

JOEL ELEMENTARY SCHOOL
Handbook for Parents and Guardians
2023 - 2024



Principal Teresa Gingrave and Assistant Principal Abby Rice
137A Glenwood Road
Clinton, CT 06413
860.664.6501

Welcome to Joel School

Dear Joel Families,

Welcome to the 2023-2024 school year! Mrs. Rice, Joel School Faculty and Staff, and I look forward to welcoming new and returning students and families to our school community! We are certain that you are as hopeful as we are that the new school year will bring good health and positive learning experiences for all children. We are most grateful for the continued support of our Board of Education, Central Office Administration, and hardworking maintenance, custodial, and office crews who have spent the summer in preparation for this new school year.

We will begin the year with a continued focus on social and emotional learning which will establish a solid foundation for young learners. Each little “Husky” will join our “**P.A.C.K.**” and learn about “**Pride**, a positive **Attitude**, the Joel **Community**, and **Kindness**.” We know that the start of a new school year can be exciting, and at times also challenging for children and their families. Please know that our caring and knowledgeable faculty and staff will support learners as they transition from summer to school and can’t wait to meet their creative, smart, funny, and uniquely special students!

We ask that you please take a few minutes to review this handbook for Parents and Guardians, please let us know if you have any questions. We look forward to building positive relationships with you and your children as we begin a new educational journey to “Honor Tradition and Embrace the Future!”

Yours in Education,

Teresa Gingrave
Principal

Abby Rice
Assistant Principal

*“Pencils sharpened, in their case,
Bells are ringing, let’s make haste.
School’s beginning, dreams to chase.
All are welcome here.”*

Alexandra Penfold and Suzanne Kaufman

IMPORTANT TELEPHONE NUMBERS

Joel Office	860-664-6501
Attendance Line	860-664-6501 Ext 3
Health Office	860-664-6571
Fax	860-664-6581
Superintendent's Office	860-664-6500

DISTRICT PERSONNEL

Maryann O'Donnell	Superintendent of Schools
Marco Famiglietti	Assistant Superintendent
Carolyn Dickey	Business Administrator
Kimberly Pearce	Director of Special Services
Frank Rossi	Director of Information Technology
Jon Siciliano	Food Services Director
Gonzalo Carrion	Director of Buildings & Grounds

BOARD OF EDUCATION

Erica Gelven, Chair

Jason Adler

Peter Nye

Mike Hornyak

Chris Passante

Kimberly Russo

Catherine Staunton

The Board of Education and building administration is committed to close home-school communication. We strongly encourage parents and guardians to check our district and school websites, or call the building principal, for information regarding educational policies. This information is available online and is not included in this document. BOE meetings are usually held on the first and third Monday of every month at 7:30 p.m. in the central office conference room. The Clinton Board of Education makes buildings available to community groups for many activities that involve school-age children. By virtue of making buildings available for these activities, however, the Board assumes no responsibility for supervising the participants. Sole responsibility for supervision

lies with the group that is sponsoring the activity. The Board assumes responsibility for supervision of only those activities that it sponsors itself.

DISTRICT MISSION STATEMENT

The mission of the Clinton Public Schools is to empower learners to embrace and influence the future with courage and compassion.

Strategic Objectives

As a Professional Learning Community, we will:

- 1. Create an equitable learning system to ensure inclusion, access, and achievement for all students**
- 2. Provide individualized and personalized learning experiences to develop engaged and reflective learners who can apply their learning**
- 3. Create a welcoming and supportive school community focused on establishing relationships and providing supports that foster the health and well-being of all**
- 4. Create a safe, effective, and fiscally responsive school district by ensuring proper planning and management of district resources**

TABLE OF CONTENTS

WELCOME TO JOEL SCHOOL	1
BOARD OF EDUCATION	2
IMPORTANT TELEPHONE NUMBERS	2
DISTRICT MISSION STATEMENT	3
REGULAR SCHOOL HOURS AND DISMISSALS	6
DELAYED OPENINGS / EARLY CLOSINGS	6
EMERGENCY SCHOOL CLOSING	6
TRANSPORTATION	7
BUS SAFETY	7
STUDENT ARRIVAL	7
STUDENT PICK UP	8
WALKERS	8
BICYCLES	8
PARKING AND TRAFFIC	8
SCHOOL SAFETY	9
VISITORS POLICY	9
MEET & GREET OPEN HOUSE	9
PARENT COMMUNICATION & PARTICIPATION	10
ATTENDANCE	10
CHILD ABUSE	11
INSTRUCTION & CURRICULUM	11
OVERVIEW OF PROGRAMMING	11
HOMEWORK	12
PROGRESS REPORTS & REPORT CARDS	12
CONFERENCES	12
TESTING & ASSESSMENT	12
LUNCH	12

