed early.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six years of age, upon signing an option form at the office of Ms. Ellen Cohn, Assistant Superintendent of Schools for Curriculum.

- Absences, excused

Excused absences include:

- a) illness or injury
- b) serious illness or death in family
- c) observance of religious holidays
- d) prearranged appointments with physicians and/or dentists that could not be scheduled after school hours
- e) family vacations or trips totaling no more than 5 school days (Parents should notify the school in writing in advance of the absence for a vacation.)
- f) other family emergencies or exceptional circumstances approved by the principal

- Arrival/Dismissal

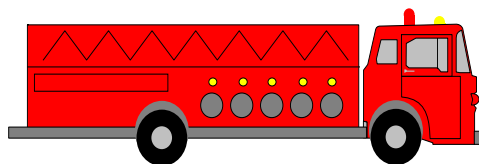
School hours

Grades 1 - 2	9:10 a.m. - 3:35 p.m.
A.M. Kindergarten	9:10 a.m. - 11:55 a.m.
P. M. Kindergarten	12:55 p.m. - 3:35 p.m.

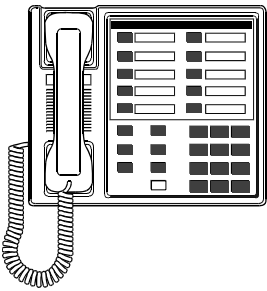


Students **may arrive** at **8:50 a.m.** and enter the classroom. Parents are urged to park on the street before escorting their children to and from the building. There are also limited spaces available for parking. The loop in front of the school is a Bus Drop Off area and **fire lane** and must be left **free** of parked vehicles.

Parents may drop students off on the road at the side of Stevens School. Please pull up to the teachers on duty to release students at the curb side of your vehicle. Stay in line, do not pass other cars, do not speed, and exit straight ahead by the Dag access road.



- **Reporting Absences**



Call 203 294-3750 and leave a message 24-hours a day.

Parents are asked to call the school office at 203-294-3750 to report an absence. We have an answering machine, so we offer 24-hour service. State your child's name, teacher and a brief explanation of the absence. To comply with the attendance policy and to insure the safety of all students, the office staff is required to contact parents who do not report an absence.

- **Early Dismissal**

Parents or legal guardians must sign students out from the office noting the reason for early dismissal. The office will call the classroom for the child to be dismissed. If someone other than the parent or guardian is to pick up the child, the parent or guardian must make the school office aware of this in writing except in the case of family emergency where a request by telephone may be accepted if validated. Early dismissals are recorded for attendance purposes.



- **Missed assignments**

Students will have the opportunity to make up work. For extended absences, parents may request work for a.m. and the material will be available at 3:35 p.m.



missed during an excused absence. home by calling the office by 10:00

- **Tardiness**



Students are expected to arrive at school by 9:10 **a.m.** Tardy students miss important announcements, instructions on the daily plan and opening exercises. Tardy students need to report to the attendance clerk for an entry pass. A student who is repeatedly tardy may be considered truant and the school social worker will follow up.

Parents will be contacted regarding repeated tardiness.

Since lunch is delivered from another location, orders for tardy students must be called into the office by 9:30 a.m.

BICYCLES

Students may ride bicycles to school. A bike rack is located by the playscape. Bicycles must be walked to the rack upon arrival to the school grounds. Bicycle locks are recommended. State law requires helmets for students 12 years old and younger. Helmets can be brought into the classroom.





BULLYING

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Such behavior will result in disciplinary action and students or parents are encouraged to report acts of bullying. Anonymous reporting will be investigated.

Examples of bullying include, but are not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs including ethically-based or gender-based put-downs
- Threats and intimidation
- Extortion or stealing of money and/or possessions
- Exclusion from peer groups within school.



CHILD ABUSE

Teachers, principals, paraprofessionals and other professional school staff including 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 the staff receives yearly training on 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 appropriate social agencies in all cases.

