

Irving Elementary School

2019-2020 School Handbook




Irving Elementary School

Home of the Wildcats

9 Garden Place, Derby, CT 06418

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Principal: Aimee Misset

At Irving School We Show RESPECT

- For Ourselves
- For Other
- For Our School

Found online at:

[http://irving-derbyps.ss18.sharpschool.com/students_parent information/digital backpack](http://irving-derbyps.ss18.sharpschool.com/students_parent_information/digital_backpack)



Derby Public Schools Vision and Mission

The Derby Public Schools Board of Education developed the vision and mission for our District as part of a Community-based strategic plan developed adopted in 2012. The Board of Education will utilize the vision and mission in their decision making so that we support their achievement.

Derby Public Schools Vision:

“The Derby Public Schools Rigorously Prepares All Students For High Achievement And Success In A Competitive Society”

Derby Public Schools Mission:

“The Mission Of The Derby Public Schools Is To Team With Our Community To Provide All Students With A High Quality Education And The Tools Necessary To Compete And Succeed In A Diverse, Global Society.”

Derby Public Schools Values:

- Our Educators hold themselves to high standards of performance and behavior and value a relentless commitment to innovation and visionary leadership
- We value the cultivation of the whole child by ensuring a safe environment supporting the development of their individual character, abilities and talents
- We are committed to educating socially responsible citizens ready to function successfully and responsibly in a global community, by the fostering and nurturing of integrity, high expectations, accountability and collaboration
- We value a community that shares in every child’s development and we partner with parents to support our student’s learning
- We will establish clear goals, measure progress and take responsibility for results
- Our schools will be open, honest, and ethical by transparently sharing information with all stakeholders
- We believe that all children have the right to the best education that will allow them to succeed

Derby Public Schools Purpose:

- To provide each student with the skills and strategies necessary to their becoming successful, productive, responsible and respectful members of the community
- The Derby Public Schools exist to realize high levels of academic achievement and ensure the personal wellbeing of every child
- To unify the stakeholders in such a way as to provide high expectations, integrity, accountability and collaboration with the Public School System

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Budget Hearings/Process

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Staff Directory

Principal: Aimee Misset

Dean of Students: Marc Russo **Interim Supervisor of Special Education:** Stacey McCoart

School Secretary: Holly Oraziatti

Office Para: Alexis Young

Nurse: Taryn Christiani

Kindergarten

KC - Jamie Carey
KS – Barbara Sobolisky
KR - Racheal Raucci

Grade 1

1H – Kaliee Hyde
1M – Stacy Mullenax
1B - Nicholas Bartoli
1T/M – Cathie Marrantino

Grade 2

2V - Heather Ventura
2L – Candace Lebel
2M – Tiffany Montesione

Grade 3

3U - Ivory Urban
3D – Heather Dulka
3V - Jori Valenti

Grade 4

4K - Edward Kapusta
4C - Edwin Croft
4S - Holly Smith

Grade 5

5N - Jacqueline Nathman
5M - Stacy Mullenax
5C - Brianne Cronk

Resource

Karen Szilvasy
MaryJane Tokash

Pupil Services

Karen Ference – Psychologist
Kaitlyn Siena - Social Worker

ELL

Aracelis Cortes, Teacher
Elizabeth Perez

Unified Arts

Art - Bailey Bruce
Physical Education/Health - Christine Ortiz
Music/Band/Chorus - Jonel Lauver
Technology/STEM - James Wilkie
Library/Technology - Helen Thomas

Reading

Nicole Mastroianni
Keely Edwards
Math
Nicole Trimarchi

Learning Centers

Olivia Loughlin - ASD K-2
Amy Nelson - ASD 3-5
Michelle Estrella - BLC K-2
Monica Rowe - BLC 3-5
Elise Chambers - LC 2-5

Para-Educators

JoAnn Dobek (K)	Sherry Lia (4 / 5)	Joseph Burgos (LC)	Nikki Stockmal (BLC 3-5)
Carrie Colburn (K)	Stephanie Melendez (1 / 2)	Mary Sokolowski (LC 3-5)	Alison Vargas-Mulia (LC K-2)
Rita Mammano (K)	Amber Davis (BLC K-2)	Vanya Orozco (LC 3-5)	Gessy Phyllius (BLC 3-5)
Missy Calvert (1 / 2)	Samantha Mahan (3 / LC 3-5)	Elise Campbell (LC 3-5)	Deborak Iqbal (BLC K-2)
Pam Stoll (1 / 2)	Judy DiCicco (3 / 5)	Sibel Arslan (LC K-2)	Danielle Martinez (3 / 4)
Bonnie Tillotson (1)	Stacey D'Angelo (4 /5)	Nina Dumas (LC K-2)	
Danielle Ardisi (BLC 3-5)	Nichole Peckingham (LC K--2)		

