



# Griswold Elementary School

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Parent / Student Handbook

2019-2020

We, "TRY OUR BEST, TO DO OUR BEST, TO BE OUR BEST."  
Respect Yourself - Respect Others - Respect Your School

303 Slater Avenue, Griswold, CT 06351

**Welcome to Griswold Elementary School!**

**This handbook is intended to give you and your child an overall view of our school day, policies, and procedures. Please take some time to familiarize yourselves with this information.**

**On behalf of the faculty and staff at GES, we are looking forward to working with you and your child. Feel free to contact us during school hours at 860-376-7610, regarding any questions or concerns you may have. If you need to contact the school after business hours, please leave a message, and your call will be returned as soon as possible.**

**We are confident that your child will have an enjoyable and enriching experience here at GES.**

**Sincerely,**

**Joseph Bordeau, Principal  
Jacqueline Love, Assistant Principal**

## GRISWOLD PUBLIC SCHOOLS

### DISTRICT MISSION:

*The community of Griswold Public Schools educates for excellence by empowering students to become compassionate, confident, creative and resourceful members of society.*

### DISTRICT VISION:

*The community of Griswold Public Schools excels at education for excellence for all students to be college and/or career ready.*

### THEORY OF ACTION:

**TO PROMOTE STUDENT ACHIEVEMENT, WE WILL  
COLLABORATIVELY FOCUS ON:**

- 1. Aligning and integrating the district mission, vision, and Griswold 2025 into building goals, teacher evaluation, and administrator evaluation.*
- 2. Professional learning that is integrated with on-going curriculum work and on-going instruction for learning.*
- 3. Community engagement that includes effective communication, community outreach, and district-wide events.*

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## GENERAL INFORMATION

### ***Bus Changes***

Parents must send a note to school each time their child needs to ride a different bus, get off at a different stop, or walk instead of taking the bus. A single note may be submitted for a change for a significant period of time. (example: they need to ride a different bus for a week or longer). All notes must be submitted to the main office. Office personnel will then issue the appropriate bus passes. Telephone calls are not acceptable for this purpose.

All notes must include:

- student's first and last name
- student's homeroom teacher
- street address where the child will be going
- bus number to this address

### ***Cafeteria***

**Breakfast** is available daily; cost is \$1.50 and includes milk.

**Lunch** is also available daily; cost is \$3.00 and includes milk. Milk is also available to students who choose to bring a lunch from home, cost is \$.50 for grades K-4 and \$.35 for pre-K.

### ***Change in Normal Dismissal Procedures***

- If a child's dismissal plan needs to change (example: they are taking a different bus other than their normal bus on a given day), the parent needs to send a signed note to the school indicating the change, send a signed fax, or write an email. The parent should call the school indicating that they are sending a fax or email.
- The parent may call the school to indicate a change in their child's dismissal plan if the change is for their regular bus dismissal or pick-up. **Please call the school prior to 2:30 if the child will be a pickup. The parent will need to report to the pick-up area with an ID at the end of the day.**

- A family member must be 16 years-old in order to be added to the emergency list and for a sibling from GES to be released to that family member.  
Adopted: 11/8/05

**Daily Schedule**

	<b>Full Day</b>	<b>Scheduled ½ Day</b>
<b>AM Pre K</b>	9:00-11:30	AM or PM attend
<b>PM Pre K</b>	12:30-3:00	AM or PM attend
<b>School Day Pre K</b>	9:00-3:00	9:00-1:00
<b>Grades K-4</b>	8:40-3:10	8:40-1:10

**Delays, Closings, Cancellations**

In the event of inclement weather, school closing/delay notices will be broadcast by the following stations:

WICH 1310 AM      WKNL 100.9 FM      WTNH CH 8  
 WCTY 97.7 FM      WDRC 102.9 FM      WFSB CH3  
 WILI 98.3 FM      WTIC 1080 FM      NBC CH 30

In addition, GPS utilizes a telephone messaging service called School Messenger to communicate with parents and staff about emergency situations, school events and important issues impacting the students. Please be sure the office is kept up to date with the most recent contact information.

Note: In case of inclement weather the school may close early. Please do not assume an early closing is the same as a half day. Parents are responsible for making the necessary child care arrangements in case of a weather emergency and informing your child ahead of time of the arrangements.

**a.m. Drop off / p.m. Pick up**

Parents dropping off in grades K-4 will drive around to the front of the building and children will enter through the main entrance. There is no adult supervision prior to 8:40 a.m. To

ensure your child’s safety, please drop off between 8:40-8:55 a.m. Parents who park in the high school lot to drop off their child must walk their child to the main entrance. After 8:55 a.m. parents must come into the Main Office to fill out a tardy slip. Parents picking up in the p.m. will sign out and pick up their child(ren) outside the Media Center/Gymnasium. Children will exit the building at dismissal through the main entrance after being signed out by a parent or designee. **Parents and guardians are required to show a picture ID when signing out their children.**

\*For planning and safety purposes, we ask that you notify the office **NO LATER than 2:30** if any changes to your child’s dismissal procedure would need to be made. Dismissal time is very busy, and we want to ensure that our office staff can communicate the change and notify the homeroom teacher in advance to help our dismissal run smoothly.

***Sign Out Procedure***

<p>Prior to 3:00 p.m.</p>	<ul style="list-style-type: none"> <li>· Parent/Guardian report to the main office</li> <li>· Show picture ID</li> <li>· Verify name &amp; ID</li> <li>· Call the student to the office</li> </ul>
<p>Regularly Scheduled Dismissal 3:10 p.m.</p>	<ul style="list-style-type: none"> <li>· Parent/Guardian reports outside the Media Center</li> <li>· Show picture ID</li> <li>· Verify name &amp; ID</li> <li>· Child is called and dismissed to parent/guardian in the gymnasium</li> </ul>



### ***Early Dismissal***

Written prior notice is required for early dismissal. If it is necessary to take your child from school before the regular dismissal time, please send a note to your child's teacher and the office stating the reason, date, and time you will come for him/her. Parents must report to the office, show a picture ID and sign his/her child out.