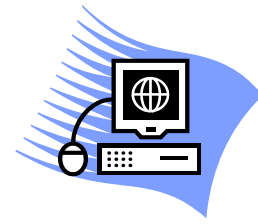
Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect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

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Many factors are considered in the placement process. Parents have an opportunity to provide information relative to placement by April 30th each year. Parents may write a confidential letter to the principal giving your thoughts on the learning environment that you feel will best suit your child. Please do not request a specific teacher. The final decision for placement rests with the principal.



COMMUNICATION



Open and honest communication is essential for the school community to attain its mission. Staff needs parental support and parents need staff input to work together with students. Concerns should be addressed first to the teacher and then to the principal. Emails are often an easy way to stay in touch. All teachers have emails <first initial, last name@....><bteacher@wallingford.k12.ct.us> Please remember teachers are teaching all day and may not respond to an email during the school day depending upon their schedules.

The PTAC advisory council is an excellent vehicle for addressing concerns, too. Parents may attend meetings to present their issues, or they may ask one of the representatives to speak on their behalf.

COMPUTERS



All students are provided instruction in the use of computers. This instruction is provided as part of the regular curricular program in the computer lab and with classroom computers. We also have laptop cart stations with laptops that can be brought into the classrooms.

See the **Electronic information resources** section of the Parent's Guide to Policy for more information about the use of technology by students.

CONFERENCES

Parent-teacher conferences are offered to parents in the fall and spring. Kindergarten conferences are scheduled during the day and evening. First and second grade conferences are offered in the afternoon and evening. Conferences can be scheduled at any other time by contacting your child's teacher or the office.

Conferences are not just to discuss problems. A parent teacher conference gives you the chance to get to know your child's teacher(s), to learn about the curriculum and to discuss your child's progress. It offers you the opportunity to share personal information that may help to improve your child's school experience. Special area teachers are also available to meet with you on conference days.

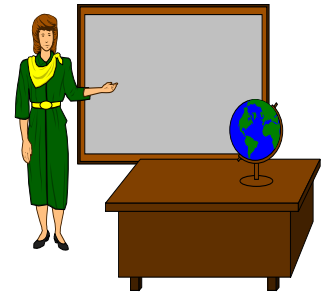


There are several things that you can do to make the conference a success. In preparing for the conference:

- a. Make a list of the things that will help the teacher understand your child better. Include special health needs or problems, outside interests or hobbies, feelings about school, relationship with family members and stressful situations which may be distracting for your child.
- b. Make a list of the things you want to find out from the teacher. In addition to a report on your child's progress, you may wish to know about services and programs the school offers, discipline policies, grading policies, daily schedules and homework policies.

CURRICULUM

Students are assigned to one teacher in mixed ability classes for instruction in language arts, mathematics, computers, social studies, science, and career education. Teachers use a variety of strategies, materials and flexible grouping arrangements to meet the needs of each student. Specialists certified in each area teach art, music, physical education, health, library and computer technology. Up-to-date curriculum guides are provided to each teacher for every subject area and parent guides to curriculum by grade level are distributed each fall.



DAY CARE

The Family YMCA provides a before and after school day care program at the elementary schools for students in grades K - 5. The Y provides staffing and the school playground, gym, and cafeteria are used to offer a variety of fun activities for children. Kindergarten students are provided full day coverage by the program but at the YMCA on 81 S. Elm St. Bus transportation is provided. Contact the Y at 203-697-2383 for more details. Financial assistance is available for families with demonstrated need.

DISCIPLINE/CONDUCT

(Board of Education Policy Reference JGD)

The guiding principles for Stevens School are

- + **Do Your Best**
- + **Do What's Right, Be Safe and Honest**
- + **Treat Others as You Want to Be Treated.**

These principles guide behavior at Stevens School and create a safe and orderly environment conducive to learning.

Our universal behavior rules are:

- Follow directions the first time.**
- Use appropriate language.**
- Keep your hands and feet to yourself.**

All Students are expected to:

- Have materials ready for learning
- Complete class work and homework as assigned.
- Walk quietly in the halls and use facilities appropriately.
- Behave in a safe manner without rough play on the playground.
- Respect the property of others.
- Resolve conflicts using appropriate words without force.