RECESS	13
FIELD TRIPS	13
SCHOOL DRESS	13
PARTIES & GIFTS	13
CLASSROOM PLACEMENT	13
RESIDENCY	13
PUBLIC RECORDS	13
LOST & FOUND	14
ITEMS FROM HOME	14
LABELING	14
CONDUCT AND DISCIPLINE	14
GENERAL SCHOOL BEHAVIOR EXPECTATIONS	15
CAFETERIA EXPECTATIONS	15
RECESS EXPECTATIONS	15
LOSS OR DAMAGE TO SCHOOL PROPERTY	16
FRIENDS OF JOEL	16
PTA	16
YMCA AFTER SCHOOL PROGRAM	16
NO SMOKING POLICY	16
HEALTH SERVICES	16
ALLERGIES	17
ILLNESS WHILE AT SCHOOL	17
HEALTH SCREENINGS	17
PHYSICAL EXAMINATIONS	18
IMMUNIZATIONS	18
MEDICATIONS	18
MEDICAL EXCUSE FOR PHYSICAL EDUCATION	18
INSURANCE	19
TECHNOLOGY AND INSTRUCTION	19

INTERNET & TECHNOLOGY USE -- ACCEPTABLE USE 19

SAFE SCHOOL CLIMATE PLAN 21

STATEMENT OF NON-DISCRIMINATION 21

STUDENT DIRECTORY INFORMATION 21

MEDIA ACCESS TO STUDENTS 22

CLINTON BOARD OF EDUCATION GRIEVANCE PROCEDURE 23

SPECIAL EDUCATION 23

The purpose of this handbook is to provide Parents and Guardians with information relevant to daily routines and processes at Joel School. Additional information about district policies can be accessed on the district website at www.clintonpublic.net

REGULAR SCHOOL HOURS

Jumpstart PreK classes:	8:46 am - 3:15 pm
Inclusive AM Preschool:	8:46 am - 11:35 am
Inclusive PM Preschool:	12:30 pm - 3:15 pm
Intensive Preschool:	8:46 am - 3:15 pm
K-4 Homerooms:	8:46 am - 3:15 pm

DELAYED OPENING SCHOOL HOURS :

Jumpstart PreK:	10:30 a.m. - 3:15 pm
Inclusive AM Preschool:	No Classes
Inclusive Preschool PM:	12:30 p.m. - 3:15 pm
K-4 Homerooms:	10:30 a.m. - 3:15 pm

EARLY DISMISSAL HOURS: Early dismissal days are printed on the district calendar. On early dismissal days, school ends at 12:15 p.m and there is no PM Preschool.

Inclusive Preschool AM:	8:46 a.m. - 10:45 a.m.
Inclusive Preschool PM:	No Classes
Jumpstart PreK:	8:46 a.m. - 12:15 p.m.
K-4 Homerooms:	8:46 a.m. - 12:15 p.m.

EMERGENCY SCHOOL CLOSING: The school will inform families of unexpected closings through our School Communication System. Critical information is also available on-line at www.ctweather.com or www.clintonpublic.net. In the event of an emergency school closing, i.e. bad weather students may need to follow an alternate dismissal plan. Please develop a plan with a neighbor or friend and discuss it with your child so your child will know what to do in this event. In

addition, please keep the school office informed of the names and phone numbers of persons designated as “Emergency Contacts” for your child.

BUS TRANSPORTATION

- **Bus assignment:** Each August, M & J Bus Company assigns approximately 580 students to bus routes based on their home address regardless of arrangements from the previous year. Their commitment to each rider is to provide short and safe arrival/departure trips. Many buses run close to capacity and cannot safely add additional passengers. Therefore, students may only ride on the bus assigned by the bus company.
- **Regularly Scheduled Day Care:** The bus company will assign a student to an additional bus route for arrival and/or departure to accommodate regularly scheduled day care, only if seats are available on an alternate bus. A written request to permanently change your child’s bus stop from his/her home to a regularly scheduled daycare needs to be sent to kshepard@clintonpublic.net at least seven school days in advance of the requested transportation change. Please do not send requests for permanent bus changes on the same day that you need the change to occur. Requests will be reviewed by the Superintendent or her designee and the Transportation Manager to determine if a change can be made.
- **A student may not take a different bus to attend a playdate, after school activity, or temporary daycare.**
- Requests for students to be picked up instead of taking a bus home need to be emailed to Mrs. Kelly Shepard at kshepard@clintonpublic.net or faxed to her at 860-664-6581 **by 12:00 pm.**
- Parents or a written designee need to be at the bus stop 10 minutes before drop off since the length of bus runs vary from day to day. It is very upsetting for young children not to see their Parent/Guardian at the bus stop.

BUS STOPS AND BUS SAFETY

In the morning Parents/Guardians should bring children to bus stops and help them wait safely until buses arrive to pick up students. At the end of the day Parents/Guardians need to be at bus stops to pick up students when buses arrive. At bus stops students need to be safe, respectful, and kind to others.

BUS SAFETY

When on buses students are expected to follow the directions of the bus driver at all times, use polite and kind words and gestures, remain seated safely on the bus seat, speak in a quiet voice and not distract the driver, and keep hands, feet, and objects to themselves. In addition, students should not bring unsafe items or toys on the bus, eat or drink, or open and close bus windows. Students who do not follow bus expectations will be reminded about expectations. In addition, they may receive a bus conduct report which could, under serious circumstances, result in loss of bus privileges. Family support is needed to help every child travel safely to and from school.

STUDENT ARRIVAL:

- All PreK students will be dropped off by caregivers and vans at the front entrance by the library.
- K-4 bus students will be dropped off in the front of the school by the BOE.
- K-4 students who will be dropped off by caregivers should be brought to the back of the school by the gym.