### ***Entering the Building***

Press the button (located on the right) outside of the main entrance. You will be let into the main office. Please have your identification ready for the office staff.

### ***Lost & Found***

Students/Parents may check for items in the Lost & Found area located in the cafeteria. Items left unclaimed longer than 30 days will be donated to charity. Please contact the office if you have any questions.

### ***Parking***

There is limited (mainly handicapped) parking available in front of the school. Additional parking is located near the GHS tennis courts. Parents staying for 30 minutes or less may park in the designated spaces in front of the building. If you are picking up your child between the hours of 2:30-3:30, please park at Griswold High School. During this time, visitor parking is not accessible, except for cars with a handicap pass, due to bus safety regulations. **Please park in the designated parking spaces only.**

### ***Visitors/Volunteers***

All Griswold Public Schools requires a photo ID in order to visit the school during school hours (License or State/Federal Issued photo ID). Background checks are done using the RAPTOR Visitor

Management Software System. All visitors, volunteers, parents attending school field trips, and contractors must present a photo ID and wear a VISITOR badge during the visit. Thank you for your cooperation as we maintain the safest environment for the students of the Griswold Public Schools.

Parents and community members are welcomed and encouraged to volunteer their time and services to the GES community.

### ***Walking to School***

Students who walk are expected to be at school no earlier than the assigned school time (8:40 am). Parents who desire to have their children ride bicycles to school should send a note indicating that the child has their permission to do so. If a child is going to ride a bicycle to school, she/he must wear a helmet per state law. If they do not have a helmet, the parent will be required to pick up their child/bike or drop off the child's helmet before the end of the day.

### ***Website/Teacher Email***

Visit <http://www.griswold.k12.ct.us> to access teacher emails and websites.

### ***Wednesday Notices***

Notices and newsletters from the Main Office will be sent home through email every Wednesday. Parents are encouraged to make a habit of reading their emails weekly. Please be sure that the main office has the most up to date email. On occasion, additional important information from your child's teacher may come home on different days.

## **POLICIES and PROCEDURES**

### ***Attendance Policy***

#### **Attendance Procedure (Grades K-8)**

1. If a student is absent from school, the parent or other person having control of the student, needs to contact the school by 9:00 a.m.
2. With any absence, the school will notify the parent or such person by telephone of the student's absence. A written record of these attempts shall be kept in the main office and is discussed at biweekly meetings with an attendance committee consisting of support staff, administration, and a secretary.
3. When the student has four (4) unexcused absences in a month or ten in a school year, the appropriate staff (social worker) will arrange a meeting with the parent or other person having control of the student to review and evaluate the reason for the student being a truant. This meeting shall be held not later than ten (10) days after the child is identified as a truant. If the parent or other such person declines to attend the meeting, that fact shall be documented and the meeting will be held. The appropriate staff will develop a plan to help improve the student's attendance.
4. If the parent or other person having control of a child identified as "truant" fails to attend the required meeting or fails to cooperate with the school in trying to solve the truancy problem, the building principal or designee shall notify the Superintendent.  
The Superintendent shall file a written complaint with the Superior Court under the Family with Service Needs law.
5. Prior to a written complaint to Superior Court, a PPT meeting may be held to determine if an educational evaluation is needed.
6. After twenty (20) unexcused absences, the student will be identified as habitually truant.
7. The appropriate staff shall coordinate services and refer truants and habitual truants to community agencies providing child and family services.

### ***State Law and Absentee Procedures***

### **A. Parent's' Responsibilities:**

Parents and those who have the care of children five years of age and over and under eighteen, are obligated by Connecticut law to require their children to attend school regularly during the hours and terms school is in session. The responsibility for regular attendance rests with the students' parents, guardians or with the students themselves when they become of legal age.

### **B. Griswold Elementary School Responsibilities:**

Effective July 1, 1991, Connecticut legislators passed a law, Public Act 91-303, outlining specific mandates for public schools. All of the mandates outline early intervention efforts as well as a last resort action in dealing with truants and habitual truants. The Griswold Elementary School Attendance Committee meets bi-weekly to discuss truancy issues for students in Grades K - 4 to enforce the mandate. The mandates require:

- notification of parents, in writing, of their obligations to cause their children to attend school,
- an effort to obtain contact telephone numbers of parents for the purpose of necessary school-parent communication,
- a system of monitoring individual unexcused absences on a daily basis,
- communication to parents about the absence of their children when it appears that such parents and school personnel are not aware of the absence or the reason for the absence,
- a parent meeting will be held when a child, enrolled in grades K - 5, is determined to be a truant (truant is defined as a child who has 4 unexcused absences from school in one month or 10 unexcused absences in a school year). Such meeting shall take place within 10 school days of the date the child is determined to be a truant,
- coordination of services with and referral of children to

- community agencies,
- the optional referral to the Superior Court for Juvenile Matters of all children determined to be a truant,
- the mandatory referral to the Superior Court for Juvenile Matters of all children determined to be a habitual truant (habitual truant is a child who has 20 unexcused absences in a school year),
- letters will be routinely sent home after every 9 days a student is absent or tardy regardless of reasons, and
- any other policies and procedures the Griswold Board of Education deems to be appropriate and necessary.

