



**SCOTLAND
ELEMENTARY
SCHOOL**

**Parent/Student
Handbook**

2023-2043



MISSION

At Scotland Elementary School our mission is to develop and maintain a school of excellence which creates a learning community that celebrates success, reaches out to parents and community to build strong and supportive relationships, and maintains a responsible, positive, safe, and respectful environment for all.

VISION STATEMENT

Scotland Elementary School is committed to rigorous academic excellence, personal achievement, and the opportunity for all students to be successful in a changing global society.

NON-DISCRIMINATION POLICY

Scotland Elementary School does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, gender identity or expression in providing education services. In compliance with regulations implementing Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, the American with Disabilities Act of 1991, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military and veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability.

Sexual harassment of any type will not be tolerated by any person using Scotland Elementary School at any time. Sexual harassment includes, but is not limited to unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- Submission to such content is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All reported incidents of sexual harassment will be promptly and thoroughly investigated.

The Board of Education designates the Superintendent as the employee who will coordinate compliance with Titles VI, VII, IX and American with Disabilities Act including receipt and investigation of any complaint alleging non-compliance. All inquiries and complaints should be filed with Superintendent Valerie Bruneau's office.

Board of Education

To perform its duties in an open and public manner in accordance with state law, the Scotland Board of Education holds regular business meetings on the first Tuesday of each month at 7:00 pm in Scotland Elementary School. Parents, students, and other community members are encouraged to attend.

The Board's main purpose is policy setting. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy, which reflects community values and expectations. Members are unpaid elected public officials with the responsibility for governance of the school district.

BOARD OF EDUCATION MEMBERS

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Lisa LaBelle

Gracie Martin

Rod Perry

Brittany Santiago

Clark Stearns

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SCOTLAND PUBLIC SCHOOLS

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Valerie E. Bruneau

Superintendent of Schools

Ann E. Knowles

Principal of Scotland Elementary School

Michele Demicco

Financial Coordinator

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SCOTLAND ELEMENTARY SCHOOL

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Music	Ethan Lippert	elippert@scotlandes.org
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Paraprofessional	Karen Shafer	ksahfer@scotlandes.org
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Dear Parents, Guardians and Students,

Welcome to Scotland Elementary School! We are pleased that you and your child will be a part of our school family this year. Our hope is for an exciting and successful school year for your family. Our wonderful staff is dedicated to recognizing the value of each individual child. We are committed to providing a positive and safe learning environment where all students are given the best opportunity to succeed in school. We are looking forward to an exciting school year.

This handbook is updated every summer and provides important information about our school, procedures and policies required by Federal/State laws and the Scotland Board of Education. Please take the time to read and review this handbook carefully (parents, guardians, and students) at the beginning of the school year. This handbook is a handy reference to use throughout the school year. Our school website also posts this resource for easy reference. (www.scotlandelementaryct.com)

We look forward to challenging our students academically, technologically, and socially during this school year. It is our goal for all students and their families to enjoy being part of the Scotland Elementary School community and feel valued every day.

Always feel welcome to call the school office directly if you have a concern or a question at 860-423-0064. All staff members have email addresses for easy communication (see the school website and/or the school app). No question is too small! Always ask—never assume!

We look forward to an exciting 2023-2024 school year!

Sincerely,

Ann E. Knowles
Principal

Valerie E. Bruneau
Superintendent of Schools

ELEMENTARY SCHOOLS' PHILOSOPHY

At Scotland Elementary School we recognize that each child is unique, and brings their energy, love and worth to our elementary school. The school is guided by principles of fairness and concern for each student with clearly defined educational and societal purposes.

Scotland Elementary School will encourage and assist students in their intellectual, social, physical, moral, emotional, aesthetic, and patriotic growth; will develop children's academic and social skills to prepare them for further education and to function as responsible, contributing members of society; will instill appreciation for our democratic system of government; and will work to increase understanding of and respect for racial and ethnic similarities and differences.

Scotland Elementary School is a Positive Behavior Intervention and Supports (PBIS) school and focuses on the whole child; mind, body, and spirit.

ADMISSION

Children entering kindergarten are required to be five years old on or before August 31st for the school year in which they are entering. School year pre-registration takes place in the spring. Parents must bring birth certificates, proof of residency (mortgage or lease agreement) and immunization records in order to complete the enrollment. Kindergarten students must have a physical examination before starting school.

ELEMENTARY SCHOOL SCHEDULE

Regular Day

8:30 a.m. – 3:00 p.m. (includes a minimum 45-minute recess and lunch period)

Shortened Day

8:30 a.m. – 1:00 p.m.

Arrival

School begins at 8:30 a.m. and ends at 3:00 p.m. Drop off for school begins at 8:25 a.m. Parents bringing their child to school should take their place in the AM drop off-line next to the cafeteria. Your child will be greeted at the entrance door, in the morning, by a staff member. Upon exiting the car, your student will be escorted into the cafeteria. Grab and go breakfasts will be available to all students at no charge again this year and can be picked up at this time. Students will then go directly to their classrooms.

Students arriving on the busses, will be escorted into the building and then to the cafeteria for breakfast pick up. All children will go directly to their classrooms where their homeroom teachers will be waiting for them.

During inclement weather, there may be a two-hour delay which means school will begin at 10:30 a.m. or we may need to dismiss early at 1:00 p.m. If there is a delayed opening, it will be only as a two-hour delay arrival time for 10:30 am.

We ask that to protect the air quality around our school, there is no idling of your motor vehicle while dropping off or waiting for students to be dismissed. Save gas and save our environment!

Dismissal

If your child will be riding the bus home in the afternoon, an adult must meet the bus, once it has come to a stop, to walk your child away from the vehicle. If no adult is outside waiting, the bus driver will return your child to the school until you can be reached. You will have to come to the school to pick up your child.

If you will be picking your child up at school in the afternoon, the parent/vehicle pick up line for 1st through 6th grades, forms next to the cafeteria. Preschool and kindergarten pickup in the afternoon will be in the lower school circle driveway to the left of the front door. Once you have reached the front of the line, a staff member will assist your child leaving the building to enter your car. The line moves smoothly if everyone is patient and remembers that student safety is paramount.

ATTENDANCE POLICY AND REGULATIONS

School Attendance

All students enrolled in Scotland Elementary School are required to attend school on a regular basis. 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 schoolwork missed due to a legitimate absence.

Parents shall have the option of waiting to send the child to school until the child is 6 or 7 years of age. Upon signing an option form with the school principal, it will be kept on file in the office of the Superintendent of Schools.

Connecticut State Law requires that children between the ages of 5 and 18 inclusive attend school regularly during the hours school is in session. The Scotland Board of Education has established and maintains regulations for all grade levels to guide staff in assisting parents and guardians in meeting their responsibility of ensuring that their children attend school regularly.