Tutors

Janice Marcucio - Math	Peggy McEnerny -Reading
Kay Balionis -Math	Marie Flynn -Reading
Cynthia Figuly - Reading	Emily Riordan -Reading

Custodians

Willie Alicea
Pat Balducci

Special School Events

This should include back to school night, book fairs, community days, cook offs, performances, spelling bees etc by Month and date if already established.

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 schools commemorating national holidays such as Veterans Day, Thanksgiving, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, and President's Day are encouraged. Irving School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. 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. An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate "Moment of Silence" and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

Health Services and Guidelines

Healthcare

The School Nurse's office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the School Nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The School Nurse is available to parents and students for conferences regarding health issues.

Parents of students requiring medication during school should contact the School Nurse. Special forms are required to permit the administration of medicine in school. They are available from the nurse. All medication must be in original container with proper labels. In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

Authorization of Medications

All prescription and over the counter medications are administered by the school nurse. In her absence, only the principal, or staff members who have been properly trained, may administer medications to students. **NO STUDENT MAY SELF-ADMINISTER ANY MEDICATION WHILE AT SCHOOL.**

Prescription and over-the-counter medication must have a written order by a licensed physician, dentist or physician’s assistant. **Parents or a designated responsible adult must supply and deliver the medication to the nurse in the original container.**

Prescribed medication can only be given to and taken by the person for whom the prescription was written. The school nurse may only administer acetaminophen (aspirin-free pain reliever) with a doctor’s order. You must sign the emergency form that specifies the conditions under which it may be dispensed. These forms may be obtained from the nurse.

Guidelines

The following are suggested guidelines for the protection of the health of your child as well as all other children in school:

- If your child is ill during the night or complains of stomach pain, nausea, vomiting or headaches in the morning, please DO NOT send him/her to school to see the nurse. Keep him/her home. A student with fever should remain at home at least 24 hours after the temperature has returned to normal.
- The school nurse (or in her absence, the principal or lead teacher) may administer medication to a student ONLY with the written authorization of the attending physician and the written permission of the child's parent/guardian. Under no circumstances will exceptions be made.
- If you expect your child to be absent from school for 3 or more days, please notify the school nurse by phone or send in a note stating the cause.
- Injuries that occur at home cannot be taken care of by the school nurse.

If your child should have a communicable disease, please follow the instructions below. Other children of the family may attend school:

Chicken Pox	Exclude student for 7 days after appearance of first eruption or until all lesions are dry
Conjunctivitis (Pink Eye)	Exclude student a minimum of 2 days on medication with no discharge or a note from the doctor stating child is not infectious
German Measles	Exclude a minimum of 7 days or until well
Hepatitis, Mono	Student may return with a note from the Doctor
Impetigo, Ring Worm	Student may return only with a note from the Doctor and must cover area
Lice	Contact Doctor and advise school nurse so that source of infection can be investigated. Student must be excluded until treated.
Measles	Exclude student for minimum of 7 days after rash appears or until well
Mumps	Exclude student until all swelling disappears
Scabies	Student must have note from Doctor that they are under treatment and ready to return to school
Scarlet Fever, Scarletina	Exclude a minimum of 7 days if not treated and 24 hours therapy is started (penicillin)
Strep Throat	Exclude student 24 hours after start of antibiotic therapy
Whooping Cough	Student must stay home for 21 days from start of initial “whoop” Need note from Doctor to return. Other children may attend if immunized.

Required Immunizations

All students are required to be immunized against polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and hemophilus influenza B (HIB). A student may be exempt from the requirement if he/she presents a certificate from a physician certifying that such would not be prudent because of health reasons or that such would be contrary to the religious beliefs of the student.