**C. Excused Absence or Unexcused Absence:**

Effective July 8, 2011, Connecticut legislators signed into a law, Public Act 11-136, Section 18, which required the State Board of Education to define “excused” and “unexcused” absences. The State Board of Education policy states: “A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.” In accordance with the law, and pursuant to Griswold's attendance policy, a student who is not “in attendance” is considered absent. The State Board of Education defines two levels of criteria for an absence to be considered an excused absence:

<b>Level</b>	<b>Total # of Days Absent (both excused and unexcused)</b>	<b>Acceptable Reasons for a Student Absence to Be Considered Excused</b>	<b>Documentation Required within 10 days</b>
1	One through nine	Any reason that the student’s parent or guardian approves	Parent or guardian note only

2	10 and above	<ul style="list-style-type: none"> <li>● Student illness (to be deemed excused; an appropriately licensed medical professional must verify all student illnesses, absences, regardless of the absence’s length).</li> <li>● Student’s observance of a religious holiday.</li> <li>● Death in the student’s family or other emergency beyond the control of the student’s family</li> <li>● Mandated court appearances (additional documentation required)</li> <li>● The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>● Extraordinary</li> </ul>	Parent or guardian note and in some cases additional documentation .
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		educational opportunities pre-approved by district administrators.	
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***\*It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian approves, the 10<sup>th</sup> and each subsequent absence establish a more stringent and specific set of reasons for the absence to be qualify as excused.***

**D. Written Notes for Absences:**

Whenever a student is absent from school, no matter what the reason or circumstance, a note of explanation from the parent must accompany the student upon his/her return to school. ***\*It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian approves, the 10<sup>th</sup> and each subsequent absence establish a more stringent and specific set of reasons for the absence to be qualify as excused and must include specific written documentation or reasons.*** If notification is not received by school personnel within 10 days of his/her return to school, the absence will be considered unexcused for purposes of school attendance records. This is the case even though the parent has reported the absence through the call-in system. The written note should include the following information:

- the date the note is written,
- the name(s) of the student(s) involved,
- the reasons for the absence(s),
- the date(s) of the absence(s), and
- the signature of the parent or guardian. This information is vital to assure the accurate processing of the note.

### **E. Doctor's Note Requirement:**

A doctor's note is required for any one of the following:

- If a child has five consecutive absences or has any absence after accumulating 10 days of absences, the note must accompany him\her on their return:
  - child's name
  - date child was seen by physician
  - number of days required absence from school

Anytime a child is hospitalized and /or sustains an injury that requires absence from phys. ed., recess, or physical activity (i.e. fractures, strains, sprains) a note must accompany the child on his/her return to school. This note must include:

- name of child
- date of hospitalization and/or injury
- restrictions required
- length of time required for restrictions
- any medication necessary for child at school

**\*\*MUST INCLUDE DOCTOR'S ORDER FORM FOR SCHOOL NURSE.**

### **F. Absentee Call-in System:**

- If you know that your child is going to be absent from school, please call the office or leave a message at 376-7610.
- If leaving a message please provide the following information:
  - the parent/guardian's FULL name,
  - the child's FULL name and grade,
  - the reason for the absence, and the date of the absence. *Please speak slowly and clearly.*
- In order for an absence to be considered excused, a written note from the parent/guardian must accompany



the child upon return to school. *Follow-up written excuse notes are required to verify the authenticity of the telephone message.*

### **Tardy Policy**

Any child who arrives at school after 8:55 must report to the office with a parent/guardian to obtain a tardy note which they will hand to his/her classroom teacher. Each absence and tardy will become a part of the child's attendance record.

### **Bullying**

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited. Bullying is defined by Connecticut statute as, "*any overt acts by a student or group of students directed against another student with the intent to ridicule harass, 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.*" (See Board of Education Policy Handbook for further explanation). The policy encourages students to report bullying and does permit anonymous reporting. Parents or guardians may report situations in writing to the school through a Student Conflicting Reporting form. Copies of these forms are located in the main office or on the school website under Student Resources. School administrators, along with support staff, will investigate the reports and determine which action is appropriate. The Safe School Climate Plan outlines how Griswold Elementary School is proactive in promoting a secure and positive school climate and the investigation process of any bullying reports brought to the school's attention. This document is located on the school website under Student Resources.



### ***Bus Behavior Expectations***

#### **Policy 5131.1 (a-c) excerpts**

Responsibility for the safe transportation of the students lies with the Griswold Board of Education and, in order to carry out that responsibility, certain rules and regulations regarding bus discipline have been established. Free bus transportation is provided to students (including vocational technical school students) who are eligible based upon the transportation policy of the Board of Education. Riding a bus to school is a privilege, not a right. Your child has the right to safe transportation to and from school each day. Certain rules and regulations regarding bus discipline have been established. The bus driver is in complete charge of all student passengers and is responsible for the enforcement of all rules and regulations concerning bus discipline. All school rules apply at the bus stop and on the bus. Video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. Should a parent have a bus concern, please contact the bus company directly and ask to speak to the manager, Lou Schuler at 860-376-2860.

#### **Operator Roles and Responsibilities**

- The operator shall be in complete charge of all passengers and shall be responsible for the enforcement of all rules and regulations concerning bus discipline.

- Enforcement shall be carried out in a safe and courteous manner.
- The driver shall warn any and all students who violate any of the regulations or who may endanger the safety of any passenger.
- Students may be assigned seats by the driver and/or school administration for an indefinite period of time.
- If students violate these regulations after being properly warned, the bus driver shall notify the school administration in writing of the infraction. Forms for reporting shall be furnished by the school system.
- Bus drivers may not evict a student passenger from the bus. In emergency situations, the driver may return to the school where the eviction will be handled by the school administration.
- Only the school administration or the Griswold Board of Education has the authority to deny transportation to a student.
- Passengers shall follow the instructions of the driver at all times to provide and maintain maximum safety for all.

### **Student Behavior While Boarding and Departing the Bus**

Students will:

- be at the designated bus stop at the designated time. For kindergarten students only, it is required that a guardian be present when the child is dropped off.
- wait for the bus on the shoulder of the highway, or sidewalk if available, in the designated area.
- wait until the bus comes to a complete stop before attempting to board.
- **not cross to the other side of the street for pick-up until the bus has arrived and has its flashers on.**
- enter the bus in an orderly manner without pushing, crowding, loud talking or horseplay.
- not bring articles of any injurious or objectionable nature

aboard the bus.

