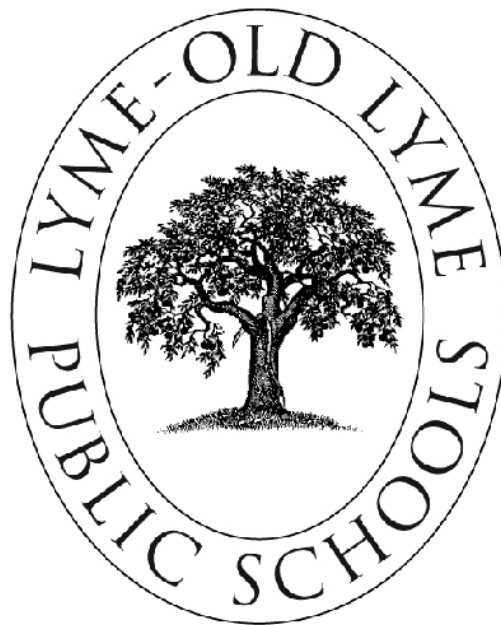


# LYME-OLD LYME PUBLIC SCHOOLS

*“Impassioned with Pride and Purpose”*

## ELEMENTARY SCHOOLS OF REGIONAL SCHOOL DISTRICT #18



## STUDENT/PARENT HANDBOOK 2009-2010

## LYME-OLD LYME PUBLIC SCHOOLS

**Regional School District #18  
Old Lyme, Connecticut 06371**

### GENERAL INFORMATION

<b>Central Office</b>	Elizabeth Osga, PhD, <i>Superintendent</i>	434-7238
	Nancy Johnston, <i>Director of Special Services</i>	434-0487
	Beth Borden, PhD, <i>Director of Curriculum and PD</i>	434-7238
	John Rhodes, <i>Director of Facilities</i>	434-8182
	Lynn Warren, <i>Business Manager</i>	434-7238
<b>Center School</b>	Christopher Pomroy, <i>Principal</i>	434-7838 x 3002
<b>Mile Creek School</b>	Patricia Downes, <i>Principal</i>	434-2209 x 3201
<b>Lyme School</b>	James Cavalieri, <i>Principal</i>	434-1233 x 3401
<b>Food Services</b>	<i>Chartwell Food Services</i>	434-1652 x 1015
	Tina Bannister, <i>Director</i>	
<b>Bus Contractor</b>	<i>First Student Transportation</i>	526-5833
	Prospect Street	FAX 526-1186
	Chester, CT 06412	
	Nancy Antone	434-1641
	9 Jadon Drive	
	Old Lyme, CT 06371	

### STEPS IN COMMUNICATION

**For lunch menus, district policies, school cancellations, calendar of events, student forms and other pertinent information, please access the district website at: [www.region18.org](http://www.region18.org)**

Channels of communication have been established by the Board of Education and, in order to avoid any misunderstanding, concerns of parents or residents should be made in the following sequence:

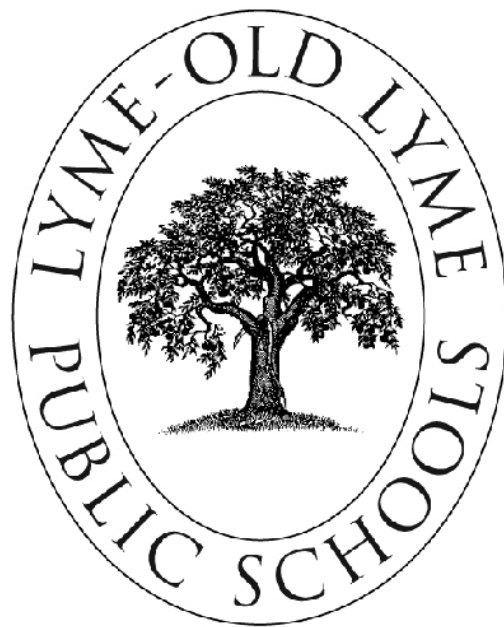
**TEACHER ► PRINCIPAL ► SUPERINTENDENT**

Members of the Board will refer individuals to: Superintendent of Schools, 860-434-7238