PRESCHOOL (Children entering between 24-59 months of age)

DTaP: 4 doses

Polio: 3 doses

MMR: 1 dose on or after 1st birthday
Hep B: 3 doses, last one on or after 24 weeks of age
Varicella: 1 dose on or after 1st birthday or verification of disease
Hib: 1 dose on or after 1st birthday
Pneumococcal: 1 dose on or after 1st birthday
Influenza: 1 dose administered each year between August 1st-December 31st
(2 doses separated by at least 28 days required for those receiving flu for the first time)
Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

KINDERGARTEN DTaP: At least 4 doses. The last dose must be given on or after 4th birthday
Polio: At least 3 doses. The last dose must be given on or after 4th birthday
MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Hep B: 3 doses, last dose on or after 24 weeks of age
Varicella: 2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease
Hib: 1 dose on or after 1st birthday for children less than 5 years old
Pneumococcal: 1 dose on or after 1st birthday for children less than 5 years old
Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

GRADE 1 DTaP: At least 4 doses. The last dose must be given on or after 4th birthday.
Polio: At least 3 doses. The last dose must be given on or after 4th birthday
MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Hep B: 3 doses, last dose on or after 24 weeks of age
Varicella: 2 doses separated by at least 3 months-1st dose on or after 1st birthday; or verification of disease
Hepatitis A: 2 doses given six calendar months apart, 1st dose on or after 1st birthday

GRADE 2 DTaP/Td: At least 4 doses. The last dose must be given on or after 4th birthday.
Students who start the series at age 7 or older only need a total of 3 doses.
Polio: At least 3 doses. The last dose must be given on or after 4th birthday
MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Hep B: 3 doses, last dose on or after 24 weeks of age
Varicella: 2 doses separated by at least 3 months-1st dose on or after 1st birthday;
or verification of disease

GRADES 3-6 DTaP /Td/Tdap: At least 4 doses. The last dose must be given on or after 4th birthday.
Students who start the series at age 7 or older only need a total of 3 doses.
Polio: At least 3 doses. The last dose must be given on or after 4th birthday
MMR: 2 doses separated by at least 28 days, 1st dose on or after 1st birthday
Hep B: 3 doses, last dose on or after 24 weeks of age
Varicella: 1 dose on or after the 1st birthday; or verification of disease

Parent Support of the School by Volunteering/How

The Irving School PTA is a vital link between the school, community and the parents it serves. Parents are urged to join and take an active part in the PTA. Through the efforts of our generous PTA, our students have enjoyed field trips, cultural arts programs, Field Day, plant sales, high honors/honors breakfast and many other activities throughout the year. Your membership and participation will help the PTA continue to contribute to our school. The cost of dues is announced annually at the first PTA meeting.

Field Trips

Field trips are sponsored by the Irving School PTA and may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students 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. Removal of a student from participation on field trips for disciplinary reasons is at the principal’s discretion.

Parent Support of Their Student’s Education

Derby Schools recognize that parents are their child’s first teacher and we need you to continue your involvement to assist us in providing the best education possible for your child. Some ways you can assist include:

- Putting your child to bed early;
- Helping your child arrive at school on time;
- Ensuring your child completes homework assignments;
- Reading to or with your child daily or requiring dedicated time for your child to spend reading;
- Modeling kind and respectful behavior;
- Meeting and getting to know your child’s teacher;
- Letting your child know you have high expectations; and
- Asking your child what he or she learned in school today.

Parent Conferences

- Parents are encouraged to become partners in their child’s educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules. Dates and times for School Visitation Day and Parent/Teacher Conferences in November will be announced in the school calendar and via newsletter.

Parent Involvement/Communications

- Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Irving School has a website at <http://irving-derbyps.ss18.sharpschool.com/> on which can be found information regarding instruction, school-enrichment activities, school goals and photographs. A letter from the principal is sent home monthly. Staff may be reached by email or telephone. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

Parent and Derby Resident Support for the District

The Derby Board of Education meets monthly and welcomes all parents and residents to attend the meetings. The meeting schedule and location can be found at https://www.derbyps.org/district_calendar/board_of_education_calendar or by calling the Superintendent's office at (203) 736-5027. Each meeting begins with an opportunity for the public to speak and the Board welcomes you to bring your concerns, issues and solutions forward so that they are informed and can work to continue to improve our schools.