Attendance Reporting

Scotland Elementary School shall maintain a record of individual unexcused and excused absences for students. For the purpose of attendance reporting, students in attendance for less than four (4) hours shall be marked absent. At the end of each school year, the school will report to the Superintendent the number of students who are habitual truants. The Superintendent shall report this information to the State Department of Education annually.

Please make every attempt to schedule necessary appointments to take place after school, on weekends and vacation periods. When a parent determines that an absence, late arrival, or early dismissal is necessary, he or she is requested to notify the school as soon as possible. **Parents are encouraged to call the school between 8 a.m. and 8:45 a.m. on the day of the absence;** if this presents undue difficulty, a message may be left on the school's answering service.

Parents should send a written excuse to the school on the date of the student's return if school personnel were unable to contact the student's home on the day(s) of absence. The student should submit the written excuse directly to the office/nurse.

If a student is absent for three or more days for health reasons, a physician's note may be required to ensure the illness has been appropriately addressed. If a child is absent and no notification has been

received from the parent, the nurse will contact a parent each day the child is absent. If the absence is not for a legitimate reason or the student does not return within a reasonable time, the principal will be notified by the nurse, which could result in a parent conference or Student Assistance Team referral.

The classroom teacher will complete a written report such as an email, which will include a plan for making up any missed assignments.

Excused Absence

A student's absence from school shall be considered excused if written documentation of the reason submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes meets the following criteria:

1. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;
2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - student illness (Note: all student illness absences must be verified by an appropriately defined medical professional to be deemed excused, regardless of the length of absence);
 - student's observance of a religious holiday;
 - death in the student's family or other emergency beyond the control of the student's family;
 - mandated court appearances (additional documentation is required);
 - the lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation is required for this reason); or
 - extra-ordinary educational opportunities pre-approved by the school principal and in accordance with Connecticut State Department of Education guidance.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may miss important instruction which may also be reflected in the student's final grade.

If a student accumulates four (4) unexcused absences a month, a written note will be sent home by the school. If a student accumulates ten (10) unexcused absences in a year, a second written note will be sent home by the school. Habitual absences will result in a referral to the Student Assistance Team to review and evaluate reasons for absences. The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within three days after the student returns to school.

A student age five to eighteen, inclusive, with four unexcused absences in one month or ten unexcused absences in a school year will be considered truant. Tests and academic work missed in class those days will need to be made up by the student.

Parents have the responsibility to assist school officials in remedying and preventing truancy.

Extended Absences

In cases where the child is well enough to do some work at home but not well enough to return to school, the parents are encouraged to contact the teacher to request assignments to be sent to the office for pick up. Work will be ready at the end of the day if this call is made before 11:00 a.m.

Tardy Policy

Any student arriving late must report to the Main Office, prior to going to the classroom. We ask that a parent or responsible adult sign them in and record the time and reason for the tardiness. The school may request a physician's note when a student has had multiple tardy arrivals or early dismissals for medical appointments.

If a student accumulates six (6) unexcused tardies in one school year they will receive written notification stating dates and times of tardiness from the school. Students who are tardy ten (10) times will receive a second written notification and be referred to the Student Assistance Team.

Notes Required

To protect the welfare of students, notes from parents are required for specific occasions:

1. If someone other than parent is picking up the student from school.
2. If a student is going to another student's home after school, both students are to bring in a note giving permission.
3. If students are to walk or ride their bicycles instead of taking the bus.
4. If students want to remain after school for any activity (if not previously signed up to participate).

DISMISSALS AND CLOSINGS

Leaving School Grounds/Release of Students from School

No student may be permitted to leave school at any time during the school day without the approval of the student's parent/guardian. No student will be allowed to leave the school in a manner other than usual, unless a parent or guardian notifies the school (in writing) of this change. This note is to be sent to the office in the morning that this change will occur. The school must also be notified if someone other than a parent/guardian will be picking up the student from school.

Student Early Dismissals

An early dismissal is defined as any student leaving prior to 3:00 p.m. A parent or responsible adult must report directly to the Main Office and record the time and reason for the dismissal. If you are picking students up early, please make every effort to do so by 2:45 p.m.

All changes in your dismissal plans for your child (bus or pick-up) must be made prior to 2:00 p.m.

In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the classroom teacher. 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 principal and the parent or guardian to pick up the student in the school office. Students will not be sent to the office for pick up until the pick-up designee arrives.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note from the parent or guardian and some form of government issued identification, with picture: such as a license.

Picking up Children at Dismissal

The parent pick-up line for all grades 1st through 6th is formed next to the cafeteria. Please form an orderly line and at “pick-up” dismissal, your child will exit the building from the front cafeteria door with a school employee. If this employee does not recognize you, he/she will ask for picture identification before permitting the child to enter your car. If the staff member has any concerns, you will be asked to park your car and proceed to the main office to discuss the matter. This procedure is for the safety of your child.

Emergency School Closing Information

We will continue to use the Alert System for the 2023-2024 school year. This system allows us to call you in the event of an emergency or unexpected closing or important announcement. You will be notified via recorded phone message and/or e-mail. More information will be sent along with your student’s emergency cards.

Early Release

We will utilize the Early Release plan during unexpected early closings (due to inclement weather, etc.) We will send your child to the address indicated on your Early Release form. It is vital that you keep this paperwork updated with the school office. Listed below are the radio and television stations that you may listen to for information on school closings.

Radio: WILI 1400AM and 98.3FM; WDRC 1360AM and 102.9FM; WTIC 1080AM, 96.5FM; WICH 1310AM; WCTY 97.7FM; WINY 1350AM.

Television: WTNH-Channel 8; WFSB-Channel 3; WVIT-Channel 30.

Late School Openings

In the event of a late opening, school will begin at 10:30 AM.

Emergency Evacuation Information

Scotland Elementary School has a planned procedure to safeguard your child in the event of a natural disaster or other severe emergency. When there is limited warning, students will be sheltered in those areas of the school building deemed most safe, under the direct supervision of staff members. As soon as possible, the Superintendent of Schools will direct the release of students to their homes. (This might cause delay in students returning home).

When there is adequate warning of evacuation, arrangements will be made for the transportation of all students. If only the school building needs to be evacuated, the students would be sent home early. Please consider the following recommendations, which contribute significantly to the success of our emergency plan.

1. Be in your home when your child arrives from school. If personal considerations make this impossible, arrange for a responsible adult to supervise your child when he/she arrives from school.
2. Do not come to the school to pick up your child.
3. Do not attempt to telephone the school office. This will only result in tying up the lines and may result in the delay of the school receiving important information.
4. Listen to Emergency Radio Broadcast System and follow instructions. If these recommendations are not followed, the effectiveness of the protective action features of our emergency plan will be impacted

EMERGENCY STUDENT DATA INFORMATION

The emergency information sheet must be filled out on each student, signed, and returned at the beginning of each school year. Each student is required to have the following up-to-date information on file at the school office:

1. Parent'(s) or guardian'(s) name(s)
2. An up-to-date address
3. Best telephone number, parent'(s) work telephone, and/or cell phone numbers
4. Emergency telephone number of a closet relative or friend
5. Physician's name and telephone number
6. Medical alert information
7. Email address(es)

Please notify the school office of any changes in this information.

