From the Principal...
Beverly D. Belden

Dear E.S. S. Families,
I want to begin by saying welcome back to our returning families and offering a warm welcome to all those families that are new to the Elizabeth Shelton School Community.

Over the summer the window project for the original rooms in the building was completed, which included new shades and screens. This project was a long time in coming, since these were the original windows when the school opened in 1959! In addition, all of our hallways have received a fresh coat of paint.

We are looking forward to our “PTO Back to School” Barbeque with our famous Fathers Club Chefs on Friday, September 13th, and hope to see everyone there.

The combined Back to School Night and PTO meeting is scheduled for Wednesday, September 11th, at 6:00 P.M. It will begin with a PTO general meeting in the gymnasium, a short presentation, an introduction of staff, followed by a visit to your child’s classroom to meet their teacher. There will be two 15 minute sessions to accommodate those families with more than one child here. Due to time constraints associated with “Back to School Night”, we would appreciate that if you have additional concerns that require extra time to kindly schedule a conference for another day.

This is a night for parents, so we request that children NOT attend.

It is essential to have parent involvement to better our school community. Please consider volunteering your time for one of the many PTO committees or activities.

Sign-up for our Infinite Campus Parent Portal, our student information system, can be done with Mrs. Kingersky in the office on Back to School Night. Please be sure that you have identification with you. It takes only a few minutes, but the information you receive through this, is certainly worth the time.

I look forward to meeting each and every one of you as we begin to work collaboratively for the benefit of our school learning community, and I am confident we will have a terrific year!

Respectfully,
Beverly D. Belden

Important Dates
Wednesday, September 11th ~ Back to School Night ~ 6:00 P.M.
Wednesday, September 18th ~ Picture Day
Important Information and School Policies

Please keep this for reference throughout the school year. Students should be in their seats and be ready for learning to begin at 9:00 A.M.

School Hours:
REGULAR DAY: 9:00 - 3:45 (Doors open at 8:45 A.M.)
LATE START: 11:00 - 3:45 (Doors open at 10:45 A.M.)
EARLY DISMISSAL: 9:00 - 1:50 (Doors open at 8:45 A.M.)

Unplanned Early Dismissal:
We ask that you DO NOT call the school to find out if there is early dismissal. It is imperative that these phone lines be kept open for communication purposes during an emergency. Please refer to the www.sHELtonpubLicSchools.org website for the most up to date information. Information regarding emergency delayed openings / early dismissals may also be obtained from various radio (WICC 600AM) and television (WTNH Channel 8) stations. It is important to review with your child (ren) alternative arrangements regarding where they should go if you are not home on an emergency early dismissal day. Please refer to our website for planned and unplanned early dismissal times.

Attendance Practices and Absence Verification:
Attendance and routine are both critical to a child's learning. A student is considered truant when they have four or more unexcused absences in a month or ten or more in a year. An absence is considered excused when a doctor's note is received by the school within ten days of the student's absence. Additionally, a student is considered chronically absent when they have missed ten percent of their enrolled school days.
All late arrivals (after 9:00 A.M) and early dismissals (before 3:45) are considered unexcused. Receipt of a doctor's note within ten days with change it to an excused.
Board of Education policy requires that parents call the school when their child will be absent. A voice mail box (929-1330 ext. 399) is available for calls at night or early morning for you convenience. The voice mail box is available until the office staff arrives in the morning. Calling in an absence does not meant that it will automatically be marked as an excused absence. If a child is absent and no parental notification has been obtained, the parent will receive an automated call at home, cell phone or their place of work.

Student Items and Belongings:
- Students are NOT permitted back into the building for forgotten items.
- If your child brings a cell phone to school, it must remain in their backpack and in the off position.
- Ipods and other electronic devices are NOT to be brought to school.
- Label all student items.
Birthdays will be recognized in the following manner:
If you wish to celebrate your child's birthday at school, you have the option of:

1) Sending in fruit, (real fruit, not gummy fruit snacks), or vegetable snacks for the entire class. OR
2) Sending in a non-food item for the entire class. Some examples of non-food items include: bookmarks, erasers, pencils, pens, markers, stickers and bouncy balls.

Birthdays are special days for our students. Recognition of birthdays at school, while important, should not disrupt the learning process or endanger the health or well-being of any student. We have an increasingly growing number of students who have food allergies. These students, along with other students whose health conditions require dietary restrictions, need close monitoring.
Thank you for your assistance in helping make our school a happy, safe, and healthy environment for all students and staff.

3) Invitations ~ Students may distribute invitations under the following guidelines so that hurt feelings can be avoided: ALL the girls in the class, ALL the boys in the class or the ENTIRE class. If this is not the case, then invitations CANNOT be distributed in school.

Bus Information:
We encourage you to send your children by bus (if eligible). Parents are requested to refrain from driving in the bus loop prior to 9:15 A.M in the morning, and between 3:20 P.M. and 4:00 P.M. in the afternoon. Parking in front of the school during these times is reserved for buses only. This will provide a safe and secure environment for our bus drivers and our bus transportation students. Appropriate behavior is important so that drivers are not distracted, and all students can ride safely and happily. Inappropriate behavior may result in suspension from the bus.