STUDENT DISMISSAL

- All PreK students will be dismissed to caregivers and vans at the front entrance by the library.
- K-4 bus students will be dismissed in the back bus loop behind the gym.
- K-4 students who will be picked up by caregivers will be dismissed from the front entrance to the school by the BOE.

CHANGES IN DISMISSAL PLANS: When there is an exception to your child's regular dismissal plan please email Mrs. Kelly Shepard at kshepard@clintonpublic.net or call the school office **no later than 12:00 noon. NO CHANGES WILL BE MADE TO A CHILD'S DISMISSAL PLAN AFTER 12:00 NOON.** Students with special dismissal arrangements at the end of the day need to be signed out by Parents/Guardians by 2:45 pm. Please be prepared to show photo identification upon request. Students with custody papers on file who are not taking the bus are always dismissed from the front office.

STUDENT PICK UP DURING SCHOOL HOURS

Please let your child's teacher and the school office know if you will pick up your child during school hours. Please park in a visitor parking spot in front of the building and buzz the school office. An Office Assistant will contact the classroom teacher and have the child report to the office for dismissal. Advance notice is most helpful to both teachers and office staff.

WALKERS

Students who walk to school with a Caregiver should arrive at the front entrance to the school by the BOE between 8:31 a.m. and 8:46 a.m.

GRADE 4 WALKERS

Grade 4 students only may be given written parental permission to walk to/from school if they live within one mile of Joel School. These students will receive a school pass to do so. PreK – Grade 3 students may not walk to/from school, even if they are with a Grade 4 sibling or friend. Students should enter/leave school property at the crosswalk at Glenwood Road and Woods Lane under the supervision of a Crossing Guard. Students should be taught by parents/guardians how to walk safely to and from school, preferably with a friend or two. They should not go anywhere else unless a Parent/Guardian has given them specific permission to do so. The school assumes pupils go directly home or to a caregiver unless otherwise notified. Please instruct your child to walk on sidewalks only. Also, students in 4th grade only, with written parent permission, are allowed to walk home from the bus stop. They will be given a school pass to do so. Please email kshepard@clintonpublic.net if you would like to provide your 4th grader with this permission.

BICYCLES

Students who ride bicycles to school should be taught by parents/guardians how to bike safely, especially given the high volume of school buses and cars on and around school property. Students need written permission from parents/guardians to ride bikes to and from school. Bike riders should arrive at school between 8:31 a.m. and 8:46 a.m. They should enter/leave school property at the crosswalk at Glenwood Road and Woods Lane under the supervision of the Crossing Guard. Students are expected to observe standard bicycle safety rules, especially use of helmets, when riding bikes. Bikes should be parked in the bicycle rack in front of the cafeteria and locked. Students may not ride behind the school building.

PARKING AND TRAFFIC

“Visitor parking” is designated in the areas close to the front of the building. Please be very careful in parking lots where little children may be walking. Please do not park in fire lanes in front of the main entrance to the school or in the back of the school. Unsafe or illegal parking in fire lanes, on grass areas or near hydrants is not permitted; vehicles will be subject to ticketing and/or towing. Please never leave your vehicle idling near the school, or in a parking space.

SCHOOL SAFETY

The primary responsibility of our school is to maintain a safe learning and working environment for all. Joel School works closely with first responders who visit our school frequently and have a positive rapport with students and staff. Joel School has a Crisis Plan that includes the practice of fire and safety emergency and evacuation drills during the year. Please make note of the fire exits and emergency protocol upon entering the building. Pets are not permitted on school property at any time. All exterior doors of the school are locked, please buzz in at the main entrance and an office assistant will assist you.

VISITORS POLICY

For safety reasons, all exterior doors are locked. Upon entering the school please sign in at the school office, be prepared to show photo identification upon request, and wear a visitor’s badge while on school property. For security reasons, visits with students during lunch and/or recess cannot be permitted.

MEET AND GREET AND OPEN HOUSE

Families and students will be invited to an informal “Meet and Greet” prior to the first day of school to meet their new teacher and see their new classrooms on Friday, August 25th. An “Open House” will be held for Parents/Guardians and their children on Thursday, September 28th, more information will be sent home to families.

PARENT COMMUNICATION AND PARTICIPATION

Close home-school communication is vital for the benefit of students and their learning. Please reach out via a phone call or email to your child's Homeroom or Related Arts Teachers, Interventionists, members of the Special Services Team, Health Office Staff with questions, concerns, and suggestions about your child's educational program or health needs. If you feel that your needs are not met, please reach out to the Schools' Principals for assistance. Please let us know how we can support your child and your family.

Family members are encouraged to visit the school to attend student performances and special events that support young learners. These are planned throughout the year by Clinton Public Schools, Joel School, the Friends of Joel, the Clinton Parent-Teacher Association, and many supportive community agencies. In addition to communications from homeroom teachers, and district emails from the Superintendent's Office, a weekly Joel School News Blast is sent home to all families on Fridays via the School Messenger communication system. It contains a "Spotlight on Learning" section with news from the week, as well as information about upcoming events at school. Attached to the News Blast are weekly flyers with information about school, district, and community events. We strongly encourage families to read the blast every week.