Classrooms at each grade level refine these expectations for their class rules and procedures as appropriate for the particular grade level. Teachers set class rewards to recognize student efforts. Teachers also set

consequences as appropriate. A classroom discipline plan is sent home to parents at the beginning of each school year.

Occasionally students need extra guidance and support in meeting the guidelines for behavior. Most discipline situations will be handled efficiently by the staff using a system of warnings and in-class consequences explained to students at the beginning of the year. The goal is to develop self-disciplined citizens. Parent involvement is essential when school-based efforts fail to provide a safe, orderly environment for students and/or academic achievement is threatened.



GO FOR THE GREEN

This year the entire Stevens staff will use a color system to provide a positive behavioral support for all students. *Go For the Green* is a program that utilizes effective research based practices. Our aim is to set high expectations for positive behavior in order to strengthen and promote a healthy school climate. Our goal is to eliminate negative behaviors.

We will be teaching and rewarding students for accepting and following a set of basic rules for conduct: Our guiding principles will be:

- Be Respectful
- Be Prepared
- Best Behavior
- Make Good Choices

Parents will receive information as soon as problem behaviors become evident and will be able to work in conjunction with school staff to support and promote the idea of making good choices.

In addition, there will be continuous monitoring of progress for all students and interventions will be used for those students who need more frequent support in managing their behavior. Our goal is to reduce the number of office referrals and increase the number of students who stay on green.

How It Works:

Each classroom will have a chart to monitor and track behavior. All students begin EVERY day on “Green”.

Green- Target behavior

Yellow- Warning (Caution)

Blue- Reflection time- Student will write why they did what they did.

Red- Behavior needs to change- phone call home and/or referral to the office (Reserved for the more serious offenses).

⊗ When students choose behavior that does not follow our basic rules for conduct, usually the student will be given a verbal reminder and then if the behavior continues their color is changed.

☺ Each grade level will decide on developmentally appropriate ways to address our school rules of: 1) follow directions the first time; 2) keep hands/feet to self; 3) use appropriate language.

☺ All staff will utilize the color system including special area teachers, recess aides, cafeteria aides, custodian, Para's etc. (Using Color Challenge tickets)

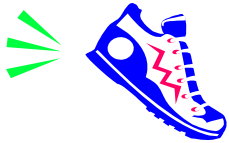
- Students will be recognized monthly. They will receive a token for staying on green for the month. Their names may be displayed on stars or other cut outs on our "Color Challenge Wall" in the cafeteria. No more than 2 yellows in a month will allow a student to get their name on the wall.

The "Color Challenges" program will help nurture self-disciplined citizens. Discipline situations will be handled by staff using a system of warnings and in-class consequences. Parent involvement is essential when school-based efforts fail to provide a safe, orderly environment for students and/or academic achievement is threatened.

Refer to the Parents Guide to Policy for a more detailed explanation of the suspension and expulsion policies.

DRESS CODE

(Board of Education Policy reference JFCA)



Students are expected to dress in keeping with good taste and in clothing that allows for participation in the activities of the school day. Extremes in dress and grooming that may be disruptive to the school operation, the educational process in general and or the health, safety and welfare of the students are not allowed. Wheelies are not allowed in school for safety reasons. To safely participate in recess and gym, students are encouraged to wear sneakers. If sandals are worn during warm weather, please make sure that they have a secure heel strap that securely fastens the sandal to the foot. Heels and flip flops are discouraged and students who wear them cannot safely participate in gym and recess including going on the playscape.

EARLY INTERVENTION PROGRAM

Each teacher is on a team of regular classroom teachers, special education staff and the principal. The groups meet to design intervention strategies for students who experience difficulty in the regular classroom. Academic problems, attendance concerns or behavioral issues can be discussed. Adjustments to the classroom program are made based on the advice of the team. Close monitoring follows and may result in a referral for a special education evaluation if good progress isn't achieved.