The transportation department’s policy is the following: It is the responsibility of the City of Shelton to take students from home stop to school and back. To assist working parents, they will take students to a daycare stop within the Elizabeth Shelton School District on a set schedule. For example, Mrs. Smith sends in a request for her son to go to her sister’s house for daycare on Mondays, Tuesdays, and Wednesdays every week. They will take students to ONE other address besides the home stop on the same fixed, day/day each week.

We will communicate these requests to the transportation coordinator who will add them to transportation information system and make it part of the driver’s regular route. This is especially important if the student will ride two buses; the Monday-Wednesday driver knows he will have this student on these days and the Thursday/Friday driver knows to expect the student on those days. Without these stops being part of the routes, a spare driver will not be aware of stops the regular driver may do automatically. In the event of an accident or emergency situation, the transportation coordinator looks to the transportation information system for student lists because this is how they track everyone.

We realize that sometimes exception situations arise, such as a serious illness or emergency within a student’s family. In these instances, we will do whatever we can to accommodate the family in need.
For the reasons listed above, we will NOT be approving daily changes. Please put your request regarding dismissal in writing to your child's teacher. If you have more than one child, each teacher MUST get a note. If during the day an emergency arises, you must call the school NO LATER than 2:00 P.M. We will need something in writing, either a fax or an email to either dquinlan@sheltonpublicschools.org or bkingersky@sheltonpublicschools.org Do NOT email just the classroom teacher. They might not be able to check their email, thus creating a safety issue for your child.

Once again, students may only have ONE other address besides the home stop on the same fixed, day/days each week. I would very much appreciate your help, cooperation and support, as we continue to make safety a priority at Elizabeth Shelton School.

**Student Drop-Off Procedure:**
If it is necessary for you to bring your child (ren) to school in the morning, they must be dropped off at the north end (upper wing) of the building. Please enter the school grounds from the Soundview Avenue entrance. Staff members will be stationed at this entrance each morning from 8:45 A.M. until 9:00 A.M. to ensure the safety of your child (ren). Children will enter the building through the upper wing door entrance and proceed directly to their classroom. Parents should not accompany their child into the building through this entrance. If you must accompany your child into the building prior to 9:00 A.M., please park in a space at the north end, enter via the main entrance front doors, and sign in at the office.

**Student Pick-Up Procedure:**
Parents picking up their child (ren) after school are to use the Soundview Avenue entrance, park at the North end of the building. Grades 1 - 4 will be dismissed from the cafeteria and kindergarten students from the library. Adults picking up students will be required to show identification and then sign them out. Any change in the going home process (i.e. bus student being picked up by parent, after school activities such as religious education, Boy and Girl Scouts, early dismissal for a doctor's appointment) must be put into a note to the classroom teacher. If a note is not received, the parent or guardian must report to the main office to pick up your child (ren).

Please remember when entering or exiting our school parking lots that BUSES AND PEDESTRIANS HAVE THE RIGHT OF WAY. Passing a bus with its lights flashing is a $465.00 fine.

**Stop**

**Appropriate Dress:**
Please be sure that your child (ren) are dressed for the day's weather. Flip flops are NOT allowed in school. Open toed sandals or clogs can be dangerous as well. Students will be outside for recess as much as possible, weather permitting.

**Cafeteria Services:**
Checks should be made out to “Shelton School Lunch Program”. The meal price is $2.75 and breakfast is $1.50. Breakfast is NOT available on late start days.
Fire Drills/Lockdown Drills/Shelter in Place Drills:
Over the course of the school year, students will be taking part in various drills as monthly safety routines. Drills include fire, lock-down and off-site evacuation. We do not notify parents ahead of time.

Opening Exercises Procedure:
Each classroom will conduct its own opening exercises each morning. This will include the reciting of the Pledge of Allegiance and a Moment of Silence.

Visitors:
Visitors are always welcome at ESS. The Board of Education has a policy in place regarding visitors. It is very important, in the interest of safety of all the children and the educational process, that visitors follow our policy. All visitors **MUST** enter the building through the main entrance front doors and sign in at the office. They will be issued a visitor's badge which should be worn at all times while visiting the school. Please remember to sign out at the main office upon leaving the building. This will ensure that we account for you in case of a building emergency. You may *only* go to the place that you have signed in for and **NOT** to any other area. This is for the security of our entire school community.

School Medication Policy:
To insure the safety and well being of all our students, specific guidelines have been established. Students are not allowed to carry medications. All medications are kept in the nurse’s office and administered by the school nurse or the designated staff in her absence. All medications administered in school must be:
- Brought to school by a parent or responsible adult
- Packaged in the original pharmacy container with the name of the student, doctor, name of medication and dosage
- Given to the school nurse or in her absence an administrator or teacher
- Accompanied by a signed authorization from the physician and parent/guardian with the time to be taken, reason and duration
- Over the counter medications such as Tylenol **MUST** follow the same procedure. The medication must be in a new unopened container
- No more than a 45-day supply will be accepted
- A parent or responsible adult must pick up any discontinued medication or it will be destroyed after one week