ATTENDANCE

Students who attend school every day and arrive at school on time are more likely to be successful learners. Parents/ Guardians are asked to help children get plenty of rest and eat a nutritious breakfast so they are ready to learn. Attendance is taken in the homeroom at 8:46 am, this is also when teachers review the daily plan for the day. If your child is absent, please call Joel School at 860-664-6501 Ext 3, anytime to leave a recorded message confirming your child's absence. Please include the REASON why your child is absent. If we do not hear from you and your child is reported absent, our office will attempt to contact you. The information below explains the nature of absences:

Excused Absences

A student's absence from school shall be considered "excused" if notification of the reason for such absence has been submitted within (10) school days of the student's return to school and meets the following criteria:

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 to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note or a log entry from school personnel that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the 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 (documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- Extraordinary educational opportunities are pre-approved by District administration and are in accordance with Connecticut State Department of Education guidance.

The school monitors student attendance and works closely with families to ensure regular and prompt student attendance. In addition, our educational team can provide families with a variety of resources to assist with attendance and home to school transition as needed.

CHILD ABUSE

Teachers, principals, paraprofessionals and other school staff are obligated by law (C.G.S. §17a-101et. seq.) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services ("DCF"). Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

INSTRUCTION AND CURRICULUM

The faculty and staff at Joel School believe that the education of young children begins with a solid foundation in social and emotional learning, which supports and fosters the development of academic concepts and skill. Our educators are committed to providing educational opportunities that actively engage students in the learning process, fosters critical thinking and creativity, and personalized learning to ensure academic achievement across all disciplines for all students.

OVERVIEW OF PreK PROGRAMMING

Please refer to the Preschool Handbook Addendum for more information

OVERVIEW OF PROGRAMMING FOR K-4:

The school day begins at 8:46am in homerooms where teachers welcome students, take attendance, and review the plan for the day. Instruction is provided using a standards based curriculum that is differentiated to meet the needs of students within the general education setting. Throughout the day students receive instruction in English Language Arts, Mathematics, Science, Social Studies, and Social and Emotional Learning; with breaks scheduled for snack, lunch and recess. In addition, on a weekly basis, students receive instruction in General Music, Visual Arts, Physical Health and Wellness, Spanish, and Library Media/Technology. Chorus is optional for students in Grades 3 and 4, Project Adventure are optional for students in Grade 4.

Academic and behavioral support is provided to students based on individualized learning profiles by Homeroom Teachers, Reading, Math, Behavior, and English Language Interventionists, Special Education Teachers, and Special Service Providers. Accommodations are provided for students with

Tiered Intervention, 504 Plan, and Individualized Education Plans. Eligible students may participate in a Transitional Bilingual Program that provides access to instruction in English and Spanish. Students identified as Talented and Gifted are provided with lessons that extend their learning. Our school values close home-school communication with Parents and Guardians. Please feel free to reach out to any member of the Joel School faculty with questions, concerns, or suggestions regarding your child's educational program.

HOMEWORK

In grades Pre-K through 4, homework should nurture childhood development outside of the school day through authentic learning experiences, including reading on a daily basis, play, creativity, conversations, and interactions with peers and adults. Students in Pre-K through Grade 4 should read for pleasure or engage in other activities that promote learning for at least 10-20 minutes per night. Students in Grade 4 may have written homework. Your child's teacher can provide you with meaningful extensions of the curriculum to do at home.

PROGRESS REPORTS AND REPORT CARDS

Informal progress reports are sent home three times a year, in between Report Cards, to inform Parents/Guardians about their child's progress. Report cards are sent home twice a year in Kindergarten and three times a year in all other grades. A copy of each year's report card will be filed in each student's permanent record folder.

CONFERENCES

Parent-Teacher Conferences to review academic progress are scheduled twice a year, during December and March. Please check the district calendar for dates. On conference days students will be dismissed early. If you wish to schedule a meeting with your child's teacher at any other time, please email or call the staff member to set up an appointment.

TESTING AND ASSESSMENT

Joel School assesses students on a regular basis using multiple measures. These assessments provide valuable information to Parents/ Guardians, teachers, and where appropriate students, and are used to plan future instruction. Assessments are administered as follows:

- Preschool: DOTs Assessment
- K-4: Curriculum based and diagnostic measures in Language Arts, Math, Science, Social Studies, Related Arts, and Social Emotional Learning. .
- Grades 3 and 4: NWEA MAPS and Smarter Balanced Assessments.
- Grade 3: OTIS Lenin Student Abilities Test.
- Grade 4: Statewide Physical Fitness Assessment.

LUNCH

Students have a 20 minute lunch period during a regular day. Students may bring lunch from home or purchase a hot or cold lunch. **School breakfast and lunch are no longer free during the 23-24 school year.** Applications for Free and Reduced Lunch are available in English and Spanish from the school office. Students may consume only food provided by their families and may not bring food from home to share with others during lunchtime. Funds may be deposited into student lunch accounts. Please refer to our web site at sites.google.com/a/clintonpublic.net/district/home for

current lunch prices. For security reasons parents and guardians are not allowed to visit their children during the lunch period.

RECESS

Students receive 20 minutes of daily recess time during a regular day. There is no recess on early dismissal or delayed opening days. Students will go outside for recess during wintertime, weather permitting, and should be prepared with a warm winter jacket, boots, hats and gloves. For security reasons parents and guardians are not allowed to visit their children during recess.