Budget Hearings/Process

One of the most critical times for the Board of Education is that when the budgets are being discussed and presented to the City's Board of Apportionment and Taxation. The Board of Education approves the budget necessary to fund the costs of educating Derby's children and then presents it to the Board of Apportionment and Taxation to include in the City of Derby budget. Discussions at these meetings can affect the resources available to the Board of Education and, ultimately the funding necessary to provide the education our children deserve. As concerned parents and residents, your attendance and opinion are necessary in the process. For meeting dates, agendas and minutes, please go to <http://electronicvalley.org/derby/govern/taxation.htm>.

School Hours

- Regular School Hours 9:00 A.M. -- 3:25 P.M.*
- Delayed Opening 11:00A.M. -- 3:25 P.M.
- Early Dismissal Days 9:00 A.M. -- 12:55 A.M.

***Students may not be dropped off prior to 8:45 A.M. as there is no adult supervision. (With the exception of those having breakfast. Breakfast students may be dropped off NO EARLIER than 8:30 and MUST be getting breakfast) Students will not be dismissed prior to 3:25 P.M. without a written note from parents or guardians even after special events.**

School Arrival/Dismissal

When students arrive late or leave early, they miss critical learning opportunities. (Please see article attached.) Throughout the remainder of the year, Irving School students:

- **Should not be dropped off prior to 8:45 a.m.**, as there is no supervision until that time.
- **Must be in their classrooms by 9 a.m.**, the start of school.
- **Are marked tardy after 9 a.m.** and miss important instruction.

- **Should be left at the front office if arriving after 9 a.m.** to avoid classroom disruptions.
- **Will not be released to anyone other than the parent/guardian/authorized individual** unless the principal or front-office staff is notified prior to 12 p.m. that day.
- **Will not be released for emergencies unless verified with the parent/guardian/authorized individual.**
- **Are dismissed from school at 3:25 p.m.** unless for emergencies.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without written permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. Further information regarding dismissal policies is available under Sec.5113 of Derby Board of Education Policies at <http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=derby>.

General Dismissal, Bus Dismissal and Conduct

- Walkers may not take the bus for any reason.
- A note signed by the parent/guardian must accompany any change in the normal dismissal procedure of a student.
- Any early pick-ups should be done by 3:00 p.m. as to avoid our dismissal procedure.
- People picking up your child must be listed on your emergency forms. ID will be requested when there is a change in the normal pick-up procedure.
- **No changes in a student's transportation procedure will be allowed without written notification to the teacher or a telephone call to the office prior to 12 p.m.**

Bus Dismissal

Bus students are dismissed from the school at 3:25 P.M. If it is necessary for a bus student to take another bus, a parent note must be sent to school with the student. Phone calls are not acceptable. The end of the school day is very hectic in the front office. So as to avoid any problems that may result from last-minute diversions from normal transportation routines: Exceptions will be made only for emergencies on a case-by-case basis. Bus transportation is provided to only one pick-up location and one drop-off location each school day for the year, unless other arrangements are approved. (For example: AM pick up at home, PM drop off at daycare.) If there is a permanent change in AM or PM bus procedures for your child, written notification is required. School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct. Disciplinary sanctions and

changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

Bus Safety Complaints/Procedures

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

Dismissal of Walking Students

Students who actually walk home will be dismissed with van students and be supervised by staff on duty.

Dismissal of Car Riders

Students will be picked up from the cafeteria door. Staff will communicate with each other to ensure the safety of students being picked up by a vehicle.

School Communications

We recognize that there will be questions from time to time and problems too. We urge our parents to contact the school/ teacher directly to discuss the problem so that it can be resolved quickly. If you are puzzled, worried or concerned about any school policy or your child's program, please contact the teacher. The principal can be involved if necessary, but all communication should begin with the teacher. The chain of command for resolving issues is as follows:

Teacher Dean Principal Superintendent Board of Education

Web Sites

School web pages must contain material that reflects on 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 or his/her designee will approve all material posted on the school's web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. The Irving School website can be accessed for information -- such as bus schedules, school and teacher websites, and the district school calendar -- via <http://irving-derbyps.ss18.sharpschool.com/> or through the Derby Public School website at www.derbyps.org. Each Irving School teacher is asked to maintain a classroom website.

Attendance

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent. 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 or seven years of age, upon signing an option form at the school district offices.