- depart in an orderly manner without pushing, crowding, loud talking or horseplay.
- go directly to their destination after leaving the bus.

#### **Section 4-Student Behavior on the Bus**

Students will:

- remain seated and facing forward until ready to depart the bus.
- obey the driver at all times.
- not exhibit aggressive behavior (fighting, pushing, tripping, etc.).
- refrain from putting any part of their body out of any window.
- not throw objects in or out of the bus.
- not use tobacco, drugs, or any controlled substance
- refrain from spitting or littering.
- refrain from unnecessary noise.
- not tamper with bus equipment.
- refrain from rude, discourteous and/or annoying conduct.
- not swear and/or use vulgar language.
- not distract the driver.
- not open windows without permission.

#### **Violation Procedure**

- The first reported and confirmed violation shall require the driver to fill out a written report, on a form supplied by the school system, and turn in the report to school administration. A copy of the report shall be mailed to the parent(s) and the original filed in the school office. The families are notified by administration.
- The second reported and confirmed violation shall follow the same procedures used in the first violation with the following additions. The student may be relieved of the privilege to ride pending a meeting by the student and parents with the building administration at which time

the principal or assistant principal shall determine when the privilege to ride will be restored. Maximum loss of riding privilege is ten days.

- With a third reported and confirmed violation, the student shall be relieved of the privilege to ride and may be suspended from school (all suspensions and expulsions will be in accordance with Board policies and state statutes) pending a meeting by the student, parents, and bus driver with the building administration at which time the principal or assistant principal shall determine whether the student may be relieved permanently of the privilege to ride and when the student shall be permitted to return to school.

**Note:** Behavior that warrants a suspension will be handled according to the Board policy covering suspension and expulsion. In addition, students and their parents shall be held liable for any damage or abuse caused by them. **Serious 1<sup>st</sup> or 2<sup>nd</sup> offenses may result in immediate loss of riding privilege, as well as suspension from school.** If a student loses his privilege to ride the school bus, either temporarily or permanently, parents will be responsible for ensuring that their child gets to school.

### ***Cafeteria/Lunch Behavior Expectations***

You have a right to eat in a clean, safe, and warm environment. Because there are so many students in the cafeteria at one time, it can become very loud and confusing. Therefore, it is important that you obey all the rules of the cafeteria.

#### Student Behavior Responsibilities:

- Enter in an orderly manner (walking) and sit at your table.
- Cutting into line is not allowed.
- You are expected to be respectful at all times to those who work in the cafeteria and to those teachers on duty.
- Talking must be kept at a conversational level.
- Leave your area clean.

- Food is not to be thrown under any circumstances. This means food is not to be thrown on the table, the floor, or at someone else.
- You may not take food or drinks from the cafeteria without permission.
- If you are given an assigned seat, you are expected to be in that seat each day.
- Dismissal will be by table. The table and area needs to be clean and the group at the table must be settled down and ready to go.
- No student may leave the cafeteria without staff permission. Students are expected to raise their hand if they need assistance and not to leave their seat.
- If you are given a lunch or recess detention by a teacher, you are expected to report immediately to the assigned lunch or recess detention area.

### ***Field Trips***

Field trips are considered to be an appropriate extension of the instructional process when they fulfill educational objectives which are directly related to the school curriculum. Written parental permission is required for any student to attend a field trip. Parents are asked to return forms as quickly as possible. To ensure the safety of all children, we must request that siblings do not accompany students on field trips. We also require that students who are attending a field trip travel to and from the field trip destination with their classmates, not with a parent. Parents should not plan to pick up their child from a field trip destination, unless it is an emergency and a signed note at the field trip destination is required.

## ***Chaperones***

For some trips, parents may be needed as chaperones. However, we cannot take extra chaperones. In order for trips to function smoothly, we ask that all chaperones be aware of the following:

- Chaperones are expected to follow the guidelines set up by the trip coordinators and/or homeroom teachers. Chaperones should not bring younger children with them on the field trips.
- Chaperones will travel with the school group on buses/vehicles designated by the school. No private vehicles may be taken, unless this has been arranged in advance.
- Chaperones will be responsible for a designated group of students. This includes taking attendance; monitoring behavior and making sure students stay on schedule.
- Chaperones and students must remain with their assigned groups at all times.
- Chaperones are asked to dress appropriately as a model for our students.
- Chaperones may not smoke at any time on a field trip as field trips are considered part of the school day.
- Chaperones must have a form of ID with them.

## ***Class Assignments***

When class lists are developed, our goal is to construct a heterogeneous group of learners. Balance of boys and girls, academic and social information provided to us from parents and teachers, and special learning considerations such as special school district services are all considered when placing students. This is not a simple process and is one that requires a great deal of thought and planning. A well balanced class allows students and teachers to perform at their best. Please note, for grades 1-4, class placements are determined by the beginning of June. Placements for Kindergarten and Pre K are done in the summer.

Specific teacher requests will not be honored. We make every effort to meet all students' needs and we are confident that this process allows us to do an effective job of developing class lists. We greatly appreciate the level of trust that you have in us to educate your child.

### ***Conferences/Parent Questions***

A common conference day is scheduled in the Fall and Spring; however **parents wishing to meet with teachers may do so at any time with an appointment.** Parents are advised to contact their child's teacher with any question(s) they may have. Contact your teacher through email, send in a note, or call at 860-376-7610 if you wish to schedule a meeting or have a question/concern. ***Please note that Pre K students have their parent teacher conferences in January and June.***

### ***Consequences for Behavior***

At Griswold Elementary School we believe in treating students with dignity and fairness and that all students, like all adults, make mistakes and poor choices at times. We also believe that every child deserves the opportunity for a positive learning experience without having disruptions to their learning environment because of disruptive behaviors by others. Through the implementation of consequences for inappropriate behavior, it is our intention that these consequences will be positive learning experiences for the student. We also believe that one size doesn't fit all. For many behaviors, many considerations are taken into account before a decision is made regarding the consequence.