FIELD TRIPS

In person and virtual field trips provide a wonderful opportunity to extend and enrich the curriculum. Notification will be sent home prior to a field trip for any grade. Written permission from a parent or guardian must be provided in order for students to take part in any off campus trip. Some Parents/Guardians may be asked to volunteer as chaperons on such trips. A parent or designee or a trained person must accompany any student who has medication for anaphylactic reaction (reactions to bee stings, food allergies).

SCHOOL DRESS

Students should wear comfortable clothes to school so that they can move and play safely indoors and outdoors during PE, Music, Recess, etc. Please send children to school prepared with seasonal coats, shoes, sweaters, hats, gloves, etc. Students will go outside for recess in all but extreme cold and rain. Students need to wear sneakers for PE and safe shoes, no flip flops. Clothing that displays an inappropriate message (violence, vulgarity, etc.), distracting hair colors, styles, and ornamentation, and forms of dress that in the opinion of the administration, are disruptive to the educational process, are not permitted. Hats may be worn in school only on designated school spirit days.

PARTIES AND GIFTS

Teachers may plan seasonal activities or cultural events aligned with curriculum and with non-food items. While instructional time cannot be used for birthday parties, student birthdays are recognized during morning announcements. For safety, please do not send your child to school with food items to share with others. And to avoid hurt feelings, please distribute birthday party invitations from your home, not in school. It is strongly urged that any gifts to teachers be of a modest nature, preferably something the child has had a part in making or a letter of appreciation.

CLASSROOM PLACEMENT

Placement into a homeroom takes into consideration the educational needs of the child on a case by case basis. At all grade levels, the choice of a particular teacher for a child is a professional decision made by the school principal in consultation with the faculty. A parent's input regarding his/ her child's learning style will be considered as part of the information used in making a class placement for the next year, when provided to the Principal by April 1st of the current school year.

RESIDENCY:

Students who do not have at least one parent or legal guardian living in Clinton must have a residential status form completed, notarized, and returned to the school office.

PUPIL RECORDS

Several forms will be sent home at the beginning of the school year that need to be completed and returned to your child's teacher. The information is especially critical if an emergency arises.

Parent's/guardian's phone numbers and names are requested and need to be kept updated so we may contact someone in an emergency. The medical information sheet must be returned, even if there are no special problems. Be sure to update this information regularly (new doctor, changed phone number, etc.) Please make the front office aware of any custody issues regarding your child.

LOST AND FOUND

Money, valuables and books are usually turned into the school office. Other items such as clothing, lunch boxes etc., are put in the "Lost and Found" area in the cafeteria. Children may check either before or after school and during lunchtime for lost items. Items not claimed will be donated to charity at the end of each trimester.

ITEMS FROM HOME

Students may bring in items from home only for "Show and Tell" or as part of a lesson or project with teacher permission. If there is a question about the suitability of an item, please check with your child's teacher prior to sending the item to school. The school is not responsible for lost, broken or misplaced items brought from home. The following are not permitted on school property or on a school bus at any time:

- Electronic devices , cell phones, collectable cards, valuables
- Real or fake guns, knives, fire starters, etc.
- Any live animal, whether a pet or wild
- Any item that is violent, vulgar, or harmful in nature

LABELING

It is very helpful to label your child's belongings such as lunch boxes, backpacks, raincoats, winter wear and footwear, etc. with your child's first and last name.

CONDUCT AND DISCIPLINE

Positive behaviors are the norm at Joel School and it is expected that students will behave in a courteous, respectful, and safe manner to other students and adults. This will support a safe learning environment and access to a quality education for all. Students receive explicit instruction in social emotional behavior and are provided with clear expectations for expected behaviors. Staff are proactive in providing and maintaining a positive and productive learning environment.

Behaviors that are not courteous, respectful, or safe provide "teachable moments" and will be addressed. When a student interferes with another student's right to learn or to participate in school activities in a safe environment, then that student will be redirected and provided with a review of expected behaviors. At Joel School, behavioral intervention usually begins with a discussion between student and teacher about expected behaviors. If inappropriate activity does not improve the next step is usually a loss of privilege and/or contact with the parent. Serious behaviors that impact the safety of students and/or staff will be referred to school administration. Staff will be in close communication with families regarding serious behavioral concerns. It is the responsibility of parents and students to familiarize themselves with the rules and regulations and abide by the established policies of the school.

The Joel School reserves the right to, with reasonable cause, search any school owned property (desk, etc.) if it is thought to contain materials that may be injurious or are illegal. The discovery of dangerous or illegal materials, or items that violate school policy shall be reported to parents, the

Superintendent of Schools, and/or the Clinton Police Department as deemed appropriate. *For a more detailed list of school rules and regulations including Suspension/Expulsion Policies, please refer to the district policy on the district website.*

GENERAL SCHOOL BEHAVIOR EXPECTATIONS

In all areas of our school students are expected to:

- Treat others with respect and the way they want to be treated
- Make safe and kind choices
- Tell the nearest adult about a problem or concern
- Respect school property and the belongings of others

CAFETERIA EXPECTATIONS

The Joel lunch room is a place to enjoy a nice meal and have conversations with classmates.