# LYME-OLD LYME PUBLIC SCHOOLS

*“Impassioned with Pride and Purpose”*

## ELEMENTARY SCHOOLS OF REGIONAL SCHOOL DISTRICT #18



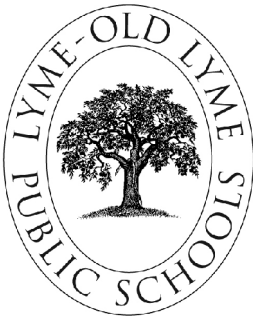
## STUDENT/PARENT HANDBOOK 2009-2010

### **Mission Statement**

Five small schools with one big idea: to create and nurture the passion for lifelong learning. Exemplary educators, comprehensive curriculum and quality facilities empower all students to realize their potential and become responsible citizens of the world. Excellent schools build a strong community; excellent learners ensure a bright future.

## TABLE OF CONTENTS

<b>A Message from the Principals</b> .....	1
<b>School Day</b>	
• Arrival and Dismissal .....	2
• Change in Dismissal .....	2
• Public Library .....	2
• No School/Early Dismissal Closings .....	2
<b>Attendance</b> (Policies #2120 and #2130) .....	3
<b>Transportation</b> .....	4
<b>Conduct and Discipline</b>	
• General School Rules .....	5
• School Safety and Violence Prevention .....	5
• Substance Abuse (Policy #5130) .....	5
• Harassment (Policy #2610) .....	6
<b>School Rules and Violence Prevention</b>	
• Dress and Grooming .....	7
• Hats .....	7
• Items to Stay at Home .....	7
• Lost and Found .....	7
• Use of Telephone .....	7
• Publishing Photographs and Student Directory .....	7
• Internet Access (Policy #3140) .....	8
• Lunch .....	8
• Field Trips .....	8
• Bicycle .....	9
• Fire Drill .....	9
• Textbooks/Library Books .....	9
• Homework .....	9
<b>Curriculum and Assessment</b>	
• Curriculum .....	10
• Testing/Grading & Assessment Policy #3340) .....	10
• Reporting to Parent/Guardian(s) .....	10
• Student Records .....	10
• Student Opportunities .....	10
<b>Special Services</b>	
• Special Education .....	11
• Section 504 .....	11
• Young Scholars Program .....	11
• Remedial Programs .....	11
• Health Services (Policy #2625) .....	11
<b>Health Emergency Procedures and Medication Administration</b>	
• Medication .....	12
• Accidents in the Homes or Off School Premises .....	12
• When a Child Should be Excluded from School .....	12
<b>Parent/Guardian(s) and Community Participation</b>	
• PTO .....	13
• School Volunteers .....	13
• School Visitors .....	13
<b>Calendar for 2006-2007</b>	



## **A MESSAGE FROM THE PRINCIPALS**

Dear Students and Parents,

Welcome to the Lyme-Old Lyme Public Schools, also known as Regional School District #18. The purpose of this handbook is to inform you of the regulations and district policies of our school system, as well as to make you aware of the services that have been developed to provide educational opportunities for all students.

Our school district has three elementary schools that have been newly renovated. Lyme Consolidated School serves students in the town of Lyme, kindergarten through grade five. Mile Creek School is a primary school for students who reside in Old Lyme, kindergarten through grade two. It is also the site of the district's preschool program. Center School is an intermediate elementary school for Old Lyme students, grades three through five. All three schools pride themselves in creating learning environments that ensure successful learning for all students.

We believe that success begins with understanding, both ours and yours. For this reason, ongoing communication between home and school is highly valued. In addition to postings on the school website, school notices and newsletters will be sent home regularly to supplement the information found in this handbook. We encourage you to contact us if you have any questions or concerns.

We truly appreciate the strong support of education demonstrated by the citizens of Lyme and Old Lyme. We thank the parents of these two wonderful communities for being partners in the education of our precious children. Together, we believe we can make dreams come true!