These considerations include, but are not limited to, the following attributes:

- the developmental age/level of the student
- whether the student has had previous issues with one of the



character traits previously during the year

- the specific circumstances of the incident
- how the student handles the discussion about the incident with the teacher or administrator (honesty, respect)

A consequence for behavior in many cases is handled by the classroom teacher within the class or the teacher on duty if the problem takes place at recess. With these types of behaviors/consequences, the teacher may contact the parent regarding the concern. Additional consequences for inappropriate behavior may include the following:

- Reprimand: A discussion of the infraction and a review of expected behaviors.
- Lunch/recess detention/support: At times students may be asked to work with a teacher during recess for extra help, to make up work, or as a consequence for inappropriate behavior.
- After School Detention: Assignment of time after school in a setting supervised by a teacher or administration.
- Parent Contact: A telephone call or letter to parents informing them of their child's misconduct and a review of the expected behaviors with them.
- Next Day Parent Conference: In order to avoid placing a student on ISS or OSS, there are times when the school principal will send the student home with notification that the student is not to return to school the next day without being accompanied by his/her parent or guardian. A conference is then held to discuss the inappropriate behavior and expected behavior.
- In-School Suspension (ISS): Assignment to an area in the school that is isolated from other students and is under the supervision of a member of the teaching staff. Work for the day may be provided by the teaching team or may be a punishment exercise assigned by the office. If the student's behavior is inappropriate or unacceptable while on in-school

suspension, then an out-of-school suspension has to be considered.

- Suspension from School (OSS): Exclusion from school for a period of time up to and including ten (10) school days. Parents will be called to the school to take their child home as soon as possible.
- Expulsion from School: Exclusion from school for up to one (1) year. In such cases:
  1. The student will be placed on suspension for up to ten (10) days while the incident is fully investigated. A written communication will be issued to the parents or guardian from the school principal's office.
  2. The student and his/her family will be notified in writing from the Superintendent's office of a hearing before the Griswold Board of Education. This information will include the rights that the student and his/her family have along with information about the expulsion law.
  3. The student and his/her family will have an opportunity to speak on his/her behalf at the hearing and has the opportunity to present evidence and witnesses at the hearing. The student may be represented by counsel.
  4. Following the hearing, the Board of Education will make a decision as to the extent of further disciplinary action. This could result in expulsion from school for a period of one (1) full year beginning with the date of the hearing.

**The following behaviors are subject to suspension, expulsion, police involvement:**

- a student in possession of a weapon, drugs, drug paraphernalia, or alcohol;
- a student caught starting a fire or pulling a fire alarm;
- a student who assaults or threatens to assault or otherwise harm another student or staff member;
- a student who engages in hazing, harassment or

intimidation, or any act that injures, degrades, or disgraces a student or staff member;

- a student who willfully destroys or vandalizes school property.

### ***Weapons, Drugs, and Alcohol***

You may not bring or threaten to bring any item to school which can be considered to be a firearm, dangerous instrument or deadly weapon. This includes, but is not limited to:

- any firearm, any knife
- a chemical weapon or explosive such as mace, ammunition, or fireworks
- any device having a sharp point or edge, such as, but not limited to, an ice pick or razor
- any other dangerous instrument capable, in the opinion of the school administration, of inflicting injury, including laser pens
- any facsimile of the above
- You may not bring any illegal substances (drugs) to school, nor may you be in possession of drug paraphernalia. You may not use any illegal substance or paraphernalia in school, on school grounds, at school-related or sponsored events, or on school buses.
- You are not to be in possession of over-the-counter drugs or prescription drugs in school. Students needing medications during the school day must bring them to the Nurse's Office. All medications (including aspirin) must be kept by the school nurse and given by the nurse to the student at the appropriate times.
- You may not bring alcoholic beverages to school. You may not drink alcoholic beverages in school, on school grounds, at school-related or sponsored events, or on school buses.

## **Use of Dogs to Sweep School Property**

The Board permits the administration to invite law enforcement agencies to sweep school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property **or** to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs and their associated law enforcement personnel is for the purpose of “alerting” on property only, and is subject to the following:

1. Parents and students shall be notified of this policy through its inclusion in the student/ parent handbook, and the Superintendent and Principal or their designees, shall explain the policies and procedures followed in sweeps and searches to students and staff on an annual basis. Once notification has been given to parents and students through the handbook and assembly respectively, the school district will have met its obligation to advertise the sweep and search policy and associated procedures. Additional notices need not be given and actual times or dates of planned sweeps need not be released in advance.
2. The Superintendent shall authorize the sweep. Immediately prior to the sweep, an announcement will be made for students and staff to ‘stay put’ in their classrooms while the sweep is taking place. Representatives from school administration shall accompany dogs and handlers while on school premises.
3. The Board shall be informed by the Superintendent of Schools that a sweep has taken place.
4. Parents shall be informed through the school’s mass communication system by the Superintendent of Schools that a sweep has taken place.

5. All school property which students have access to during the day, such as lockers, classrooms, parking areas and storage areas may be swept.
6. Individuals shall not be subjected to a search by dogs.
  - Dogs shall not be used in rooms occupied by persons except for demonstration purposes. The handler and representative from school administration will always be present with the dogs.
  - When used for demonstration purposes, the dog may not sniff any student and/or staff.
7. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, that locker or vehicle will be identified for later search. Upon completion of the sweep, the school administration will then search the identified property in the presence of a witness.
8. Searches that disclose evidence of misconduct shall result in disciplinary consequences in accordance with Board Policy.

***What Can Be Brought To School/What Should Not***

It is each student's responsibility to care about the school and to keep it clean and safe, with a focus on learning.