Students are under the supervision of lunch aides and are expected to:

- Eat and touch only your own food.
- Listen and follow the directions of lunch aides.
- Sit on their bottoms with feet under the table.
- Use polite words and gestures and quiet voices.
- Place all trash in the garbage.
- Line up quietly at the end of lunchtime

RECESS EXPECTATIONS

Recess is a time to play, try new activities, and have fun! Students are under the supervision of recess aides and are expected to:

- | | |
|--|---|
| • Use polite words and gestures. | • Use only school equipment allowed. |
| • Include others in games and activities. | • Tell an adult if someone else gets hurt or if there is a concern. |
| • Keep hands and feet to yourself. | • Ask an aide for permission to use the bathroom. |
| • Use playground equipment safely. | • When the whistle blows, stop, look, and listen. |
| • Stay in recess areas: blacktop, wood chips and fields. | • Line up quickly and enter the building quietly |

LOSS OR DAMAGE TO SCHOOL PROPERTY

Students are asked to take good care of school property, both in classrooms and in common areas such as the lunchroom, hallways, etc. In the event that a student loses or damages school property i.e. a library book, the child's family will be asked to replace or repair the item.

FRIENDS OF JOEL

Friends of Joel (FOJ) is a non-profit volunteer organization composed of the families and friends of Joel School students. The main focus is to raise funds to pay for the cultural assemblies that enhance the school curriculum, provide financial support for supplemental educational resources, and assist as needed to help Joel School operate at its best. FOJ sponsors events that help make the Joel School experience memorable for children and families, i.e. Monster Mash and an Ice Cream Social. Anyone interested in making a difference at Joel School is welcome to join FOJ; new ideas to improve fundraising, to support cultural assemblies, identify ways to support teachers, and make FOJ a better organization are welcome. Feel free to reach out to FOJ at friendsofjoel@gmail.com or send a note with your child marked FOJ. FOJ also is on Facebook at Friends of Joel.

PTA

The Clinton Parent-Teacher Association is an independent, non-profit, non-partisan association whose mission is to be a collective voice for Clinton Public School students, parents, and staff. The PTA provides tools to help children be safe, healthy and successful in the Clinton Public School System through advocacy and scholarship. Meetings frequently include guest speakers who provide valuable information about topics related to child rearing and education. Membership is open to all parents and guardians and includes membership in, and benefits of, local, state and national PTA.

YMCA AFTER SCHOOL PROGRAM

The YMCA offers on-site before and after school programs for Joel students. Hours are 7:00 a.m. to 8:40 a.m. and 3:15 p.m. to 6:00 p.m. For more information contact the YMCA at 860-399-9622.

NO SMOKING POLICY

SMOKING IS NOT ALLOWED AT ANY TIME ON SCHOOL PROPERTY.

HEALTH SERVICES

School Health Services are provided under the direction of the School Medical Advisor, Dr. Eileen Lawrence. The school health program is governed by medical standing orders and School Health Policies approved by the School Medical Advisor, the Board of Education, Yale New Haven Health and the school district Administration and is operated by a cadre of registered nurses and health room aides.

The nurse and/or health aide are scheduled to be in the health office from start to the end of school each day.

Joel School 137 A Glenwood Road Pre K-4th Grade	P: (860) 664-6571 F: (844) 831-2351 Hours: 8:30-4:00	Clara Parker, RN Jamie Behrend, SHA
Eliot Middle School 69 Fairy Dell Road 5th-8th Grade	P: (860) 665-6573 F: (855) 834-5417 Hours: 7:45-3:00	Jodie Smith, RN Joanne O'Dea, SHA
Morgan High School 71 Killingworth TPKE 9th-12th Grade	P: (860) 664-6574 F: (855) 769-3805 Hours: 7:35-2:30	Margaret Zarcone, RN Veronica Ketch, SHA

A student wishing to see the nurse must first obtain a pass from his/her teacher. At Joel, the teacher will call the health office for students before sending a student to the health office.

Allergies

Parents should notify the school nurse of a student who has any allergies, especially if the student is severely allergic to bee stings, insect bites, or food products. Documentation of allergies along with a treatment plan from the medical provider **must** be updated yearly and submitted to the health office prior to the start of the school year. All medications needed to mitigate anaphylaxis reactions must be provided by the parent/guardian.

Pursuant to Public Act 14-176, schools are required to maintain epinephrine in cartridge injectors to be administered as emergency first aid to students who experience allergic reactions when the student does not have a prior written authorization from parent/guardian or a prior written order from a qualified medical professional for the administration of epinephrine. Public Act 14-176 provides that epinephrine may be administered on an emergency basis by a school nurse, or in the absence of the school nurse, by a qualified school employee who has completed the training program required by the state statute.

If you do not want your child to be given epinephrine in an emergency, please notify the school nurse in writing.

Illness While at School

If a student should become ill while at school, permission should be secured from the teacher to go to the nurse's office. Under no circumstances is the student allowed to leave the building without permission. Parents or friends are not to be telephoned by a student without first being seen by the nurse or her aide, who will decide whether the student should remain in school or be picked up by a parent/guardian. A student must be signed out by a parent or guardian in the health office and then must report to the main office. Parents will assume responsibility for the transportation home to a caretaker or to a physician of any student for whom it has been determined that he/she cannot remain in school for reasons such as an injury, an acute illness or suspicion of having a communicable disease.

A student **will not** receive a dismissal from the school nurse if the student notifies a parent by cell phone outside of the health office. Cell phones are **not** permitted to be used during school hours, and the school nurse must evaluate the health-related situation in the health office.