Respectfully,

James Cavaliere  
Principal  
Lyme Consolidated School

Patricia H. Downes  
Principal  
Mile Creek School

Christopher Pomroy  
Principal  
Center School

## SCHOOL DAY

**ARRIVAL and DISMISSAL  
CHANGE IN DISMISSAL  
PUBLIC LIBRARY  
NO SCHOOL/EARLY DISMISSAL/EARLY CLOSINGS**

	<b>ARRIVAL</b>	<b>DISMISSAL</b>	<b>EARLY DISMISSAL</b>
<b>CENTER SCHOOL</b>	<b>8:30 A.M.</b>	<b>3:00 P.M.</b>	<b>12:00 Noon</b>
<b>LYME SCHOOL</b>	<b>8:40 A.M.</b>	<b>3: 10 P.M.</b>	<b>12:10 P.M.</b>
<b>MILE CREEK SCHOOL</b>	<b>8:45 A.M.</b>	<b>3:15 P.M.</b>	<b>12:15 P.M.</b>

\*Students are tardy if they are not in school by the arrival times.

\*All students are dismissed to their assigned bus unless prior arrangements have been made. If you are picking up your child, you must send a note to school and wait in the designated area.

### **Change in Dismissal**

Each time a change in the normal dismissal routine is made, please send a note to school. This includes participation in after school programs, including, but not limited, to CCD. **Please, refrain from calling the school to make transportation changes during the school day unless it is an emergency.**

### **Public Library**

If your child is walking to the public library after school, please send in a note.

### **No School/School Delay Announcements**

Announcements will be made on the following stations during the early morning hours:

**WLIS 1420**

**WTIC 1080**

**TV Stations Channel 3 and 8**

**Website:** [www.region18.org](http://www.region18.org)

Parents are expected to decide whether or not they wish their children to go to school in inclement weather, if the schools are in session. If, in the opinion of the parent, the child's health or safety is in jeopardy, the parent has the privilege and responsibility of keeping the child at home.

### **Emergency/Early Dismissal and Early Closings**

Parents/guardians should discuss with their children the procedure to follow in the event the child arrives home before the usual dismissal time because of bad weather or other emergencies.

An emergency call list will be created at the beginning of the school year to contact parents about an emergency early dismissal. Each class will have a phone tree to help facilitate this.

## **ATTENDANCE** (ref. Policies #2120 and #2130)

Regular attendance is, by Policy #2120, the legal responsibility of each student's parent or guardian. A positive attitude toward good attendance should be established early in a child's school career. The following are guidelines:

1. Absences are excused for the following reasons:
  - a. Illness or injury
  - b. Death or other emergency in the home
  - c. Religious observations
  - d. Other exceptional circumstances approved by an administrator

**All other absences, with or without written explanation, shall be considered "unexcused".**

2. Telephone the school office on the morning of the day a child will not be in attendance.
3. Send a note giving the reason for the absence when your child returns.
4. The student will be required to make up assignments missed during the absence, at teacher discretion.
5. Taking a vacation while school is in session is contradictory to state and district attendance policy and therefore considered "unexcused" The responsibility for making up work lies with the student and family.
6. When it is necessary for a student to leave the school, the request for early dismissal should be made in writing and presented to the office for permission to leave the building. Parent/guardian(s) must sign out the student in the office before a student leaves.
7. Please do not ask that your child stay in at recess after an absence. An extra day at home, insuring full recovery, will best serve the interests of your child and permit full participation in all school activities.

## **TRUANCY** (ref. Policy #2140)

Connecticut law requires that Regional School District Eighteen provide you with written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child seven years of age and older and under sixteen years of age is obliged to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine.

Regular school attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school day.

## TRANSPORTATION

### Bus Regulations

The School Board contracts a bus company to maintain and operate our school busses. Parents having questions about busses and/or routes should call 434-1641.

All students who ride a school bus are subject to school regulations from the time they get on the bus in the morning until the time they get off the bus in the afternoon. Any misbehavior that distracts the driver is a VERY SERIOUS HAZARD to the safe operation of the vehicle, and jeopardizes the safety of all passengers.