ELECTRONIC DEVICES AND GAMES (Radios, CD Players)

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, mp3 players, or other electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home the student or whether the parent will be contacted to pick up the item.



by



Cell phones are discouraged for our young students. However, they may be permitted if parents choose but must be turned off during the school day and kept in backpacks, out of view. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind.

EMERGENCY CLOSINGS, DELAYED OPENINGS AND EARLY DISMISSALS

In the event of inclement weather or other emergencies, the Superintendent of Schools is responsible for broadcasting any change in the schedule. Official notification will be provided via local radio stations, TV, the district website, Channel 19 and the Mass Phone Notification System.

Calls should **not be made** to the school office, as the phone must be clear for emergencies. Please rehearse with your child what to do in the event he or she arrives home and no one is there.

STORM RELATED ONE HOUR EARLY DISMISSAL TIMES:

Kindergarten AM	11:55 A.M.
Kindergarten PM	Cancelled
Grades 1 & 2	2:35 P.M.

STORM RELATED TWO HOUR EARLY DISMISSAL TIMES:

Kindergarten AM	11:00 A.M.
Kindergarten PM	Cancelled
Grades 1 & 2	1:35 P.M.

90 MINUTE DELAYED OPENING

Kindergarten AM	10:40 A.M.- 12:20 P.M.
Kindergarten PM	1:15 P.M. - 3:15 P.M.
Grades 1 & 2	10:40 A.M.- 3:35 P.M.

OTHER DISMISSAL TIMES (Day before Thanksgiving and the last day of school)

Kindergarten AM	8:50 A.M. - 11:00 A.M.
Kindergarten PM	11:00 A.M. - 1:35 P.M.
Grades 1 & 2	1:35 P.M.



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, sex, sexual orientation, 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.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

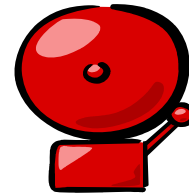
FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students or unsafe may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.



FINANCIAL ASSISTANCE

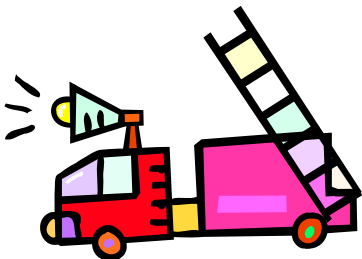
Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact the principal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



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. In addition, a crisis response drill will be scheduled no less than twice a year.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

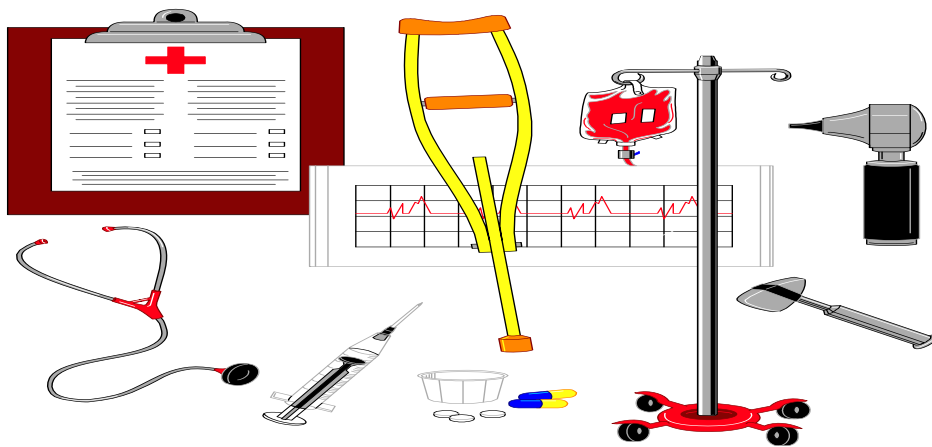


When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not stop to gather any belongings. Students should not return to the building until the return signal is given.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their children that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. The allegations will be investigated, addressed, and appropriate disciplinary action taken, where necessary.



HEALTH SERVICES

The health office is staffed from 8:50 a.m. to 3:50 p.m. by a registered nurse. She provides direct services to students who become ill or have had an accident, approves readmission for children as necessary, consults with parents regarding concerns, plans programs for classroom health lessons and performs a number of other essential health related services in the building. Call the main office number to reach the nurse.