Absences

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between **8:00 A.M. and 10:00 A.M.** on the day of the absence by telephoning the school at 203-736-5043. If a call is not received by 10:00 A.M., an automated call will be delivered to the student's home asking for a call back regarding the absence. If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office.

Tardiness

Students who are not in their homeroom by 9:00 A.M. are considered tardy and must report directly to the office. A student who is repeatedly tardy may be considered truant. Students are late to school if they are not in their seats at the bell signaling the start of the first period class. If students arrive late, they must report to the office and sign in. **Students who accumulate excessive tardy slips will result in a parent conference with school administration.**

Truancy

A student with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant. Tests must be made up. Disciplinary action may include detention after school. Families of students with 10 or more unexcused absences in a school year, will be asked to meet with the teacher and principal. A student absent 20 or more days may be in danger of failing for the school year. The parents will be required to meet with the principal. If the parent of a child who is a truant fails to attend the meeting or to otherwise cooperate with the school in attempting to solve the truancy problem, a report may be filed with the state Department of Children and Families for educational neglect.

Vacations

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

Fire Drills, Lock Downs and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis-response drill (lock down) will be substituted for one of the required monthly school fire drills. Such drills will be planned and conducted with the local law enforcement agency. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

Visitors

Parents and other visitors are welcome to visit Irving School. All visitors must first report to the main office, sign in and wear an identification sticker. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action

to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Bullying and Cyberbullying

The Derby 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 Derby Board of Education that bullying of a student by another student is prohibited. A single incident, though it may warrant discipline, is not in effect a violation of this policy.

Bullying is defined as any overt act 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, at a school sponsored activity or on a school bus which acts are repeated against the same student over time.

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. This prohibition includes off school grounds bullying that impact the Derby schools and creates a serious disruption of the education process.

As required by state law, Irving School has created a Safe School Climate Committee, made up of staff, parents and students, which is responsible for fostering a safe school climate and addressing school bullying.

Cyber Bullying

The District's computer network and the Internet, whether accessed during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Conduct/Discipline

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location. Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will

be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school. For further information, please visit the District website at <http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=derby>

Irving School uses a school-wide behavior-supports plan, which is followed by each classroom teacher. (Teachers may also maintain their own behavior-rewards systems.) Our PBIS Team reviews classroom data on a regular basis. Students who consistently meet school expectations may be recognized our monthly celebrations. A student who violates the district's code of conduct shall be subject to disciplinary action. Irving School's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, out- of-school suspension, and expulsion. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. In addition, students with poor behavior data may be prohibited from attending field trips and year-end activities, such as Field Day. For further information, visit the District website at <http://z2policy.cabe.org/cabe/Z2Browser2.html?showset=derby>

Counseling

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the [social workers] and guidance counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development. School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

Child Abuse

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

Dress Code

Student appearance is an important element in creating a productive school experience. The Derby Board of Education maintains a dress code which states: **Student appearance should be neat and clean. Dress and appearance which cause a disruption of the educational process or present health and safety problems will not be permitted.** The following are inappropriate for ALL students to wear during the school day:

1. Pants, skirts, shorts or skorts of sweat, spandex material cannot be worn by the 7th through 12th graders. All pants or shorts shall be worn, belted or tied at the waist.
2. Tank tops, undershirts, tee-shirts as outerwear, halter tops, tube tops, bare shoulders and midriffs, transparent clothing, plunging, revealing or provocative necklines (front or back), sleeveless shirts or any other unduly revealing attire.
3. Clothes, which are torn, ragged or have holes.
4. Skirts, shorts, dresses or jumpers shorter than 4 inches above the knee.
5. Outer coats, windbreakers, hooded shirts, hats, scarves, earmuffs, bandannas, curlers, goggles or sunglasses are prohibited indoors.
6. Hooded shirts may be worn indoors provided the hoods are not used as head apparel.
7. Footwear which causes noisy distractions or which is unsafe or a health hazard and is not secured to the foot.
8. Jewelry or wallet/key chains that can be dangerous or distracting.
9. Beepers, cell phones, laser pens or other types of electronic devices which are not prescribed for instructional purposes.
10. No references to drugs, sex, alcohol or obscene remarks.