Every school bus driver has a School Bus Incident Reporting System which reflects the rules of student conduct. Students will be cited for:

Failure to Remain Seated	Throwing Objects out of the Bus	Fighting
Refusing to Obey Driver	Throwing Objects on the Bus	Profanity
Hanging out of Windows	Lighting Matches	Spitting
Smoking on Bus	Bothering Others	Vandalism

The School Administration is the only group empowered by the Board of Education to suspend pupils from riding the bus. No pupil has the right to jeopardize the safety of fellow pupils involved in the bus program. It must be clearly understood that in cases of **emergency**, the bus driver is empowered to use the best judgment in terms of total safety of all bus pupils. The driver has full control over the seat placement of all pupils.

Procedure to be followed:

1. The name of any student found misbehaving on the bus, and details of the incident, will be given to the school principal as soon as possible, written on a "School Bus Incident Report" form. The principal will notify the parents of the student's unsatisfactory behavior and that the privilege to participate in the school bus service is placed in jeopardy.
2. In case of a second offense, again, the bus driver will report the pupil to the school principal for proper action. Action to be taken by school authority...
  - a. Notification to parents
  - b. Suspension from bus for X days
  - c. Parent Conference in an attempt to resolve the situation
  - d. Principal must be assured of improved behavior before the pupil is restored to his/her riding privileges.

Coaches and chaperones are to be held responsible for the conduct of the students while on the bus.

If your child wishes to bring something out of the ordinary to school, please consult with your child's teacher or principal. This is an area where good judgment should be used in terms of the distraction it could cause on the bus and in school.

**\* NO LIVE ANIMALS FROM HOME ARE ALLOWED IN SCHOOL.**

## **CONDUCT and DISCIPLINE**

### **General School Rules**

Lyme-Old Lyme Public School's code of conduct is based on KINDNESS, RESPECT, and RESPONSIBILITY. All members of the school community are expected to exhibit exemplary behavior. All staff members have the authority to maintain proper order in the school.

In order to practice kindness, respect and responsibility, students will remember to:

- Be courteous at all times and wait their turn
- Listen and follow directions
- Keep their hands and feet to themselves
- Respect personal space
- Walk in the hallways in a mannerly way
- Care for all materials, not defacing books, walls, or desks
- Not chew gum
- Display proper behavior while using the lavatory
- Respect displayed work and people who are performing
- **No KNIVES or WEAPONS of any kind are permitted**

### **School Safety and Violence Prevention**

Our District #18 BOE policy states that conduct that endangers persons or property or is seriously disruptive of the educational process includes things like:

1. Conduct causing a threat of danger to the physical well-being of others
2. Physical assault (fighting, etc) with another person on school premises or on buses.
3. Taking, or attempting to take, personal property or money
4. Possessing a firearm or deadly weapon or knife

It is imperative that students and parents understand the severe consequences that may result for any infractions that jeopardize the safety or well-being of others. These consequences may include suspension or expulsion from school. The procedures and guidelines for follow-through involve our school safety officer as well as other school resource personnel. **A threat to another person is taken very seriously.** There is no such thing as, "Oh, I was just kidding."

### **Substance Abuse** (Condensed version of Policy #5131.2)

A student who, on school grounds, during a school session, or anywhere at a school sponsored activity, is under the influence of alcohol, drugs, or mood-altering substances or who possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances or drug and/or alcohol paraphernalia or any substance purported to be a restricted substance or over-the-counter drug, shall be subjected to discipline pursuant to the provisions and procedures of District #18 Policy #5131.2.

**Harassment** (Condensed version of Policy #2610)

Lyme-Old Lyme Public Schools promote an employment and educational environment free from prejudice and bigotry, where personal, racial/ethnic, and religious right of all its citizens are respected. The schools will not tolerate harassment of any kind, including, but not limited to, sexual, racial or ethnic, and religious harassment.

**Sexual harassment is illegal** and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, sexual in nature, that is **offensive to the recipient**; also includes references of a sexual nature and the display or circulation of written material of pictures degrading to gender. Examples of behavior include, but are not limited to, sexual advances, touching, pinching, patting; insulting or suggestive sounds; suggestive comments about body parts; sexually oriented jokes, jokes degrading women and men; references or comments about benefits for sexual favors or references to adverse consequences for not granting sexual favors.

**Racial or Ethnic harassment is illegal.** Examples of behavior include, but are not limited to, any verbal or physical demonstration against one's background or affiliation that would be **offensive to the recipient**.