Emergency Phone Numbers

It is very important that we can reach you or your designee in case of an emergency. Telephone numbers must be updated as situations change. Please keep us informed of any contact or telephone number change.

SES Phone Number: (860) 423-0064

Schoolwide ClassDojo Option

Scotland Elementary School utilizes another school option for information, the Class Dojo app for daily class announcements and parent information. Instructions for obtaining this app can be obtained in the school office.

SCHOOL/HOME PARTNERSHIP

Communication and Involvement

A primary goal of Scotland Elementary School is to maintain close communication between home and school. Our classroom teachers maintain contact with parents in a variety of ways, i.e., Class Dojo, weekly newsletters, memos, personal notes, teacher webpages, reminder apps, emails, text message, and phone/in-person conversations. In all grades, a take-home/communication blue folder is sent home daily with information regarding curriculum, school news, and valuable parenting tips. This folder enables families to communicate regularly with the classroom teacher.

Parents and community members are encouraged to contact the school regarding serving on a committee or School Readiness Council to develop decision-making policies. This includes development of the wellness policy and school parent compact. Parents may also join our parent PTO group that meets monthly.

How to solve school-related problems: The important thing is that we are all here to work together for the benefit of your children/our students.

Please follow this process:

- *ASSUME POSITIVE INTENTIONS, then, follow this chain of command:*
- *Step 1: Talk to the Teacher FIRST*
- *Step 2: If not solved, make an appointment with the Principal*
- *Step 3: Follow-up with the Principal to ensure appropriate actions have been taken for resolution of the concern.*

Parent Conferences

Communication between parents and our teaching staff is of vital importance, and an essential aid in the development of your child, so conferences are strongly encouraged twice a year. Specific conference periods have been set-aside during the Fall (November) and Spring (March). Please make every effort to keep your conference appointment. Teachers are available to discuss any concerns you may have. By leaving a message with the office, or a simple email, your child's teacher will contact you ASAP. Parent – Teacher partnerships are necessary for the overall success of your child/our student.

Phone Calls

Teachers often do not have the time to check their messages during the school day. If you have an urgent need to contact the teacher during the day, please call the office and your message will be relayed. Please do not call the front office to make a change in your child's transportation to and from school for a non-emergency reason. It is the parent's responsibility to inform the classroom teacher in advance of any schedule or transportation changes.

Open House

In the fall, there is an Open House Back-to-School event. The Back-to-School event (Wednesday, August 23, 2023 from 2-3 PM) is a time to get acquainted with teachers, school policies, and educational programs. Please establish a separate time to talk with the teacher about a child's progress if a conference is desired or needed. This event should be an enjoyable evening for your child to share their classroom with you.

School Newsletter

Reasonable efforts are made to keep parents fully informed regarding school activities and happenings. A bi-weekly Principal Newsletter will be available electronically and sent to all school families. Parents are encouraged to review the information. Various notices may be sent home in your child's folder throughout the school year, as well. Providing the school with an email address will allow us to send you important notices and reminders throughout the academic year.

School Visits

All visitors and observers permitted into the school building or on school grounds must comply with all school health and safety protocols. The Board may limit or restrict visitors based on guidelines of federal, state, and local health authorities.

All interested visitors and volunteers will need to sign in at the front office. Per usual, building doors are always locked. Visitors must enter through the locked main entrance after stating your business while facing the outside camera. Once admitted, visitors must report to the main office window inside the first set of doors. You will be required to sign in at the clip board before proceeding to the front office to receive a visitor's pass while on school grounds. We appreciate volunteers who want to have an active role in making Scotland Elementary School a better place to learn and grow for our students.

Our School "Grace and Courtesy"

Scotland Elementary Schools' "Grace and Courtesy" suggests ways of interacting and communicating that not only help each of us feel comfortable on school grounds, but also helps us model the behaviors that we foster in the classroom. The following list reflects a community built on caring, respect, and consideration of others. We greatly appreciate your desire to be such a positive role model and thank you for supporting the extensions of the lessons we teach in the classroom and our community.

- Use a respectful tone of voice when speaking and writing to others.
- Speak softly in all areas where adults and children are working.

- Patiently wait your turn until you are acknowledged; if you need prompt assistance and the person you need is busy, leave a note requesting immediate action.
- Be on time.
- Communicate in a clear and timely manner.
- Communicate requests for assistance in a patient, respectful manner.
- Communicate dissatisfaction in a respectful way.
- Encourage respect by treating others respectfully.
- Follow direct lines of communication and communicate clearly; for example, speak to the person/s who can directly address your concerns, can supply the information that you need, and/or can offer support. Go directly to the person with whom you are having a problem, rather than discussing the problem with another person, thereby creating an unhealthy triangle.
- If another person comes to you, to complain about a problem they are having with another person in the Scotland School community, PLEASE help guide them back to the person they are having the problem with rather than engaging in intrigue and gossip. Possibly offer to facilitate the conversation, or role-play with them to practice solving the problem. *Be part of the solution, not the problem.*
- Suggest positive actions or resolutions.
- Support our natural environment by reducing, reusing, and recycling.

It is always our goal to resolve any confusion, disagreement, or conflict as soon as possible and in the best interest of the child.

Parent Involvement

Scotland Elementary School relies on parent volunteers. All families are given the opportunity to assist the school in the ways that are most consistent with their time and talents. Parents are encouraged to become involved at Scotland School. Thank you in advance for your help. Together we can provide a wonderful school for your children and community. Please join the PTO the first Tuesday of the month meetings.

SPECIALS

Physical Education & Health Program

Quality physical education provides the unique opportunity for students to obtain the knowledge and skills needed to establish and maintain physically active lifestyles throughout childhood, adolescence and into adulthood. Regular participation in physical activity as a young person contributes to healthy bone and muscle development, reduces feelings of depression and anxiety, and promotes psychological well-being. Students in Scotland Elementary School are provided daily opportunities to be physically active by participating in physical education (twice a week) and daily recess.

To have students achieve the goal of increasing their amount of physical activity daily it is important that they come to school in proper attire for active participation. Proper attire for recess would-be loose-fitting clothing and sneakers that fit snugly. Proper attire for active participation in physical education includes the following: T-shirt, shorts or sweatpants, and sneakers. Please note in the gymnasium sneakers with black soles are not allowed.

Students receive health education that provides programming of wellness and safety and healthy habits. Students in kindergarten through 6th grade receives health education once a week.