Vision screening is done yearly for every student. The speech pathologists screen hearing for students in grades K-3, and grade 5. Contact is made with parents when a referral for further diagnostic work is recommended. Parents may call for results or additional screenings, if concerned.



Students are not allowed to take medication in school unless a physician and parent have completed the proper form. Forms are available from the school nurse and must be renewed each year. The school must receive medication in the original container with all of the identifying information on the label.

The following health policies assist us in providing a safe environment for everyone:

1. If your child is ill in the morning, he should remain home.
2. If your child has been ill with a fever, he should be kept home until the temperature has been normal for 24 hours.
3. Children are excluded from school with temperatures in excess of 100 degrees.
4. If your child is injured at home, he should be treated at home. The nurse will advise the classroom teacher on restrictions following your physician's orders.
5. When a child returns from 5 or more days of illness, the nurse will certify re-admission to school.

6. Some childhood diseases necessitate exclusion from school:
 - a. Chicken pox - 7 days from appearance of rash
 - b. Scarlet Fever - Permission of physician to return
 - b. Impetigo and ringworm - keep home unless the area can be completely covered.
 - d. Strep Throat - Until on medication for 24 hours
7. Children with head lice must be excluded until treated with a pediculocide and **all eggs are removed**. The school district has a no nit policy. The nurse must screen for re-entry.
8. Changes in health information should be communicated to the school nurse immediately. The nurse will be responsible for sharing the information with appropriate staff.



- **Extended Trips Outside Of The USA**

Wallingford Public Schools require any student who has traveled for an extended period of time—at least two weeks—to a country considered “high risk” for tuberculosis exposure (by the Department of Public Health) be tested for tuberculosis exposure prior to re-entry to school following their return. Contact the school nurse for additional information and requirements if this applies to your child.

High Risk countries include but are not limited to all countries in Africa, Asia, Eastern Europe, Central and South America, Dominican Republic, Haiti, and Mexico.



HOMEBOUND INSTRUCTION

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. Home 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.

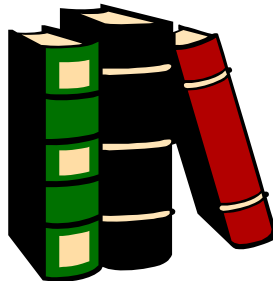
HOMEWORK (Board of Education policy reference IKB)



The primary purpose of homework is to provide students the opportunity to practice new learning. Homework assignments also provide for the development of responsibility and good work habits. Parents can expect homework at every grade level. Teachers will explain their homework process in more detail at the beginning of the school year. Nightly reading is encouraged at every grade.

INSURANCE

Student accident insurance is available on a low cost group fee basis. Information on this optional program is sent to every family in September. Students may enroll at any time throughout the year. Each child is asked to return the form whether or not enrolling.



LIBRARY /MEDIA

The school library/ media center is staffed by a full time certified library/media specialist and a part-time clerk. Volunteers work closely with the library/media specialist to staff the library when adult assistance is in the greatest demand. Students are taught library media skills by the specialist, and they use the library as a resource for other subject areas. The library/media specialist works collaboratively with classroom teachers to teach the students how to make the best use of the wealth of material available to them in the library. Volunteers are always welcome as students benefit from adult guidance to select books to read at home.

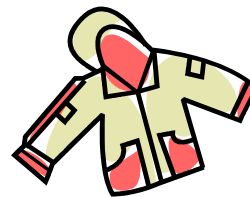
LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

LOCKDOWN DRILLS

Lockdown drills are held periodically in accordance to state guidelines. Students are expected to follow the directions of the adult and move to a safe area of the room. Children sit on the floor away from windows and doors until an "all clear" announcement is given.