To assure a speedy, uncomplicated recovery and to protect other students, a child with symptoms of illness should be kept at home. A child with a temperature of 100.4 F degrees or higher or other symptoms of acute illness, such as diarrhea or vomiting, shall be excluded from school. **A child should be kept home until his/her temperature has been normal for 24 hours without medication..** Please refer to the: [Guidelines for when to keep your child home](#)

Health Screenings

The Connecticut state statutes mandate that students be screened for potential barriers to education in the schools. The most common problems which can be detected and for which early intervention can be successful are vision, hearing and posture. The school nurse is responsible for conducting and overseeing these screenings in each school.

Various health screenings take place in school and are performed according to the following schedule:

Type Screening	Which Students	Grade Level
Vision	All Students	K,1, 3-5
Audiometric (Hearing)	All Students	K, 1, 3-5
Scoliosis	Females	5th Grade AND 7th Grade
Scoliosis	Males	8th Grade

Physical Examinations

Clinton Board of Education Policy and Connecticut State Law, Section 10-206c require a physical examination, conducted by a qualified medical provider, for all students prior to entering Kindergarten, 7th grade and 11th grade. Examinations completed after January 1st of your child's 5th or 9th grade year that are submitted to the school nurse on the **state-issued Blue Health Assessment Record** are valid to complete this requirement. Students may not attend classes until all paperwork is completed and received by the school nurse. Tele-health appointments do not qualify to meet this requirement.

Athletic Physical Examinations

All pupils in grades 6-12 who participate in interscholastic athletics are also required to have a sports physical every thirteen months. The sports physical is to be completed on the state-issued blue assessment record. The completed form must be on file in the school health office **BEFORE** any student will be allowed to attend, try out, practice or compete in any sport or cheerleading.

Immunizations

Connecticut law requires that a child be adequately immunized before being permitted to enter school and mandates that any student not enrolled in an immunization program, not adequately immunized, and/or who fails to qualify for an exception status shall be excluded from school until such time as the requirements have been met.

Exception to the Immunization Policy:

1. Medical Exemption from a medical provider stating such immunization is contraindicated because of the physical condition of the child.

As of 4/28/21 Religious Exemptions are no longer accepted to waive the Immunization Policy.

Medications

Medications such as pills, drops, inhalers, ointments, etc., are not to be carried on a student's person or left in a backpack. Prescribed medications must be *in the original container from the physician or pharmacy*. Prescription or over-the-counter medications to be taken by a student during the school day must be dropped off by the parent to the nurse with a written authorization as required below:

“The Connecticut State Law and Regulations require a qualified medical provider’s written order and the parent/guardian’s written authorization for a nurse to administer medicinal preparations. In the nurse’s absence, the principal or teacher may administer the medication as authorized.”

Forms authorizing the administration of medication are available from the school nurse.

The nurse maintains a supply of Tylenol/Acetaminophen for Grades 4-12 which may be dispensed up to 5 times a year per standing order by the Medical Advisor to a student **with written authorization** from a parent/guardian on the front side of the yellow emergency form. Motrin/Ibuprofen is NOT dispensed without a doctor's order. All medications are labeled and stored in a locked cabinet in the nurse's office. Medication is readily available, but inaccessible to children.

Medical Excuse for Physical Education

If a student has been injured or becomes ill during the school day and must be excused from physical education, the school

nurse may excuse the student from physical education for that day. PE restrictions beyond that day must be written by the student's qualified medical provider. A student who is excused from physical education due to an injury or illness, should also be excluded from physical activity during recess.

Donna Frechette, RN, BSN, M.Ed
School Health Office Supervisor
dfrechette@clintonpublic.net

INSURANCE

INSURANCE Accident insurance information is sent home during September. This insurance provides coverage for accidents on the school premises during school hours when school is in session. It also covers any accident suffered by the student while traveling directly to and from school. A twenty-four-hour policy is also available as explained in the application form. The school does not have insurance to cover injuries such as might be incurred by falling while running in a physical education class. The cost of a regular school-time student policy is less than the cost of one visit to your family physician. Accidents should be reported promptly to the teacher in charge. The Clinton Board of Education purchases, at additional cost, coverage for all students taking interscholastic sports including cheerleaders. All claims must be presented first by the parents to their own insurance carrier (Blue Cross, CMS, or other medical pre-payment plan) before claim forms are submitted to the Agency. If parents do not have such insurance coverage, then the claim will go directly to the Agency. The school claim form states: "Submit your claim to your own insurance companies." If parents have coverage, a claim must be submitted to each plan. After payment has been made by them, forward this form along with the bills showing what was paid by your companies. The balance will then be addressed by the Agency.