Music Program

General Music: Students in preschool through grade 6 have music classes every week. During general music class, students listen to various types of music, sing, move, dance, play games, and play classroom

instruments. The general music curriculum is cumulative, so that by the end of sixth grade, students will have experienced the music and games of many cultures and historical periods while they learn how to read musical notation. Reading music is especially stressed in the third grade. Recorder will be introduced and band introduced through the fourth grade and sixth grades. Music grades are based on effort.

Art Program

Students preschool through grade 6 attend weekly art classes (Thursdays or Fridays) in the art room. They enjoy learning about fine arts through their active participation using their creativity to draw, paint, create and enjoy art. This hands-on class provides every child to create their own masterpieces.

Educational Field Trips

In the past, students have attended field trips throughout the school year. These trips will create hands-on learning experiences for students and will always be related to the curriculum. We will try to participate in as many opportunities as possible.

Assemblies

There are times when classes, grades, teams, or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

Fundraising

Student clubs or classes and PTO our parent group occasionally may be permitted to conduct fundraising drives for approved school purposes. Permission must be granted by the principal in advance.

Voice Mail

After 4:00 p.m. you can leave a voice mail message for a staff member. To do this, just call the school's phone number and listen to instructions.

STUDENT BEHAVIOR CODE AND GENERAL SCHOOL RULES

In accordance with our elementary school's philosophy, disciplinary practices shall be guided by the principles of fairness and concern for each student. To this end, faculty and staff will use procedures consistent with promoting understanding of appropriate behavior, respect for others and acceptable language. Disciplinary procedures involving corporal punishment shall not be employed. Deliberate humiliation, embarrassment and ridicule is prohibited.

Firmness, fairness, and consistency, tempered by the use of learning experiences and consequences, guided by differences in each individual situation shall be the principles which underlie disciplinary procedures. In situations deemed serious or even reasonably serious, parental involvement will be requested. In all instances the health, welfare and safety of all children shall be paramount. All children shall be treated with kindness and compassion in an effort to preserve individual dignity.

School Wide Discipline Plan

In order to provide our students with a consistently safe and productive learning environment, a school-wide PBIS team with teachers, student representatives, and parent/guardian representation, will develop and support our general discipline standards. Teachers and support staff at Scotland Elementary School

agree to consistently teach, acknowledge and appropriately correct violations of these discipline standards throughout the school grounds.

Behavior/Discipline

The entire staff uses restorative practices with positive methods of discipline, which encourage self-control, decision-making, cooperation and positive self-esteem. A child will never, under any circumstances, be physically punished, humiliated, or threatened. Staff members are never permitted to place adult hands on a child in a disciplinary matter (spank, grab, etc.); nor are staff members permitted to use physical punishment, psychological abuse, or coercion when disciplining a child. If a child misbehaves, a staff member will always take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity, or a staff member may redirect him/her to another area. Time-out or “reset” is used as a last resort when all other strategies have been exhausted. Time-out involves having a child sit in a chair away from the group to regain self-control. A staff member will then talk to the child about the incident and offer a positive alternative behavior. If deemed absolutely necessary, a staff member may utilize the appropriate use of restraint for safety reasons.

It is the goal of Scotland Elementary School to discipline utilizing positive behavior methods at all grade levels, preschool through grade 6. Limiting exclusionary time for discipline issues is expected whenever possible. A student may be excluded for a short time to discuss his/her behavior with an adult or the school principal. It is our goal to limit a student’s time out of the classroom and class activities for disciplinary purposes.

Positive Behavior Interventions and Support (PBIS)

Positive Behavior Intervention Support (PBIS) is a proactive, comprehensive system designed to provide opportunities to all students to achieve social, behavioral, and learning success. It is a school-wide discipline system that includes teaching strategies to support appropriate student behaviors to create a positive school environment. PBIS decreases reactive management by developing teaching skills and reinforcing school-wide expectations and integrating academic and behavioral initiatives.

PBIS Classroom Incentives

Teachers and staff will hand out paw print tickets for individual positive behaviors. These tickets can be used to “purchase” prizes in the schoolwide Cub Cart approximately every two weeks on Thursdays or Fridays beginning in September. Each classroom will have a classroom incentive method. Together as a class, students can earn classroom rewards created as a class with their teacher.

PBIS Procedures/Protocol

It is the goal of Scotland Elementary School to discipline utilizing positive behavior methods at all grade levels, preschool through grade 6. The goal of our positive behavior system is to limit the use of suspension, expulsion, and other exclusionary measures. Limiting exclusionary time for discipline issues is expected whenever possible. A student may be excluded for a short time to discuss his/her behavior (disruptive behavior, disrespectful behavior, harmful behavior to others) with an adult or an administrator. It is our goal to limit a student’s time out of the classroom and class activities for disciplinary purposes and work in the best interest of the child. Prior to any exclusionary action, the classroom teacher must work with the student acknowledging the behavior issue and re-directing the student’s behavior.

Recognizing the need to be fair, firm, and consistent when students are referred to the office for disciplinary measures, the following will be the discipline action followed by the administrator:

- 1st – Counseling, review of rules and discussion of classroom or school management plan.

- 2nd – Counseling, review of rules and discussion of classroom or school PBIS Plan. Consequences decided on a case-by-case basis, it may include the loss of a school privilege.
- 3rd – Parents may be notified via the telephone or by letter (i.e. Think Sheet to be signed by a parent). Decision of consequences made on a case-by-case basis with consistency across all grade levels.
- 4th – Submit information form for a Student Assistance Team referral with student, teacher, and parent. (Ongoing behavioral concerns). The Student Assistance Team will work to create a support system for the student with specific goals related to working for positive behavior.
- 5th – In school suspension may result. Decision will be made by an administrator.

The hierarchy of the above-mentioned plan would be implemented according to the level of disruption by the student's behavior. Teachers should follow this procedure in their classrooms prior to sending a child to the office. Violation of school rules will result in immediate disciplinary action to include possible suspension or expulsion. More extreme behaviors include but are not limited to fighting, assault, drug, or weapon possession. All disciplinary actions for such behaviors will comply with Connecticut State Civil Rights Laws. Parents will be offered assistance, in accessing area family services if needed and/or requested.

Dangerous Weapons in the School

No guns, knives, or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Violators will be subject to arrest and prosecution as well as appropriate disciplinary action. Toys that replicate dangerous weapons are prohibited. Laser pointers are also not allowed in school, other than for instructional use by the teacher only. Any student found to possess a weapon on school grounds or during a school activity will result disciplinary action that could include being expelled from school.

No Smoking Policy

Scotland Board of Education Policy states that no smoking or other use of tobacco-related products (vaping) shall be allowed on school property at any time, on any transportation provided by the Board of Education.

Alcohol and Drug Use/Abuse

The Scotland Board of Education recognizes that both students and employees should be drug-free so that the most effective learning experiences may take place. This policy is an integral part of SES's drug, alcohol and tobacco prevention program and represents one component of the district-wide effort to respond effectively to drug, mood altering substance and alcohol related activities that may occur at school or school activities.