Exemption for all school-sanctioned uniforms on designated days by the administration

Search and Seizure

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Cafeteria and Food Service

Lunch begins at 11 a.m., starting with kindergarten. Lunch periods are 20 minutes in length and are spent in the cafeteria. No items purchased in the cafeteria (meals, fruit, bagged items, etc.) may leave the cafeteria, opened or unopened. **Per the cafeteria service company, no refunds shall be given.** Students who bring lunch to school may bring home any uneaten items in their lunchbox or bag. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. A lunch meal includes one entrée item, two sides and milk. All students may receive free breakfast and lunch starting in the 2019-2020 school year. No paperwork is required. Food and beverages offered for sale to students in the cafeteria will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale. In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic

reactions which may occur. Peanuts and other tree nut products are prohibited from school. (See “Food Allergy Management Plan” below.)

Food Allergy Management Plan

Irving School is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. The following procedures implement Board of Education Policy #5141.1: Food Allergy Management, adopted January 19, 2012 and revised May 17, 2012.

The Principal shall see to it that a copy of Board of Education Policy #5141.1: Food Allergy Management and this Food Allergy Regulation are distributed to all staff members, students and parents of students at the school. The parents of all newly enrolled students shall receive the Policy and the Regulation as a part of the registration process. All substitute teachers and other temporary staff members shall be informed of the Policy and this Regulation upon their employment.

Individualized Health Care Plans for Students:

Not later than April 15, 2012, the Principal shall see to it that an Individualized Health Care Plan and an Emergency Care Plan is developed and on file for every student in the school who has been found by his/her physician to have a serious or life threatening food related allergy. A written statement from the physician of each such student shall be kept on file in the School Nurse’s office. These plans are to be developed by the School Nurse, in consultation with the student’s parents, physician and teachers, and kept on file in the Nurse’s office.

Each Individualized Health Care Plan and Emergency Care Plan shall be developed by the School Nurse in keeping with the procedures and requirements set forth by the Connecticut Department of Education in *Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (2006)* (pages 25 through 27, and Appendix D, pages 53 through 63). The Nurse shall provide written notification to classroom teachers of all serious or life-threatening food allergies affecting students in their classrooms. This notification shall include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food or other materials or substances) the student is to avoid.

In the event of a suspected allergic reaction (where there is no known allergic history), the School Nurse and/or emergency medical personnel shall be contacted immediately. The Principal shall maintain in her/his office a list of all students in the school for whom Individualized Health Care and Emergency Care Plans are required. A copy of said list shall be provided to the Superintendent, who in turn shall see to it that the district’s transportation contractor alerts its drivers to the names of students with serious food related allergies.

Notice to Parents

The Principal shall see to it that all parents are aware of these procedures and invited to provide a physician’s note requiring the development of an Individualized Health Care and Emergency Care Plan. Strategies for informing parents of the school’s food allergy procedures may include use of the school newsletter, website and parent/student handbook. Information about Individualized Health Care Plans and Emergency Care Plans shall be included in the school’s student registration packet and procedures.

Pre-K through Grade 5 Only

Effective April 1, 2012, all nuts, peanut and nut-containing products are prohibited from the district's elementary schools, as well as food products produced in facilities where peanuts and nuts may have been present. This requirement pertains to any food or snacks that students and staff members may bring to school, as well as all items offered for sale in school cafeterias and vending machines. In addition, this requirement applies to all school related transportation and events, and to activities that take place on school property under the direction and sponsorship of outside organizations.

Principals shall see to it that printed signs stating that "No peanuts, nuts or nut-related foods are permitted in this school" are displayed prominently near all school entrances. Similar signs shall be posted on or near the hallway door of any classroom known to include a student with a serious allergy to peanuts, nuts or nut-containing products.

School staff members and employees of organizations that provide contract services to the district will not be expected to inspect student lunch boxes, backpacks or clothing for nut or peanut containing products.

Whenever a staff member becomes aware that a food product has been brought into the school in violation of this regulation, that staff member shall deliver the item in question to the Principal's office. The Principal shall remind the student or staff member who was in possession of the peanut or nut containing food product that such items are not permitted in the school. In the case of a student, the student's parents will also be informed. Parents shall be invited to retrieve the food in question at the end of the school day, after which it will be discarded.

A second violation of this regulation shall result in a personal meeting between the Principal and the student's parent or with the staff member, as the case may be. The third violation shall result in a personal meeting to include the Superintendent, the Principal and the parent or staff member. In the case of a staff member, a third violation of this regulation shall also result in a written disciplinary warning. Further violations by a staff member may result in disciplinary action by the Superintendent.