**Religious harassment is illegal.** Examples would include, but are not limited to, any verbal or physical demonstration against one's background or affiliation that would be **offensive to the recipient**.

Any student, parent/guardian, teacher or other employee should immediately report harassment incidents to any building administrator and/or to a Lyme-Old Lyme Public School Equity Officer appointed by the Superintendent of Schools. Administrators are required to report all possible harassment complaints to an Equity Officer and are required to act on such complaints, promptly.

Violations of this policy will not be tolerated and may result in discipline up to, and including, recommendation to the Board of Education for expulsion or termination in accordance with state and federal law.

## **SCHOOL RULES AND INFORMATION**

### **Dressing and Grooming**

Students are expected to come to school clean and dressed in good taste. Students wearing inappropriate clothing, including suggestive or offensive T-shirts or T-shirts promoting alcohol or tobacco products, will phone home for a more appropriate piece of clothing.

Students should wear shoes that are sensible for the many daily activities of school including recess, walking to bus stops, and cold or inclement weather. Shoes such as platform shoes and flip flops should not be worn in school for safety reasons.

Sneakers are required for physical education.

### **Hats**

No hats will be worn in the building from arrival to dismissal.

### **Items to Stay at Home:**

- Playing/trading cards
- Radios, CD players, and other electronic devices
- Valuables
- Skateboards and roller blades, including “Heelies”
- Games and sports equipment

### **Lost and Found**

Any item found should be turned into the office. Students who have lost anything are asked to check the lost and found area. Parent/guardian(s) should label any items children bring to school, i.e., lunch bags, lunch boxes and clothing.

### **Use of Telephones**

Telephone use by students is limited to emergencies. Please, make all transportation arrangements prior to the beginning of the school day.

Students will not be called to the telephone except in the case of emergencies. We make every effort to deliver important messages to students. We thank you for your cooperation.

### **Publishing Photographs**

It is the practice of Lyme-Old Lyme Public Schools to admit the press or media to all newsworthy events and activities open to the public, and to permit the press or media to publish photos or stories without the express written permission from parent/guardian(s).

## **Internet Access (Policy #3140)**

### Acceptable use:

- The purpose of the Internet is to support research and education. Transmission or reception of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyright materials; threatening or obscene actions or materials; or material protected by trade secret.

### Privileges:

- The teacher in charge will deem what is appropriate use.

### Network Etiquette:

- Be polite. Do not use any vulgarities or inappropriate language.
- Do not reveal any address or phone number.
- Do not use the network in such a way that would disrupt use by others.

### Vandalism:

- Vandalism is defined as any malicious attempt to harm or destroy the data of another user; the Internet itself; or other agencies on the network. This includes, but is not limited to, the uploading or creation of computer viruses.

### Responsibilities:

- User must sign a contract for use, which will also be signed by a parent/guardian of the student.
- User must keep password confidential.
- User may use on-line technology for academic related research.
- User is responsible for proper use of on-line technology.
- User is required to report to school personnel any inappropriate use or inappropriate material found.
- User must request permission from supervising teacher to download and print. (Downloading is to be to students' disk or selected folder used for this purpose.)

## **Lunch**

There are scheduled lunch-periods each day. Menus are available on the Region 18 website, [www.region18.org](http://www.region18.org). Hard copies are also available in the school office, upon request. Hot lunch with milk is \$2.00 a day, milk is \$0.40 a day, and ice cream is \$0.75. If there is an emergency, a charge for lunch must be paid by the next collection day.

Any questions, please contact Rhonda Bergeron, Chartwell Food Services Director, 434-1652 x 1015

## **Field Trips**

Notification will be sent home prior to a field trip. A written parental permission must be on file in order for students to take part on any trip. Parent/guardian(s) are often asked to serve as chaperones.

## **Bicycles**

Riding privileges are limited to students in grades 3 and up. Please submit a request in writing to the school office for administrative review and approval. The school administration reserves the right to revoke the bicycle privilege when continued complaints relative to improper bicycle safety procedures are made.