The use of illicit drugs or the unlawful possession of alcohol and drugs at school or at school activities is strictly prohibited and likely to result in suspension from school. Law enforcement officials will be notified in cases when individuals are found in possession of drug related paraphernalia or illicit drugs. Please refer to Board of Education policy for further information.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein. The Board will review its program bi-annually to determine its effectiveness, to implement changes to the program if needed and to ensure that sanctions set forth in the administrative regulations are consistently enforced.

Bullying

Bullying is defined as (a) the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student in the school district; or (b) a physical act or gesture by one or more students repeatedly directed at another student in the school district that (1) causes physical or emotional harm to such student or damage to the student's property; (2) places such student in reasonable fear of harm to himself/herself or of damage to his/her property; (3) creates a hostile environment at school for such student; (4) infringes on the rights of such student at school; or (5) substantially disrupts the educational process or the orderly operation of the school.

Bullying shall include but not be limited to a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socio-economic status, physical appearance, or mental, physical development or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyberbullying is defined as any act of bullying using the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Bullying of a student by another student is prohibited. Such behavior includes any willful attempt or threat to harm another person, continuous teasing, joking or gestures, or any intentional display of force, which would give another person reason to fear or expect immediate bodily harm. Such behavior will result in disciplinary action to include detention, suspension, or expulsion. This serves as the annual notification to students.

The following procedures will be used in handling bullying situations:

1. Students may anonymously report acts of bullying to teachers and school administrators.
2. Parents or guardians of students may file written reports of suspected bullying.
3. Teachers and other school staff who witness acts of bullying or receive reports of bullying must make an oral report to school administrators/school climate specialist within 1 school day and a written report within 3 days.
4. School administrators will investigate any written reports filed and review any anonymous reports. Within 48 hours after investigation, parents will be notified of school response and consequences. *(The Safe School Climate Coordinator is the School Principal.)*
5. Provide intervention strategies to school staff to deal with bullying to include annual training on bullying and suicide.
6. Parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed will be notified within 48 hours of completion of investigation.
7. All written reports will be kept on file. The school is required to report the number of verified acts of bullying annually to the Department of Education.

Scotland School will complete biennial assessments of their school climates, with the assistance of SDE, and will report the assessment results to SDE.

Harassment

Harassment is unwanted and unwelcome behavior based on gender, race, color, national origin, disability, or sexual orientation, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Harassing conduct may be verbal, written, electronic, or physical.

The Scotland Board of Education has a zero-tolerance policy for harassment based on sex, race, color, national origin, disability, or sexual orientation. Harassment is prohibited under Federal and State Law.

If you have questions or believe that you or another person is a victim of harassment, contact the School Principal (Building Equity Coordinator) by calling 860-423-0064.

Sexual Harassment

Sexual harassment is against state and federal laws. Any student who believes that he/she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, School Counselor, administrator or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

Every child has the right to feel safe, valued, and comfortable in school. No person's behavior should ever make another person feel afraid or embarrassed because of their color, religion, country in which they were born, gender or any disability they may have. Complaints concerning discrimination or any form of harassment should be directed to the Superintendent of Schools. Filing of complaints will follow the Harassment Grievance Process.

Student Complaints/Grievance: Due Process

A student or parent, who has a complaint, should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event causing the complaint. If the outcome of the conference is not satisfactory, a conference with the Superintendent can be requested within 10 calendar days following the principal conference. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education in accordance with Board policy.

A complaint concerning the placement of a student with disabilities regarding special education and services should be referred to the Superintendent.

Suspension

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Out-of-school suspensions will be generally prohibited, and the maximum length of in-school suspensions will increase from five (5) to ten (10) days. Suspensions shall be in-school unless during a hearing held pursuant to subsection a of section 10-233c of the general state statute, the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension.

Expulsion

The Board of Education may expel a student from school privileges if after a full hearing, the Board determines that a student's conduct endangers persons, property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

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

Student Lockers/School Property

Student lockers and/or desks are the property of the school district and may be searched at any time at the discretion of the school administration. If search and seizure of student property is deemed necessary, it will be carried out by an administrator or their designee when there is probable cause to suspect that the student is in violation of a school regulation especially for weapons, drugs, or alcohol.

Cell Phones

Students are not permitted to use cell phones during the school day. We ask parents to support our school for the limited access to cell phones that we will allow our students during the academic day.

Pet/Animal policy

Pets and other animals are not typically allowed in the building during the regular school day. A special program may be offered with therapy animals at various times throughout the year that have been certified through the State of Connecticut.

School Ceremonies and Observances

SES recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in school commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. SES reminds students and faculty of the variety of religious beliefs and all are urged to be conscious and respectful of the sensitivities of others. Students shall be given the option to be excused from participating in those programs or curriculum involving a religious theme which conflicts with their own religious beliefs.

Material Distribution

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, except for school-connected organizations, will be referred to the Office of the Superintendent to determine whether the request complies with school policy.

The superintendent or his designee may approve such distribution provided:

1. The material is related to the school, community, and local recreational or civic activity.
2. The material does not relate to any religious belief, activity or promote private gain.
3. The material does not promote any outside governmental political party, candidate, or position.

Computer Resources

SES has invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society and the 21st century. Students in grades 1-6 will utilize one-to-one Chromebooks in their classrooms. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. It is Board of Education policy that at the beginning of each school year, all students and parents will be required to sign a user agreement/acceptable use form regarding appropriate use of these resources and a financial liability form for the Chromebook. The financial liability form states that the student-user is responsible for any/all damage to the Chromebook and replacement by the school if the device cannot be repaired. No student will be issued a Chromebook until the financial liability form and the acceptable use forms are signed by student and parent/guardian and returned to the office. Student violation of the internet acceptable use policy can result in the termination of computer and Chromebook access. The Children's Internet Protection Act (CIPA) requires the adoption and dissemination of an acceptable use policy pertaining to use of the internet.

Library

Students are invited to use the books, magazines, newspapers, and other materials located in the library. Students are responsible for any material they sign out. Materials must be returned to the library circulation desk. Students are financially responsible for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met. Scotland Elementary School has a partnership with the Scotland Public Library.

Property and Equipment

It is the policy of the Board to hold students responsible for any loss 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 property at the time of destruction, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

Instructional Supplies Care and Obligations

Students are responsible for the care of books, Chromebooks, and supplies entrusted to their use. They will be assessed damage to instructional supplies, 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 instructional supplies, library books or other educational material.

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 main office.

Student Valuables

Students are not to bring large amounts of money or other valuables to school. Electronics of all kinds should be left at home. Not only do they disturb classes, but they are also often lost or stolen. Students wearing glasses or watches should always keep track of such articles. Students should not leave valuables, including instruments at school. The school is not responsible for lost or stolen items.