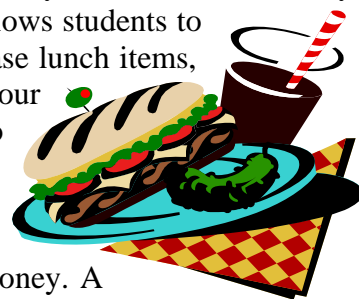


LOST AND FOUND

The lost and found box is located in the main lobby. Children and parents are encouraged to look through it any time. We will return all labeled garments. Valuable items are kept in the office. Students should check with the secretary. Unclaimed articles are donated to a charitable organization.

LUNCH PROGRAM

Students may purchase a hot lunch on a daily basis or bring a lunch from home. Milk and ice cream are available for purchase on some days, too. The costs are set by the Board of Education and published on the monthly menu. Parents are encouraged to deposit on account by check payable to the Wallingford Lunch Program to avoid the possibility of lost money by noon time especially for the primary students. Parents may send a check or cash in a sealed envelope marked for the General Account—this allows students to buy snacks as well as lunch, or the Meals Only—this allows student to only purchase lunch items, no snacks. Parents may also log onto www.mealpayplus.com and log in with your student's name and ID number (available from the office) to deposit money into their child's account. Free and reduced price lunch and milk (for kindergarten) are available for qualifying families. Application forms are sent to each household in September. Application may be made at any time. There is a "principal's fund established which allows students who forget their lunch or money to "borrow" money. A note will be sent home to notify parents of the amount of money borrowed.



Lunchtime is a break time for students and but good etiquette rules are encouraged. Students are asked to:

- Talk to friends using "indoor voices"
- Remain in the cafeteria for the lunch period
- Request permission to move about the room
- Treat adults and other students with respect

Warnings and limited time outs are generally effective with students who experience difficulty following the rules of the cafeteria. Parent contact is made for persistent problems.



MESSAGES/CHANGES IN DISMISSAL ROUTINES

Parents are urged to make changes in dismissal routines prior to the start of the school day. A note to the teacher is required. If you must call, please do so as early as possible. It is preferable not to leave messages on the answering machine but to speak to the secretary.

PARENT TEACHER ORGANIZATION – PTO

The Stevens School PTO is an active and involved organization. The work in cooperation with the entire school staff to sponsor cultural arts coordinate the volunteer program, to advise the principal on improvement raise money to supplement funding by the Board of Education and to numerous family events. Room parents from the PTO assist teachers in parties, planning special events, chaperoning field trips, setting schedules and providing direct PTO contact with parents for PTO events.



members programs, to plans, to sponsor coordinating conference

Meetings are usually held on the second Wednesday of the month at 7:00 school. All parents are welcome to attend.

p.m. in the

PTO BOARD 2010—2011

Denise Zukowski—President
Andrea Pazzak & Shawna Fenn—Vice Presidents
Marci Hansen & Wendy Brunetto—Treasurer
Jen Collingham—Secretary
Virginia Mautte—Corresponding Secretary

Stevens School and Pond Hill Schools are working to combine their separate PTO’s into one joint organization for the two schools.

PESTICIDE MANAGEMENT/PESTICIDE APPLICATION

(Board of Education Policy reference ECC)

The maintenance department will manage structural and landscape pests and the for their control with the least possible hazard to people, property and the Applications of pesticide will be made after school hours except in an emergency, certified applicators will be used. Students will not enter a treated area until the certifies that it is safe to do so.



toxic chemicals environment. and only technician



Parents may register to receive advance notice of a planned pesticide application by sending a written request into the school office. Notices of the intent to apply a pesticide will be sent at least 24 hours in advance.

PHOTOGRAPHS

School photographs are taken by a professional photographer and offered to parents in a variety of packages at a reasonable cost. All children are photographed as the office uses the pictures to update student records. Purchases by parents are optional.



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 cubbie and in some instances, special equipment. These items are the property of the school and loaned to students for their convenience during the school year. They should be kept in good order and not abused.

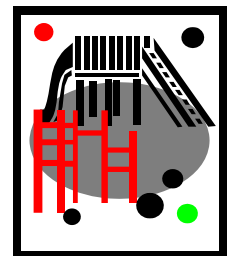
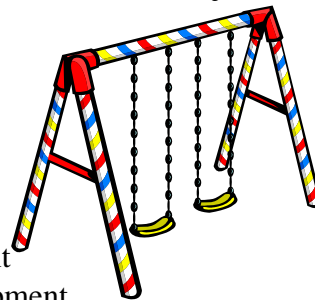
Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office 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 are warned not to bring large sums of money or valuables to school and liability for these items remains with the student.