### **Connecticut Laws relating to the operation of bicycles are as follows:**

- A bicycle is subject to the same driving regulations as a motor vehicle. It moves with the traffic, on the right hand side of the road at all times. When on a main highway, the cyclist is to stay as far to the right as possible.
- Carrying a passenger on the bars or fenders of a bike is forbidden.
- It is also unlawful to ride more than two abreast or to hitch a ride from any vehicle moving or about to move. Riding on public sidewalks is generally permitted but the driver must ring a bell or sound a horn before overtaking a pedestrian.
- **Helmets**, as per state law, **are required** for ages 12 and under.

## **Insurance**

For a nominal fee each year, school insurance is offered to your child, covering him/her on the way to and from school and during school hours. This is voluntary on the part of the parents, but is recommended by the school administrators. Claim forms are available in each school office. Any claim problem should be referred to the Insurance Company.

## **Fire Drills/Lockdown Drills**

For the safety of your children, monthly fire drills are held at each school. Our schools also take time to practice lockdown drills.

## **Textbooks/Library Books**

All textbooks and library books are the property of the Lyme-Old Lyme School system and are loaned to the students. Students are responsible for any loss or damage occurring while the books are assigned to them.

## **Homework**

Homework is designed to practice, reinforce, and apply student learning and will be assigned as appropriate. Throughout the primary grades, homework assignments will be gradually increased in frequency and length.

As a general guideline, students should spend approximately 10 minutes times the grade level (example: grade 1=10 minutes; grade 2=20 minutes) on homework, each night. This does not include independent reading time. Please, contact the teacher if your child is spending, on a regular basis, significantly more or less time than this.

## **CURRICULUM and ASSESSMENT**

### **Curriculum**

Lyme-Old Lyme Public Schools follow a district curriculum. Curriculum development is an ongoing process to ensure that your child is receiving quality instruction. A summary of the elementary curriculum is available in the school office.

### **Testing/Grading & Assessment** (Policy #3340)

Standardized tests are given to students in all grades to assess individual growth and for curriculum revision. Each test is selected for a specific purpose and the outcomes are recorded, charted and filed.

Grades 3, 4 and 5 will receive the Connecticut State Mastery Test and the Otis Lennon School Ability Index in March of every year.

### **Report Cards/Conferences**

All students in grades 1-5 will receive report cards three times a year. Kindergarten students receive report cards in January and June. Parent/teacher conferences are held in the fall. In addition to the report cards and fall conferences, parent/guardian(s) and teachers may request additional conferences as necessary.

### **Student Records**

Student records, commonly called cumulative records, shall be maintained for each student for the purpose of providing continuing and cumulative information. Such information is collected only for legitimate educational purposes, such as providing a record of educational progress, planning for future instructional programs and guidance in making future educational employment plans.

Student records are the confidential property of the school in which the student is enrolled and are available only to the student, parent/guardian(s) and those school personnel who have a legitimate educational interest in the pupil. These records will be shared with other agencies or professional persons only with the written permission of the student (if of age) or parent or legal guardian or where the courts or other agencies with subpoena power make appropriate demand for them.

Student records will be kept secure at all times from the inspection of unauthorized persons. Custodians for records shall be designated in each school. They are responsible for maintaining the content of the records and their privacy as outlined above.

## **STUDENT OPPORTUNITIES**

Each school provides a variety of programs and activities for students. The following opportunities are available at all schools.

- Specials ~ Art, Library, Music, Physical Education, Spanish, Computer Lab
- Chorus ~ All third, fourth and fifth graders
- Band ~ Elective instrumental lessons for fifth graders
- After School PTO sponsored enrichment programs:

***GRASP*** or Great After- school Program, at Center School

***ACE*** or After-school Cultural Enrichment, at Mile Creek School

***Curiosity Shop***, at Lyme Consolidated School

## **SPECIAL SERVICES**

### **Special Education**

Lyme-Old Lyme Public Schools provide a continuum of services and programs for disabled children based on their specifically identified needs. These programs range from self-contained classes in which students receive instruction in basic academic courses from certified special education teachers to individual and small group instruction designed to supplement or reinforce the regular classroom curriculum.