Grading System

Report cards will be sent home in December and March, and at the end of the year for Kindergarten- 6th grades. Preschool children receive a progress report in January and June.

Parent conferences are held in November and March.

Interim reports on student progress may be sent to parents when necessary. Interim reports will indicate significant change in student achievement or behavior.

PowerSchool allows parents the opportunity to check their child's progress and homework on-line. Power School log-in passwords are also given to all grade 4, 5 and 6 students.

All individual achievement results on state/school assessments will be given to parents as soon as they become available.

DRESS CODE

Student dress may be regulated, and students are encouraged to dress in clothing appropriate to the school situation. Restriction on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others, causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. The following clothing is not to be worn in school: metal studded clothing, bare midriff halters or visible spaghetti straps, beach attire, or untied shoes. Hats and outdoor clothing are to be worn outside of the building.

SCHOOL TRANSPORTATION

Transportation

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory behavior on the bus may result in suspension of transportation or such other disciplinary action that is appropriate for misconduct. All busses are equipped with cameras and will be used to investigate student disciplinary issues. Bus concerns are to be reported in writing directly to the bus company or school administration. The administration will meet with the bus driver and when necessary, the parents.

Parents requesting transportation to and from day care provider's residence need to be submitted in writing to the principal. Requests will be considered based on availability of bus space and after consultation with the transportation provider.

Bus drivers must see an adult or a sign that an adult is home before he/she will permit a child to exit the bus in the afternoon. Please be visible or the driver will return your child to school.

Transportation Incident Consequences

The school bus is an extension of the school day and all students are expected to behave as they would in the school building. When a behavioral incident occurs the bus drivers will write *Bus Incident Reports*. The seriousness and frequency of incidents on the bus during the school year will be considered in issuing consequences. All consequences will be issued by the school administration.

All bus *Incident Reports* will be sent home with students for parent/guardian signatures. Signed forms need to be returned to the principal the next school day. Upon receiving one written bus referral, a student will discuss the incident with the school principal. The bus referral will be sent home for parental/guardian signatures. The signed bus referral needs to be returned to the principal the next school day.

Receipt of the second bus referral in the same school year will result in a one-day suspension from the bus.

Receipt of a third bus referral in the same school year will result in a three-day suspension from the bus. The student and a parent must meet with the school principal before the student will be permitted to ride the bus after serving the bus suspension.

Repetitive behavioral issues are safety issues for everyone on board the bus. The principal may suspend a child from the bus for the remainder of the year if he/she becomes a safety issue.

School Bus Safety

The majority of our students are transported to and from school by bus. Please read the following student guidelines carefully. Safety of students and employees is important to everyone.

- *Enter the bus in an orderly manner and take a seat promptly.*
- *Follow the instructions of our school bus drivers.*
- *Remain in your seat except while entering or exiting the bus.*
- *Keep arms and hands inside the bus at all times.*

- *Remain quiet and orderly.*
- *Be courteous to your school bus driver and fellow passengers.*
- *Be alert to traffic when leaving the bus.*
- *Do not eat food while riding the school bus.*

Suspension of transportation privileges

Students may be suspended or excluded from transportation privileges for serious and/or repeated infractions of rules, laws, or breaches of discipline. All suspensions and exclusions will be in accordance with Board of Education Policy.

Guidelines regarding transportation disciplinary actions for violating transportation rules as follows:

- 1st Offense: Written notice of warning to parents*
- 2nd Offense: One (1) to three (3) days suspension from transportation*
- 3rd Offense: Four (4) to five (5) days suspension from transportation*
- 4th Offense: Up to ten (10) days suspension from transportation*
- 5th Offense: Referral to the Board for consideration of expulsion from transportation*

SAFETY PROCEDURES

Bicycle Safety

- *State law requires children to wear helmets. Students who come to school on a bicycle without a helmet will not be allowed to ride the bicycle home.*
- *Written parental permission is required for a child to ride a bicycle to and from school.*
- *Students are expected to keep bicycles in bicycle racks, as the school assumes no responsibility for them.*
- *Once a bicycle has been parked, it is not to be touched by anyone, including the owner, until it is time to go home.*

Playground Safety

Please adhere to the following general playground rules:

- *Give one another plenty of room for safety.*
- *It is always important to ask a group of students who are playing a game if you can join them.*
- *No pushing, fighting, or roughhousing.*
- *No sand, snow, or stone throwing.*
- *No standing on swings or jumping off swings.*
- *Play away from the building.*
- *Pay immediate attention to those adults supervising the playground.*
- *Stay within playground boundaries – do not go into the woods.*
- *Children should not play tag on the jungle-gym/playground equipment.*

School Safety/Accident Prevention

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

- *Avoid conduct that is likely to put the student or others at risk.*
- *Follow the school's code of conduct.*
- *Remain alert to and promptly report safety hazards, such as intruders on campus.*
- *Know emergency evacuation routes and signals.*
- *Follow immediately the instructions of staff who are overseeing the welfare of students.*

Green Cleaning Program

Scotland Elementary School has implemented a green cleaning program to clean and maintain the school. Green Seal Certified products are used for multi-surface degreasing, all-purpose cleaning, and restroom cleaning. 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.

Important: 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. If you have any questions or concerns, please contact the school's main office.

Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in the school building or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided, as required by law. Parents, who want to be notified prior to pesticide applications inside their child's school assignment area, may contact the principal. (The program uses the least hazardous means to control pests and unwanted vegetation.)

Asbestos and Other Environmental Hazards

Legislation requires all school buildings to be evaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. SES has on file the yearly inspection and plans showing the location of asbestos in the building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. SES will protect children and adults from environmental hazards as advised by the Federal Emergency Management Agency (FEMA) and local public health requirements.

Fire/Emergency Drills

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given. Lockdown drills will also be conducted as needed throughout the year.

Emergency Procedures

An emergency is defined as natural or manmade conditions which place the students and staff at risk. Upon notification by the administration of such an event, the staff will follow the following procedures:

- Account for all students and stay with them until further notice.
- Students not in their homerooms should go to closest occupied classroom.
- No passes for hallway or bathroom trips will be given to students until an all clear is issued.
- If deemed necessary by administration, a lock-down command will be issued, and all classroom doors will be locked.
- If the building must be evacuated, students will be escorted by teachers and staff in a quiet and orderly manner to the Scotland Firehouse.
- The administration will determine when the emergency is no longer in effect and will then issue an all clear announcement (if the building was not evacuated).
- If students have been moved to the Firehouse, parents will be called for an emergency dismissal and pick up of students.