RECESS

There are a number of specific rules that will be reviewed but the major ones you can help with at home are:

- No running near the playscape
- Hands and feet to yourself at all times
- Be responsible for yourself
- Appropriate language at all times
- No football, chasing or capture games
- No jumping off the equipment or swings
- Take turns and allow all to use the equipment
- No flip flops or crocs especially on the equipment
- ALWAYS listen to the Recess Aides





REPORT CARDS

Report cards for Grades 1 & 2 are issued three times a year in December, March and June. Kindergarten students receive a report card in January and one in June. Parent conferences are offered prior to the first report card and in conjunction with the spring report card. Parents will be informed of the date and time well in advance of the conference. Day and evening conferences are offered.



SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in school commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

- school and class plays shall not be overly religious, and church-like scenery will be avoided;
- religious music shall not entirely dominate the selection of music; and.
- program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SNACKS/BIRTHDAY CELEBRATIONS

Students are encouraged to bring a healthy snack to school working snack time in the AM or PM depending on the

A few minutes of class time is usually taken to recognize special holiday celebrations. Please consider healthy such as pencils as a birthday treat. Always check with the



and teachers provide a lunch schedule.

each student's birthday and snacks or non-food items teacher regarding food

allergies in the classroom.

SNACK ATTACK DAYS

As a part of our positive Health Program, periodically, Julie Wollen--Stevens Physical Education teacher—announces a Snack Attack Day. On these days, teachers check and record how many students have healthy snack—fresh fruits or vegetables only. At the end of the day the classroom with the highest percentage of healthy snacks is announced and they get to display the Snack Attack Trophy in their classroom until the next attack day.



SUPPORT SERVICES

Stevens School provides support services for students experiencing educational challenges which affect a student's success at school. Stevens follows an inclusion model of support services. All services are provided in the child's Least Restrictive Environment (LRE). Services are available for speech and language, learning disabilities, social work, supportive reading and math, evaluation by the school psychologist, occupational and physical therapy. All of these services and programs require a student to qualify based upon federal and state guidelines of the No Child Left Behind legislation. A student or parent with questions about these programs should contact the principal. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the school or by other organizations.

For students in need of Special Education programs, a planning and placement team is established to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents are an integral part of these teams for their child's program.



Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement.

STUDENT DROP OFF / PICK UP PROCEDURES

Arrival

- In the morning, students may be dropped off **AFTER** 8:50 a.m. Attendance is taken and school starts at 9:10. If there is a late opening, school starts at 10:40 and students can enter the building **AFTER** 10:20 AM.
- For safety reasons, all **adults** must enter school at the front doors near the office. If adults enter the building during school hours (9:10 – 3:35) they must **sign-in** at the office and sign out upon leaving.
- Parents may pull into the parking lot to drop students off in the AM at the sidewalk. Please do not park in the area.
- PM K Drop Off: Children can be dropped off starting at 12:25 p.m. A teacher or paraprofessional will greet children at the door. Please do not park in the area in front of the kindergarten doors. We need this for bus drop-off.

Dismissals

- Teachers will bring all walkers to the playscape area for dismissal.
- If you meet your child in the yard, you **MUST** park on the street. Please be very careful at this hectic time of day. All walkers should walk with their parents and should not be allowed to walk near the buses. Parents and students crossing the driveway need to be especially aware of the buses turning into our property. Cars are not allowed in the driveway during arrival and dismissal.
- AM K Dismissal: Children are dismissed through the back kindergarten doors at 11:55. The above rules for parking in the loop apply.

Parking/Standing

- There is **NO** parking in the front loop. It is a bus and fire lane.
- Parking in handicap spaces is only allowed to vehicles with proper permits.
- **No Scooters** or motorized vehicles of any type are allowed on school property.
- **No Dogs** or pets are allowed on school property.