If an appropriate program cannot be provided in Lyme-Old Lyme Public Schools, students are enrolled in special education programs in other districts or agencies that are designed to meet their educational needs.

Related services are offered to support a student's special education program when necessary. They include: speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health service, and homebound instruction.

### **Section 504**

Lyme-Old Lyme Public Schools is in full compliance with section 504 of the Rehabilitation Act of 1973. Section 504 provides necessary accommodations for students who have a disability which substantially limits a major life activity. If there are questions, please contact Patricia A.Varholy, 504 Coordinator for Lyme-Old Lyme Public Schools at 434-7238.

### **Young Scholars Program**

Young Scholars is a program designed to meet the needs of students identified as Gifted and Talented or as having an area of significant strength. Students must meet specific criteria to participate.

### **Remedial Programs**

Remedial Reading (K-5) and Math (3-5) services are provided to students who require additional academic support. Enrollment is determined by grade level benchmarks and is a team recommendation.

### **Health Services (Policy #2625)**

Each school has a registered nurse during school hours to attend to student health needs. First aid measures for illness or injury occurring in school will be performed according to the written standing orders approved and signed by our school medical advisor. Nurses also conduct annual screenings for vision and hearing. Scoliosis screening begins in grade five. If a student fails a screening twice, a referral for medical follow up is mailed to parent/guardian(s). Parent/guardian(s) are notified when screenings will occur.

The State of Connecticut requires each child to have a physical assessment and be adequately immunized prior to public school enrollment. Each health office has a list of current immunization requirements.

## **HEALTH EMERGENCY PROCEDURES AND MEDICATION ADMINISTRATION**

Connecticut law regulates the administration of medication to students. We follow specific procedures in every case presented to us. These procedures are listed on the “Emergency Card” to be signed by all parent/guardian(s) at the beginning of this school year.

**No medication** (either prescription or over-the-counter) can be administered unless the following conditions are satisfied:

1. Completed “Authorization for the Administration of Medicines by School Personnel” form **signed by the physician AND parent/guardian.**
2. The medication must be delivered to a nurse or the principal (not the school secretary) by a parent/guardian or responsible adult.
3. The medication must be in its original container, properly labeled; there may be no more than a 45-day supply.
4. Medications will be administered by the school nurse, the principal, or faculty member who has been trained in such administration.

**Students may not carry or maintain any unauthorized or unidentified medicinal preparation, including cough drops, in school.**

Emergency information must be filed each fall in the school health office stating instructions for school officials to follow should an accident or illness occur during school hours. Your child will never be sent home alone without first consulting a parent/guardian or a designated representative. If you are unable to come for your child, then you are responsible for making other arrangements.

### **Accidents in the Homes or Off School Premises**

Responsibility for treating accidents in the home or off school premises rests with the family and the family physician. If the child is sent to school without having received appropriate medical attention, parents will be notified to pick the child up.

### **When a child should be excluded from school:**

- Temperature of 100.0 or above
- Any skin eruptions suggestive of a communicable disease
- Live Pediculosis (head lice) or nits found in the hair
- Any possible eye infection
- Vomiting and/or diarrhea
- Exhibiting signs or symptoms of a communicable disease.

## **PARENT/GUARDIAN and COMMUNITY PARTICIPATION**

### **PTO**

We are fortunate to have an active Parent/Teacher Organization. Our PTO provides precious funding for enrichment and cultural programs, field trips, and much needed school equipment. It is a forum for parent/guardian(s) and teachers to work together. All parent/guardian(s) are invited to join the PTO, and to attend and support school activities.

### **SCHOOL VOLUNTEERS**

Our *District Volunteer Program* involves community members in our schools and is not restricted to the parents of our students. The volunteers contribute time and effort to provided remediation, enrichment, and sharing of specialized talents. All townspeople are invited to take part. Please contact your school office for more information or to volunteer and make your talents known.

### **SCHOOL VISITORS**

Parent/guardian(s) and community members are always welcome to visit the school. Before visiting, please make arrangements with the classroom teacher or the office.

When entering the building, please report directly to the office to sign in and receive a school identification badge. Thank you for your cooperation.

*We look forward to working with you and your children this school year.*