Other Foods

Whenever food or treats are brought into school for a classroom of students, the food shall be "store bought" and shall be accompanied by a product label so that it can be checked by a school staff member for compliance with the Board policy prior to being distributed to students.

With the exception of food that families send to school for their own children, no homemade food products shall be brought into the school during regular school hours. Homemade meals may be provided at after school events with the written permission of the school principal. Under such circumstances, the principal shall inform the provider of the food that the food's ingredients may not include peanuts, tree nuts or nut-related products. The provider of the food shall provide a written list of all ingredients in the meal, to be displayed at the point of service.

The district's facilities-use forms shall be modified to inform outside users of the elementary school buildings of the ban on peanuts, nuts and nut related food products. Outside users who violate this ban may be denied further use of school facilities.

The Superintendent shall work with the district's school transportation contractor to assure that school bus drivers serving the district's elementary schools are aware of the ban on peanuts, nuts and nut related products. Drivers who take note of any such products shall collect the items in question and forward them immediately

to the Principal along with a brief written note. The Principal shall take possession of the items in keeping with this Regulation.

The Superintendent shall communicate with the district's food services provider regarding enforcement of the ban on peanut, nut and nut-related products.

Snacks

Some teachers provide time for a snack in the classroom during instruction. Students may bring a snack from home following the district guidelines (See "Food Allergy Management Plan" above). Families are prohibited from purchasing "fast food" from outside vendors to bring to school for their students.

Green Cleaning Programs

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information. "No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law). For more information, visit the District website.

Special Programs

The district provides special programs such as but not limited to bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. Students will also be assessed as to the need of a Sec. 504 plan. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. 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. Parents will be informed regarding the use of scientific, research-based interventions.

Promotion, Retention and Placement

A student shall be promoted from one grade to the next on the basis of academic performance. Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with

the school principal. Preliminary discussions regarding retaining shall begin with the family sometime after the second report card is issued in late January.

Reading (Remedial)

Irving School uses a three-tier reading (Tier I, Tier II and Tier III) model that monitors student progress with different intensity of intervention. This means there are different levels of intervention, based on the needs of the student. The level of intervention increases in intensity if a child does not respond to instruction. It is called Response to Intervention (RtI), and it allows teachers and reading specialists to identify struggling students early and provide appropriate instructional interventions. Early intervention means more chances for success and less need for special education services. There are several essential and necessary components of which families should be aware: 1) All children receive research-based reading instruction in the general education classroom; 2) All students are screened to determine if they are “at risk” of being poor readers; The progress of “at risk” students is monitored regularly to determine if they are benefiting from instruction; 3) Parents are made aware of students placed in Tier II and Tier III.

Report Cards

Students are given a number of standardized tests to assess student learning. The Smarter Balanced Assessment Consortium (SBAC) will be administered starting in March to students in grades 3 through 5. It is important that students be well rested and on time for the tests. Make-ups are given to students who are absent, but students benefit from the testing atmosphere of the classroom. It is to the student’s advantage to take the test with the rest of the class. Screenings and individual diagnostic testing may be recommended should we believe that these would be helpful to better assess a student’s progress.

Teacher conferences and report cards should give the best indication of student achievement. Midway through the marking periods, progress reports are issued to all students in grades K-5. This is especially helpful for students whose grades are “at risk” and will allow the student sufficient time to get the help needed to raise his/her grades. Progress reports are given to students to bring home. Parents are asked to sign and return a copy to the teacher. Parents should feel free to bring concerns about their child’s progress to their teacher.

Dates for the issuance of report cards will be communicated on the school calendar, which is sent home each month.

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student’s work in school. Homework is meant to provide instructional practice for students and to reinforce what was taught in the classroom. As such, teachers will not provide homework for students who are out of school for reasons other than verified illness, including extended vacations. Each grade level has a clear and consistent homework policy, which will be made available by your student’s teacher.

Honors/Awards

Irving School is proud to recognize those students who meet high academic, behavior and attendance standards. Students who receive all A's or A's and B's and no checks in behavior achieve High-Honor or Honor Roll status. Students who have earned honors have their names listed in the local papers shortly after report cards are issued after the close of each marking period. Certificates for these honors are distributed during an end-of-year ceremony to which families are invited.