- Gum is not permitted in school, unless permission has been given by the teacher and/or bus driver.
- Personal pagers/beepers, cellular telephones, and other electronic communication devices should not be brought to school.
- Personal electronics such as tablets, ipods, cell phones, headphones, and other electronic toys are not allowed to be used in school. Some bus drivers allow students to have and use these items on the bus rides. They need to be put into backpacks before leaving the bus and may not be taken out until you return to the bus at the end of the day. If you decide to bring these items to school, it is at your own risk and the school is not responsible for any

electronic item lost or stolen at school.

- Trading cards (Yu Gi Oh, Pokemon, sports related) are allowed on the school bus or at school, but cannot be traded. If you decide to bring these items to school, it is at your own risk and the school is not responsible for any lost or stolen items.
- Any items confiscated from a child at school can be picked up by a parent after school or may be given to you at the end of the day by the teacher.

### ***Recess Behavior Expectations***

Rules have been established to maintain a safe playground for your children. Teachers will review these periodically with the students. We request that you also review them with your child.

The following are NOT permitted:

- Contact sports
- Handheld electronic games, cell phones or other technological equipment
- Trading of cards (Yu Gi Oh, Pokemon, sports related)
- Hard balls, bats, hard plastic toys (such as frisbees)

Use of equipment & playground:

- Children should be seated forward on slides (not standing, on stomachs, or backwards)
- No climbing up slides
- No flipping over bars or rails
- Take turns, one at a time on equipment
- No handling of gravel or rocks
- Keep hands, feet, and objects to self
- Use appropriate language

### **During Winter Weather:**

Appropriate attire is necessary for winter playground use (jacket,

boots, gloves, hats, etc.) as to avoid students being kept inside during recess. During severe weather, administration will cancel outdoor recess and limit it to indoor only. Using the Child Care Weather Watch guidelines include the following:

- Temperatures 20 degrees fahrenheit\* and above, students will attend outdoor recess for the full recess period.
- Temperatures 15- 20 degrees fahrenheit\*, students will go outside for 10 minutes of recess and spend the remainder of recess indoors.
- Temperatures below 15 degrees fahrenheit\*, students will remain inside for recess.

*\*This is a “RealFeel” temperature from Accuweather.com, which combines the temperature and wind chill factor to indicate what the weather actually FEELS like!*

### **Dress and Grooming**

The tone or atmosphere of a school is affected by the overall appearance of the student body. However true it may be that one's appearance is a personal choice, it is, nevertheless, the responsibility of the school to maintain reasonable control over the general atmosphere. First and foremost, the way a student chooses to dress should not present a threat to the health and safety of self and others. Proper dress is a common sense issue. For this reason, the following guidelines are established for the guidance of both parents and students:

- Students should maintain good grooming at all times. This is necessary for personal and group health.
- Health and safety factors must be considered when choosing school attire.
- All coats should be labeled with the child's name to prevent loss.
- Footwear should be appropriate for a child to run and play safely. “Flip-flops” sandals and shoes with heels should not be considered safe.

- Appropriate footwear for P.E.: Rubber soled sneakers should be worn for all gym classes.
- Roller skate sneakers are not acceptable.
- Your clothing is expected to be clean, modest, and tidy.
- You may not wear clothing or accessories which are rude, vulgar, unsafe, illegal, or disruptive to the educational process. This includes T-shirts or hats that advertise alcohol, drugs, cigarettes, or which contain inappropriate scenes or messages.
- Clothing that is fitting for the beach is not appropriate. Exposed torsos are not acceptable. Baggy pants that expose undergarments, short shorts, midriff tops, muscle shirts, spaghetti straps are not allowed.
- Head wear (hats, sweat bands, bandannas) or hoodies up shall not be worn in school except when endorsed by the school for “spirit days”.
- Chains and chained wallets are not allowed.
- Outerwear (jackets and coats) are to be kept in lockers or in homerooms. Book bags and backpacks are also to be kept in lockers or in students’ homerooms.

A student who is wearing inappropriate clothing may be asked to call home for a change of clothes, be given a clean article of clothing to cover the present clothing, or asked to turn it inside out for the day and will be requested not to wear it again.

### ***Fire/Evacuation/Lockdown Drills***

For the protection and safety of all persons, it is imperative that all students and staff leave the building walking in single file. This exit should be done quickly and quietly; without running. Evacuation drills will be held regularly.

School evacuation instructions are posted in every classroom and should be followed exactly.



There are two levels of evacuation drills.

Level 1 / A Level 1 drill is similar to a fire drill in that the children and adults leave the building and go to a designated area a safe distance from the building.

Level 2 / A Level 2 drill is an evacuation that necessitates the children and adults moving to another location away from the building and surrounding area. The Level 2 designated area for GES is the high school unless otherwise indicated by the school administration.

A lockdown drill is a practice in case there is a situation where there may be a possible threat to the welfare of the students and staff. In a lockdown drill, an announcement is made over the intercommunication system and all students move quickly and quietly to a classroom that is then locked from the inside. The students and staff remain quiet in the classroom until a clear signal has been given.

### ***Harassment***

You want your school to be a fair place where people treat each other with respect. Harassment or hazing of any kind will not be tolerated. This includes “picking on” other students or staff members and name calling. Racial or religious language meant to insult others is forbidden.

Sexual harassment is illegal. Sexual harassment means unwanted sexually-oriented words or actions that hurt or humiliate people. It is behavior or words that:

- are directed at a person because of his/her gender,
- are uninvited, unwanted, and unwelcome,
- cause a person to feel uncomfortable or offended,
- create an environment that makes learning difficult, or
- may be repeated or may be very offensive on a one-time basis.

It doesn't matter how these words or actions are intended. They

are illegal and have no place in our school. If you are harassed in this manner, report it to the staff member with whom you are most comfortable and feel you can share a problem.

### ***McKinney-Vento Homeless Education Assistance Act***

School aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. (NCLB)

#### Your child(ren) has the right to:

- Public notice of the educational rights of homeless children is disseminated on request where such children receive services.
- Homeless children & youth are identified by school personnel and through coordination with other agencies.
- Homeless children enroll in and have a full opportunity to succeed in school.