TECHNOLOGY AND INSTRUCTION

INTERNET & TECHNOLOGY USE -- ACCEPTABLE USE

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The Board recognizes that with increased access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The district shall take reasonable measures to prevent access to inappropriate materials, including use of a filtering system - The administration will establish guidelines for student and staff use of the Internet, Email and related electronic communication and information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The district will set access levels to equipment and electronic resources based upon staff and student needs as established by administration. District computers and computer systems are owned by the District and are intended for educational purposes. It is the individual's responsibility to take appropriate precautions to prevent damage to district computers. Users shall have no expectation of privacy when using the Internet or electronic communications. The District also reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems including all Internet and electronic communications access and transmis-

sion/receipt of materials and information. All material and information accessed/ received through District computers and computer systems shall remain the property of the District. The administration shall maintain electronic records in accordance with applicable legal requirements. The Board requires that students/staff who use these resources comply with the following policies, as well as comply with any established guidelines for use as directed by the administration. Failure to adhere to the established guidelines may result in the loss of these privileges, disciplinary action and/or referral to legal authorities:

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
3. E-mail should be used for educational or administrative purposes. Any electronic mail accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. Improper use of electronic mail accounts may result in disciplinary action.
4. Users may not load software, programs, and/or applications that are not owned by and/or licensed to the District onto District equipment without appropriate permission.
5. Users must not interfere with the performance of the computers and/or the network, or attempt to disrupt others' access and use.
6. Any use of electronic resources for commercial purposes, financial gain, product advertisement, or political lobbying is prohibited.
7. Students and staff may not access social media sites using District equipment unless otherwise authorized.
8. Users shall not develop any classroom or work-related websites, blogs, forums, or similar online communications, including social networking, representing the District or using the District equipment or resources without permission of the Superintendent or his/her designee. Such sites shall be subject to rules and guidelines established for the District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Any such site shall include a disclaimer that the District is not responsible for the content of the messages.

Use of electronic services is designed to be an integrated experience to develop literacy, learning and digital citizenship. The Clinton Public Schools will publish the expectations and guidelines for acceptable use of district technology annually in student-parent handbooks.

Legal References: Connecticut General Statutes

The Freedom of Information Act

P.A. 98-142 An Act Requiring Notice to Employees of Electronics

Monitoring by Employers

Policy adopted: January 20, 1998 Clinton Public Schools

Policy revised: August 20, 2001 Clinton CT, June 5, 2006, February 1, 2010, April 11, 2016

SAFE SCHOOL CLIMATE PLAN

The Safe School Climate Plan was developed by the Board of Education Policy Subcommittee in response to Public Act 11-232, and was approved on December 5, 2011. This Plan represents a comprehensive approach to establishing a positive school climate and building the quality and character of school life, with a particular focus on the quality of the relationships within the school community between and among students and adults. It also outlines a process to address bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. The Clinton Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment, and discrimination. The Safe School Climate Plan Handbook was developed with the intent to outline and further explain key components of the policy and regulation. The handbook can be found on the Clinton Public Schools website under the "Parent" Tab. Assistant Superintendent Maryann O'Donnell has been appointed as the Safe School Climate Coordinator, and is available to provide assistance or to answer questions. She can be reached at modonnell@clintonpublic.org or (860) 664-6500.

STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Clinton Board of Education does not discriminate on the basis of race, creed, color, national origin, age, marital status, religion, sexual preference or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs. The Clinton Board of Education shall provide equal employment opportunities for all persons and shall not discriminate, except in the case of a bona fide occupational qualification or need, by refusing to hire or employ or to bar or to discharge from employment any individual or to discriminate against her/him in compensation or terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability.

For more information you may contact one of the following administrators: Title VI Marco Famiglietti Telephone (860) 664- 6500

Title IX: Marco Famiglietti Telephone (860) 664 -6500

Section 504: Kim Pearce Telephone (860) 664 -6505

STUDENT DIRECTORY INFORMATION

Directory information may be released to media, colleges, civic or school-related organizations, and military services representatives, as well as published in programs for the athletic, music and theater presentations in our school district. "Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, videotape not used in a disciplinary manner. If parents do not wish this

information to be released, they must inform the school principal in writing within ten (10) days after receiving the student and parent handbook. This must be done each school year.

MEDIA ACCESS TO STUDENTS

Policy #1112.5(a)

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The building administrator has the right to restrict interaction with students on school property if he/she deems it interferes or disrupts the educational process. Media representatives wishing to photograph or identify particular students must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published. Parents who do not want their student interviewed, photographed, or videotaped by the media shall inform the school principal accordingly. Parents who do not want their student interviewed, photographed, or videotaped by the media should direct their student accordingly. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Parents will be advised of the district's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

(cf. 5125 – Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-213 Access to public records. Exempt records.

10-209 Records not to be public.

Media Access to Students

Policy #1112.5 (b)

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec

1232g (1988).

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: May 7, 2001

CLINTON PUBLIC SCHOOLS
Clinton, Connecticut

CLINTON BOARD OF EDUCATION GRIEVANCE PROCEDURE

The Clinton Board of Education maintains specific grievance procedures both formal and informal which are located on the district website. The Compliance Officer for the Clinton Board of Education is the Assistant Superintendent, 137B Glenwood Circle, Clinton, Ct. 06413 (664-6500).

SPECIAL EDUCATION

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT UNDER

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. For eligibility and additional information please refer to the appendix section of this manual.

The person in this district who is responsible for assuring that the district complies with Section 504 and the Americans with Disabilities Act (ADA) is:

Kim Pearce, Special Services Office
Clinton Public Schools, Clinton, CT 06413
Telephone: (860) 664-6505

Organizations and agencies which you may contact to obtain assistance with evaluation/placement questions include, but are not limited to, the following:

- A. Federal Office of Civil Rights
Boston Regional Office Telephone: (617) 223-9662