SPECIAL EDUCATION

Any child identified as possibly needing special education and/or related services must be referred to a Special Education Planning & Placement Team (PPT) for evaluation. 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 (IEP), based upon the diagnostic findings of the evaluation study, will be developed by the PPT with parental involvement. SES is committed to serving children with special needs under the Individuals with Disabilities Act (IDEA). The IDEA requires that parents receive a copy of procedural safeguards one time a year, upon initial referral, parent request for an evaluation, or due process hearing.

Special Programs

Speech/Language – The Speech therapist works with identified students to enhance the language skills of those students.

Occupational/Physical Therapy – Therapists are contracted to work with children requiring this service.

School Counselor – Is available to work with all students. Individual short and long-term counseling and group support work is available.

Student Assistance Team - Is a meeting of teachers and the principal to assist students having difficulty in academic performance or appropriate social behavior. Student Assistance Team meetings are usually called by a teacher for assistance with recurrent concerns. The teacher notifies the parent regarding concerns and invites them to a meeting. Parents who have concerns about their child's school performance should first contact the teacher and then the Principal, if necessary. We want to work as a team for the overall wellness of our students.

Support Services

Scotland Elementary School offers a variety of services that support student academic growth and development. SRBI (Scientific Research-Based Interventions) is the first step in our early intervention process to assist students in need of academic intervention. These services include but are not limited to reading and math intervention which primarily will be delivered in the classroom but may, at times, require work in small groups or individually in an alternate setting.

Extended School Year

Students may be recommended to attend the extended school year program based on their individualized educational plan.

Homeless Student Liaison

The McKinney-Vento Act and State law requires every local educational agency to appoint a liaison for students who are homeless. The liaison will be responsible to ensure the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations to include migrant students. Scotland Elementary School's liaison is the school counselor.

PRIMARY PROGRAM/PRESCHOOL

Scotland Elementary School has a primary program for 3 and 4-year olds that operates five days per week. This program is funded by a School Readiness Grant.

Primary Program Philosophy

Social, emotional, and cognitive growth is promoted through play. Parents are the child's first and most important teachers, and our staff will involve parents in all aspects of their child's education. The focus in the classroom is to facilitate each child's development in a stimulating, but orderly environment where he/she makes choices and acts upon them. The Primary Program targets both the typical and non-typical learners. This inclusive model provides for the development of friendships and social interaction while providing opportunities to understand and accept human differences. Students serviced through this program are typically between the ages of 3-5.

HEALTH INFORMATION

Health & Wellness Guidelines

To promote student health and wellness, the board will develop plans, goals, and guidelines for:

- 1) Goals for nutrition education, physical activity, and other school-based activities to promote student wellness;
- 2) Nutritional guidelines for all foods available on the school campus during the school day;
- 3) Guidelines for reimbursable school meals consistent with state and federal law; and
- 4) The plan for measuring implementation of these plans, goals, and guidelines is the School Wellness Plan. The plans, goals, and guidelines will be reviewed and updated as appropriate. Development and updating will include the involvement of parents, students, and representatives of the school food authority, the school board, school administration, and the public.
- 5) Health classes are provided to all children. Parents may request in writing for an exemption from HIV and Sex Education Classes.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to SES. Health assessment shall also be required in Grade 6. All students in grades PreK-6 will undergo vision screenings by the school nurse. Hearing screenings will be conducted for all students in grades PreK-6. Postural screenings will be conducted for students in grades 5-6.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If students should not be immunized due to medical or religious reasons, the appropriate signed documentation must be provided by the parents/guardians:

- Connecticut Department of Public Health Medical Exemption Certification Statement
- State of Connecticut Acknowledgement Form

The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella, Rubella and Hemophilus Influenza Type B.

In addition to the required immunization for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and eighth grade. The HIB Booster is now once again required for school entry. Schools are required to enforce at least one dose of HIB-containing vaccine given on or after the first birthday for all children under five years of age. Children 5 and older do not need proof of HIB vaccination. (Note: Primary HIB vaccine 3-dose series given at ages 2, 4 and 6 months.)

Should a student not be immunized, it is understood that during a vaccine-preventable disease outbreak at Scotland Elementary School all susceptible students will be excluded from school if a public health official determines that the school is a significant site for disease exposure, transmission and spread into the community. In such case, the student(s) shall be excluded from school until: (1) public health official

determines that the outbreak danger has ended; (2) the student becomes ill with the disease and completely recovers from it; (3) the student is vaccinated according to public health protocol; (4) student proves immunity to the disease.

Parents of any children unable to have the mandated immunization prior to initial school entry and the boosters as required in later grades should contact the school nurse.

Illness or Injury During School

If a child suffers a significant illness or injury during school hours, the nurse or the nurse's designee will first attempt to contact the primary or custodial parent. If that parent is not able to provide transportation, staff will try other individuals listed on the student's Emergency Information Card only if the parent or staff member determines that the child's condition requires medical attention and/or exclusion from school. If the parent cannot be reached and school personnel do not feel that the child's condition warrants dismissal, the child will return to class. Secondary contacts will not be called without the parent's permission unless the student cannot remain in school for medical reasons. When immediate medical or dental attention is required, and when parents or guardians cannot be contacted, the student will be transported to the nearest hospital.

Under HIPAA (Health Insurance Portability Accountability Act) a notice of privacy practices must be disclosed. Scotland School protects all health information. Complaints can be filed with the School Nurse or Administration.

Automated External Defibrillator (AED): In an emergency, appropriate school personnel will respond to incidents involving sudden cardiac arrest or life-threatening emergencies on school grounds. An AED is located in the School Nurse's Office and in the main hallway.

Illness

Any child with a suspected contagious illness will require early dismissal. Signs of contagious illness include a fever of 100.4 degrees or greater, more than one episode of diarrhea or loose stool, reddened tonsils, runny nose with greenish/yellowish mucus, congestion with barking cough, nausea/vomiting, unknown rash, and reddened eyes.

If your child has any communicable illnesses (e.g. virus, cold with fever or excessive coughing, strep-throat, or chicken pox) she/he must remain home until she/he is no longer contagious. Please notify us if any childhood diseases (e.g. chicken pox) are going through your household, so that we and other parents can watch for symptoms in others. Equally important, many of these common diseases are potentially dangerous to pregnant women (e.g. measles, fifth disease). Kindly make us aware so that we can take the necessary precautions to protect our staff and volunteers.

Generally, a child with a fever of 100.4 or greater, diarrhea and/or vomiting will not be allowed to attend school for 24 hours, unless a physician note permits attendance. Upon returning to school, your child needs to be free of signs and symptoms of contagious illness.

Parents should check their children prior to coming to school each day to be sure they have no cold or flu like symptoms. When to stay home: Your child shows these symptoms include but are not limited to:

- *Fever or chills*
- *Cough*
- *Shortness of breath/difficulty breathing*

- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

Dismissal of a student will occur when he/she exhibits symptoms consistent as detailed above or at the school nurse's discretion.

If your child will not be attending school on a given day, due to an illness, medical appointment, or any other reason, please call the school nurse at (860) 423-0064.