Please contact Griswold Schools' Homeless Liaison, Kelsey Hallock (GES Social Worker) at 860-376-7610 for more information.

### ***Medications***

Medication for students needing medication during the school day must be brought to the nurse's office by the parent/guardian. Connecticut State Law requires a statement on file in the nurse's office signed by physician and parent, describing medication, dosage, and possible side effects. **All medications (including aspirin) must be kept by the nurse and distributed by her at the appropriate times.** All medication which needs to be given during school hours are given by the school nurse. In her absence the principal or teacher may administer medications.

DO NOT send medication of any kind in any amount to school with your child with instructions for him/her to "take it on his/her own." The student will not be permitted to assume this responsibility. If your child must receive medication during school hours, please abide by the following:

- An order from the doctor must be completed and signed. This must include the name of the medication, the dosage, and length of time to be given. No medication may be given without a written doctor's order.
- Medications must be in a pharmacy bottle labeled with:
  - the student's name
  - the name of the medication
  - what time it is to be given

### ***Nonresident Students***

Any request to attend GPS by any non-resident must be made formal in writing to the Griswold's Superintendent of Schools for consideration (BOE Policy).

### ***Photographing Students***

As part of the registration packet each year, parents are asked to sign permission forms for your child to be photographed as part of our school activities and events. These pictures are only used internally in the school. For any consideration outside of the school, we will contact the parent first. Classroom volunteers or other adults should not take pictures of students in the class. This is to protect each child's right to privacy.

### ***Pledge of Allegiance***

"Each local and regional board of education shall develop a policy to ensure that time is available each school day for students in the schools under its jurisdiction to recite the Pledge of Allegiance." The Pledge will be at approximately 8:55.

### ***Report Cards***

**Standards Based Reporting.** Standards are the learning and developmental expectations each student is expected to achieve by the end of the school year. For example, a second grade

standard may include "writes in complete sentences." This is one of many different standards that are included under the Language Arts, or English, category. Students are graded based on their progress in reaching this standard. Grades K, 1, 2, 3 and 4 students will receive report cards each trimester (3 times per year). For trimester 1 and 2, the report cards are emailed. Please be sure that the main office has the most up to date email. For trimester 3, report cards will be sent home with your child on the last day of school.

### ***Student Assessments***

Report cards will be issued three times a year for students. They are a record of the student's academic progress as well as an indication of conduct and effort. Benchmark reading assessments are given to students in grades K-4. These assessments are given to students in the Fall, Winter, and Spring. The State of Connecticut has developed the Connecticut Benchmark Assessment System (CBAS). GES will use this system to assess student growth and determine instructional focus for students in grades 3 and 4. In addition, students in grades 3-4 will also participate in the Smarter Balance Tests. Based on the new common core state standards, these computer adaptive assessments and performance tasks are administered in the last 12 weeks of the school year in English language arts(ELA)/literacy and mathematics. They are designed to provide valid, reliable and fair measures of students' progress toward and attainment of the knowledge and skills required to be college and career-ready.

### ***Retention/Promotion***

- Retention is only considered when all avenues for encouraging student growth have been exhausted. Parents will be kept informed of student achievement and will be notified if retention becomes a consideration for their child.

- When retention does become a consideration, a parent conference will be arranged by the teacher. This will allow an open dialogue about the child's progress, attitude and abilities as well as a time to assess the advantages and disadvantages of retention.
- The final decision concerning student retention shall be a collaborative one between the parent, classroom teacher and the administration. Parental and support staff opinions will serve as primary criteria in the decision making process.

### ***Smoke Free Environment***

The Griswold Public School campus is a designated smoke-free zone. Smoking is prohibited in school, on school grounds, at school-related or sponsored events, or on school buses. Further, you may not be in possession of cigarettes or any other tobacco product in school. You are also not to be in possession of a lighter or matches in school or on school buses.

### ***Student Nutrition*** **(Student Wellness Policy)**

The Griswold Board of Education recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

### ***Celebrations/Birthdays***

Birthday and other celebrations are acceptable and fun! **In order to avoid hurt feelings, we ask that you do not request or send birthday invitations through the classroom teacher.** If you

choose to invite all students and/or have made specific arrangements with the teacher this is of course acceptable. If you would like to bring food into the classroom as part of the celebration, families are requested to bring in healthy choices that will make a positive contribution to children's health. They are also recommended to be short of duration, as determined by the classroom teacher. **It is important to have a conversation with your child's teacher prior to the celebration and ensure that students with specific food allergies will not be at risk.**

Some ideas are listed below:

#### Healthy Food Choices for Classroom Celebrations

- Low-fat or nonfat plain or flavored milk, 100% juice, water, flavored/sparkling water (without added sugars or sweeteners), sparkling punch (seltzer and 100% fruit juice)
- Pretzels, low-fat popcorn, rice cakes, bread sticks, whole wheat crackers, graham crackers, animal crackers
- Fruit smoothies (blend berries, bananas and pineapple)
- Dried fruits (raisins, cranberries, apricots, banana chips), 100% fruit snacks
- Veggie trays with low-fat dip, celery and carrots with peanut butter and raisins
- Fresh fruit assortment, fruit and cheese kabobs, fruit salad, fruit with low-fat whipped toppings
- Low-fat ice cream, yogurt, sherbet
- Low-fat muffins

#### Non-Food Ideas for Classroom Celebrations

- Read a book to the whole class
- A pencil, pen or eraser for each child
- Arts and crafts activity with the class
- Play a game with the class
- Volunteer in the classroom

## **HOMEWORK/NIGHTLY READING GUIDELINES**

Each grade level has specific homework policies. Please follow the guidelines communicated by your classroom teacher. All students should read for 20 minutes each night. Our youngest students that are still learning to read can count time being read to by an adult as 20 minutes of their nightly reading.