STUDENT RECORDS

A cumulative record is maintained for each student in the school. It contains identifying information, grades, attendance, standardized test results and health data. See **Student Records** in the Parents Guide to Policy for more complete information about student records.



TEACHER QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child’s teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher’s undergraduate major and any graduate degrees or certifications a teacher may have. Currently, all teachers at Stevens School are certified for their position.

TESTING & ASSESSMENTS

All students will be given district universal assessments in reading, writing and math during the school year. In addition, students who receive supportive services are given short skill-specific assessments to monitor their progress. The results of these assessments are usually shared with parents at parent—teacher conferences

TEXTBOOKS, WORKBOOKS, LIBRARY BOOKS

All textbooks, workbooks and library books are loaned to students at no charge. However, students are responsible to replace lost or damaged books. Book covers are required for texts that are needed for homework. Most teachers offer students an opportunity to purchase paperback books at considerable savings through book clubs. Participation is strictly voluntary.



TRANSFERS

Transfer cards with helpful placement information are available for students who move during the school year. A release form should be signed by the parent authorizing our school staff to send the cumulative record to the new school.

TRANSPORTATION

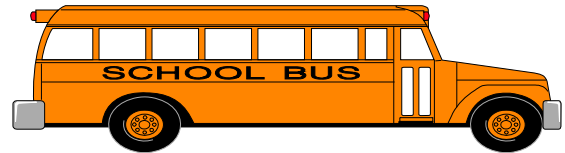
(Board of Education Policy reference JFCC)

Bus transportation is provided for students who live 1.1 miles from the school or to students who must walk in areas considered to be dangerous. Students are assigned to a bus according to their home address unless the day care address is requested. The Superintendent on a yearly basis may approve changes in transportation. Request forms are available at the school office.

Students are not permitted to ride a bus other than the one to which they were assigned. Walkers are not allowed to ride a bus unless special permission has been given by the superintendent.

Students are expected to behave in a manner that does not endanger themselves or other students. They are expected to observe the following rules:

- Arrive at the bus stop a few minutes early.
- Enter the bus in a quiet, orderly manner.
- Follow the instructions of the driver.
- Remain in your seat at all times.
- Keep your materials out of the aisles and inside the bus.
- Remain quiet and orderly.
- Be courteous to the driver and fellow passengers.
- Keep hands, feet and objects to yourself.



Bus transportation is a privilege and conduct that threatens the safety of passengers will result in suspension of the privilege. Bus conduct reports detailing the infraction(s) are sent to parents with interventions suggested to prevent suspensions.

TRANSPORTATION – LOADING BUS SAFETY RULES

Again, there are a number of rules for safety on the buses—the major ones to review are:

- Always walk to and from the buses
- Do not walk near the buses—move onto the sidewalk away from the buses
- Enter the bus room quietly and listen for directions
- Keep hands and feet to yourself



- Sit quietly while waiting for your bus to be called
- Follow the adult bus line leader and look at her/him while you are walking—always listen to her/his directions
- Be responsible for yourself
- Once on the bus:
 - Stevens students are to only sit up front on the bus
 - Stay in your seat at all times
 - Use indoor voices
 - Keep hands and feet to yourself and out of the aisle
 - **ALWAYS** listen to the driver



TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Department at 203-949-6512.

VISITORS



While visitors are welcome at Stevens school, to ensure the safety of our students, all visitors must enter through the security system at the front entrance and report to the Main Office to sign in. All visitors should also sign out in the office when they are leaving the building.

VOLUNTEER PROGRAM

Stevens School has an active volunteer program. Opportunities to work as a tutorial aide, a teacher helper, a clerical helper, a resource volunteer or a library aide bring many parents or relatives into the building each day. Some volunteers complete tasks at home for teachers. Contact the school office for more information. All long term in-school volunteers must be fingerprinted—contact the Board Offices for information and forms.



WEB SITES

School web pages must contain material that reflects educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal and/or her designee will approve all material posted on the school's web pages.