If your child becomes ill at school, the school nurse will notify you at home or work. If she/he cannot reach you, she/he will contact the individuals listed on the emergency card.

Sick Student Policy

Fever- Children with a temperature of 100.4 orally will be excluded from class and sent home. Child may return to school when fever free for 24 hours, without the use of fever-reducing medicine (e.g. Tylenol, Motrin.) (This will help keep exposure to a minimum.)

Conjunctivitis (Pink Eye) - Child may return when discharge and inflammation of eyes have cleared or upon doctor's approval.

Lice- Child is to be isolated from others. Parents will be called to come pick up the child as soon as possible. Child must be treated with medicated shampoo and ALL the nits removed before reentry into school. Other children in the family and classroom will also be examined. The school nurse will examine the student before being readmitted.

Strep Infection- May return when free of fever and symptoms for one day AND at least 24 hours of appropriate antibiotic treatment.

Vomiting- Child's parent will be notified and student will be sent home. The child must wait 24 hours before returning to school.

A full copy of the school physician's standing orders is in the nurse's office.

Medication Policy

School personnel are under mandate to handle medications in a very specific manner in compliance with Board of Education policy as follows: The Scotland Board of Education requires a written order by an authorized prescriber and parent or guardian's authorization for a nurse to administer medicinal preparations or in the absence of the nurse, qualified school personnel for certain medications.

Medication should be given at home whenever possible. If a medication must be taken during school hours, the school must have a copy of the signed "Authorization for the Administration of Medicines by School Personnel" from the prescribing physician or dentist. Parents are responsible for obtaining a new Authorization at the start of each school year. The parent must supply the medication in a container on

which the pharmacy has labeled the medication name, strength, dosage, time to be given, and the appropriate child's name. Alternately, parents may come to school to administer medication themselves if they so desire. Remaining medication that has not been picked up by an adult by the end of the school year will be discarded according to state and federal regulations.

The school maintains standing orders for Acetaminophen (Tylenol) and Ibuprofen (Motrin), which may be given as needed by school personnel once parent permission has been obtained. All other over-the-counter medications require the same authorization form as prescription medications. All medications are always stored in the Health Office in a locked cabinet. In case of field trips, teachers are supplied a medical bag with first aid supplies, and any allergy-related medications pertaining to students in participating class. Students should apply skin protection of SPF 15 or higher at home before school begins. DEET should only be used when public health authorities recommend use of insect repellent.

SERVICES OFFERED THROUGH THE SCHOOL HEALTH OFFICE

Visual Screening

Students are screened according to current state guidelines for visual acuity. If a deficiency is found, the parents are notified and urged to seek professional care.

Audiometric Screening

Screening is conducted according to current state guidelines in order to identify hearing difficulties. Individual tests are given in any grade upon request of a teacher, parent, administrator, or family physician.

Postural Screening

Scoliosis is an insidious spinal abnormality which often appears during the years of rapid growth. Postural screening is carried out according to current state guidelines in an attempt to identify spinal curvature early. If detected in its beginning stages, treatment by exercise or brace may be all that is necessary to prevent further complications.

Child Abuse/Neglect

Child abuse is defined as a child that has been physically injured or injuries were inflicted upon him other than by accidental means or has injuries which are at variance with the history given of them or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglect is defined as when a child has been abandoned or is being denied proper care and attention, physically, educationally, emotionally or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being or has been abused.

All staff at Scotland Elementary School have received DCF (Division of Child and Family Services) training and are considered Mandated Reporters. It is their responsibility, by law, to report any suspicion of child abuse regardless of its location to DCF.

SCHOOL INSURANCE

Health Insurance

Students annually identified as being without health insurance will receive a form about HUSKY health coverage. Please complete this form and return to school if you are interested in health coverage for your child. Parents of each child must report annually whether they have health insurance.

The HUSKY Plan

HUSKY is Connecticut's insurance program to provide affordable, comprehensive health insurance to children. It is available to children in families of all income levels. (Parents and guardians may be eligible also.) Husky Hotline: 1-877-CT-HUSKY (1-877-284-8759), or www.huskyhealth.com. There is also a Charter Oak Health Plan for uninsured adults. Call 1-877-722-8625.

HOMEWORK and INSTRUCTION

Homework can be an integral part of each child's academic career. A developmentally appropriate system of homework, beginning in kindergarten can enhance a child's learning. Children learn best when a structured method of reinforcement is in place. Homework provides unique opportunities to practice skills, generalize concepts, and expand knowledge. In addition, homework can serve as a vehicle for teaching responsibility. For homework to have a positive effect on student's learning, the school, the parents, and the student must work cooperatively.

Homework Assignment Expectations

Every student should be able to enjoy at least 20 minutes of reading daily. Teacher assigned work to students in general, should be expected to receive homework within these suggested time limits:

Kindergarten	10-12 minutes	1-2 times per week
Grade 1	10-15 minutes	1-2 times per week
Grade 2	15-20 minutes	2-3 times per week
Grade 3	20-30 minutes	2-3 times per week
Grade 4	25-40 minutes	3-4 times per week
Grade 5/6	40-60 minutes	3-4 times per week

Homework folders have been created for each classroom. Some work will be kept for parent-teacher conferences and some corrected work will be sent home on a weekly basis.

Attendance and Homework

Students are required to make up any work missed during an absence. Makeup work should be completed within a period equal to the period of absence. This work should be made up on the student's own time, not during the next scheduled class. Students should realize that the responsibility for makeup work lies primarily with them. Students who are absent are expected to make up the work missed and may receive an incomplete if a sufficient amount of work has not been satisfactorily completed. Parents should call before 10:00 a.m. if they wish to pick up makeup work after school that day.

Homework-How Parents and Guardianship Can Help

The following guidelines, which are intended for parents and guardians, reflect our elementary schools' philosophy on how homework can be incorporated into home life:

- Homework reviews and reinforces concepts already taught in school.
- Homework should be done on a regular schedule to develop responsibility and solid work habits.
- Reading is one of the most valuable gifts you can share with your child. Find time daily to share reading through a variety of sources such as books, newspapers and magazines.
- Homework is only truly effective when parents or guardians support and guide their child(ren).

FOOD SERVICES INFORMATION

National School Lunch Program

Scotland School participates in the National School Lunch Program. We participate in the Community Eligibility Provision (CEP) through EASTCONN as our provider. **All SES-enrolled students are eligible to receive breakfast and lunch daily at NO cost regardless of family income for 2023-2024 school year.**

Child nutrition including special dietary needs can be accommodated upon parent request or a written order from the doctor. The district has a food allergy plan for identified students per parent notification.

Adult lunches will cost \$4.00 for the 2023-2024 academic year.





GO LIONS!

SCOTLAND ELEMENTARY SCHOOL

Have a Great

2023-2024 School Year!