### ***Using the Student Planner (Grade 4)***

At the beginning of the school year, each student in grade 4 receives a homework planner. Feedback from parents has told us that they see the use of the planner as one of the best ways to communicate back and forth with their child's teacher. Students should always use their planners. Parents should check their child's planner every day. If the student has difficulty with consistently completing homework, the parent should check and sign the planner every day. It is also important to let your child know that even if a homework assignment is finished in school that day, it should be brought home for a parent to check.

- If a student seems to have too much homework on a given night, or if the student doesn't understand how to do an assignment, the parent should write a note to the teacher in the planner.
- When a student finishes an assignment, check it off in the planner. That way you know what has been done and what is left. Long term assignments should be spread out and not left to the last minute.
- If there is no homework in a particular subject area, the student should write "NO HOMEWORK" for that subject in the planner. Leaving a blank space often creates confusion.

### ***Work Missed Due to Absence***

- If a child is absent for one day, let the child rest so s/he is ready to come back to school the next day. Also, please make sure your child has completed the work that is due the day s/he is absent. With a one-day absence, the student will have sufficient time to make up the work once s/he returns to school without penalty. The teachers are flexible on the amount of time to make up the work, depending on the assignment. With a one day absence, parents do not need to contact the school to request the missing homework.
- If a student will be absent for longer than one day due to illness, homework can be requested. If a student is absent, the child should check with the classroom teacher to find out what has been missed.
- Parents are discouraged from taking extended vacations during the school year as it disrupts the educational process for their children. If parents decide to take an extended vacation during the school year, please let the school office and the child's homeroom teacher know as soon as possible. Teachers will not put a packet of work together for the child to complete during the absence. They will, however, give parents an overview of what the child will be missing so the parent can take the responsibility to help the child keep up with the rest of the class.

## **PROGRAMS and SERVICES**

### ***Building Use***

The building is available to community members for use M-F during the evening. Parties interested in using the facilities should contact Melissa Russell at 860-376-7674 for more information. Please note that all school functions take precedence over community use. These forms may be picked up from the central office.

### ***Counseling & Support Services***



Support services are available to all students in the school based on individual needs. These services include individual counseling, group counseling, and agency referral and related services. Parents may contact the following staff for specific concerns at 860-376-7610 to make an appointment:

- School Counselor: Jessica Simoneau
- Social Worker: Kelsey Hallock
- School Psychologist: Steven Wasilewski

### ***GES Character Traits***

One of the primary focus areas at GES lies in character development through the support and education of our students to become good people. The foundation of this development is found in our character traits, which are **honesty, care, respect** and **responsibility**. These are the traits that members of the GES community (staff, students & parents) are encouraged to “live by” both inside and outside our school walls.

#### **HONESTY**

I will

- ❖ tell the truth at all times.
- ❖ keep my word.
- ❖ earn the trust of others.
- ❖ stand up for my beliefs about right and wrong.
- ❖ not spread rumors about people.

#### **CARE**

I will

- ❖ show kindness and compassion towards others.
- ❖ be sensitive to the well-being of others.
- ❖ help others.
- ❖ learn to work together with everyone, not just some.
- ❖ listen to others and try to understand what they are saying and feeling.
- ❖ learn to resolve conflicts with others.

## **RESPECT**

I will

- ❖ treat others the way I want to be treated.
- ❖ value the worth of each person, including myself.
- ❖ be courteous and polite.
- ❖ be accepting of others.
- ❖ show pride in my school building and concern for my environment.

## **RESPONSIBILITY**

I will

- ❖ do what is right.
- ❖ do my best.
- ❖ keep trying and never quit or give up easily.
- ❖ accept responsibility for my actions.
- ❖ set a good example.
- ❖ learn from my mistakes. We all make them.

## ***PTO***

The PTO is very active at GES. Meetings are scheduled on the second Tuesday of each month at 6:00 in the Library. PTO representatives can be contacted through email at [GESPTO@griswoldpublicschools.org](mailto:GESPTO@griswoldpublicschools.org) for specific questions.

## ***School Family Community Partnership (SFCP)***

A very productive grant supported organization that has been active in the Griswold school district for a number of years, this group works very closely with the PTO and the school and has as its focus the following six standards: parenting, communicating, volunteering, learning at home, decision making, and collaborating with the community. If you would like to attend the meetings they are scheduled the 4<sup>th</sup> Wednesday of the month from 3:30-4:30 in the GES Media Center.

## ***Student Incentives***

### **1. Student of the Month:**

Every month, each classroom teacher selects a student in his/her room who has done a particularly good job at representing and evidencing our character traits (honesty, caring, respect and responsibility). Student of the Month is defined by representation of the character traits and the concept of being a good person. Students who are selected receive a certificate and their picture/certificate is posted in our hallways. It is very common that teachers will select a different student each month. It is important to note that all of our students are consistently acknowledged for making good choices and evidencing the character traits through the classroom environment. The practice of Student of the Month has been put into place as an additional incentive and support for students. Each student will be recognized on the morning announcements.

### **2. Caught At My Best:**

This program allows staff additional opportunities to acknowledge students who have applied the character traits in a special way, whether it has been through a simple action or a more involved act. Students who are “caught” at their best receive a sticker for demonstrating one or more of the GES character pillars.

### **3. Bucket Fillers:**

All GES teachers read the book, “Have You Filled A Bucket Today?”, by Carol McCloud to the students at the beginning of the school year. Students are recognized individually and as a class for doing or saying kind things that fill someone’s “invisible bucket”. Bucket fillers help

make the world a better place to be!

***Student Match***

Students at GES are recommended for a BIG via a teacher, counselor, or other member of the GES community. The GES student (Little) is matched up with a GHS student (Big). Meeting times are arranged during school hours with minimum interruption to the school day. Contact the school counselor, Jessica Simoneau, if you would like more information at 860-376-7610.