Limited English Proficient (LEP) Students

Parents of students tested for Limited English Proficiency (LEP) will be notified within 30 days of their child's testing results and possible placement in the program. English Language Learners (ELLs) placed in a language instructional program will be sent a parent consent letter including test results, a description of the program, mastery standards and the parent's rights to remove their child from the ELL 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. Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language pull-out programs and/or in school homework assistance and tutoring. Students will stay in the ELL program and tested annually until they reach the Connecticut ELL mastery standards.

Library

Students are invited to use the books in the library. Students are responsible for any material they sign out. Materials must be returned to the library clerk. Students must pay for any materials they lose or damage.

Property 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 and textbooks. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker. Students should not attempt to repair school equipment but should notify 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 (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

Textbook Care and Obligations

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

grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. New students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment. The District reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material. Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

School District Records

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The (Superintendent) is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. The parent or student's right of access to, and copies of, student

records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

The District will release to the PTA addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

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

Transfers and Withdrawals

Students withdrawing from school must notify the office at least one week in advance of their last day. At that time, parents or guardians will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form. Records cannot be forwarded until all materials have been returned.

Lost and Found

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the teacher or the main office.

Telecommunication Devices

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. The principal will confiscate items of this nature. Camera cellphones are not permitted to be used during the school day and in areas where there is an expectation of privacy.

Special School and Community Resources

Call 211 for Resources.....www.211ct.org or dial 211

Our database contains information for over 4,600 health and human service providers and 48,000 service-sites to help meet your needs.

Parent Child Resource Center.....ljassell@pcrc.org or (203) 954-0543

The Parent Child Resource Center is committed to providing compassionate guidance and assistance to children and their families so that they might develop to their fullest potential and make our community stronger.

Derby Youth Service Bureau.....jsaccu@gmail.com or (860) 883-7476

The Bureau's intention is to make services and programs available to all youth of the city and to provide positive experiences, which help to identify with productive interests to guide our youth toward a more meaningful and engaging life.

Derby Head Start, School Readiness, Child Care...dmorgan@teaminc.org or (203) 734-8609

Provides child care and preschool programs that are subsidized by either State or Federal funding. Sliding scales are available for both the school readiness and child day care programs.

Derby Libraries.....derbypubliclibrary.org or (203) 736-1482
derbynecklibrary.org or (203) 734-1492

Both libraries offer a variety of programs for children and families.

Parks and Recreation.....www.electronicvalley.org/derby/rec/ or (203) 736-1450

Offers summer programs, softball, little league and open gyms

Naugatuck Valley Health District.....nvhd.org or (203) 881-3255

Provides Healthy Home assessment, Asthma programs, Lead abatement, Health Insurance for children under 3 and WIC

Valley Family Resource Center.....awilliams@teaminc.org or (203) 736-5420

Provides families with resources and workshops to assist with parenting. Also offers play groups for children. Located at 30 Elizabeth Street in the TEAM office.

Valley Kids Belong.....ljassel@pcrc.org or (203)954-0543

We provide support directly to children, parents, and families in order to build social/emotional skills and improve family and community relationships. Valley Kids Belong offers afterschool programs, summer programs, Families and Schools Together (FAST), and Triple P Positive Parenting Programs.

Receipt of Irving Elementary School
Parent Handbook

I, _____ have received
(Please Print Parent Name)

Irving Elementary School's Parent Handbook.

I have read and discussed procedures and consequences as described in the Parent Handbook with my child/ren

Please note the following key points addressed in the handbook, as they are vital to student safety.

- Toys should be kept at home, however we know sometimes students will put things in their backpacks or pockets. It is important that parents monitor what students bring to school and discuss the importance of not bringing any toys that could be perceived as a weapon. Any toy that resembles a weapon (regardless of color or style) will be treated as a facsimile weapon per our Discipline Matrix, which can be located online at _____
- Any changes to dismissal must be received in writing. In the case of an emergency, we can accept a dismissal change by phone, but note that we will need to verify the identity of the caller and the person picking up the student. No students will be dismissed from the office after 3:00. Dismissal is a busy time and the office needs to be able to attend to staff and student issues.
- We are a nut free school. This includes not only peanut, but all tree nuts. This is for the safety of students with severe allergies.

(Child's Name)

(Parent Signature)

Please sign and return to school by 9/20/19. Thank you!