

## **Important Information and School Policies**

Please keep this for reference throughout the school year.

### **School Hours:**

REGULAR DAY: 9:05 - 3:45

LATE START: 11:05 - 3:45

EARLY DISMISSAL: 9:05 - 1:50



### **Unplanned Early Dismissal:**

We ask that you **DO NOT** call the school or radio/television stations. It is imperative that these phone lines be kept open for communication purposes during an emergency.

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. Information regarding emergency delayed openings / early dismissals may be obtained from various radio (WICC 600AM) and television (WTNH Channel 8) stations or by checking the district website ([www.sheltonpublicschools.org](http://www.sheltonpublicschools.org)). Please refer to our website for planned and unplanned early dismissal times.



### **Absence Verification:**

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 your convenience. The voice mail box is available until the office staff arrives in the morning. 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. Upon returning to school after an absence, students **are required** to bring a note. This is especially important in light of the current State Truancy Law.



### **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.



### **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 Landmark Bus Company 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/days 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 3:00 P.M. We will

need something in writing, either a fax or an email to either [dquinlan@sheltonpublicschools.org](mailto:dquinlan@sheltonpublicschools.org) or [bkingsky@sheltonpublicschools.org](mailto:bkingsky@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 8:50 A.M. until 9:05 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 9:05 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, and wait until your child exits through the cafeteria. 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.



### **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 years, students will be taking part in various drills as monthly safety routines.



### Opening Exercises Procedure:

Each classroom will conduct its own opening exercises each morning. This will include the reciting of the Pledge of Allegiance.



### 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.**

If you wish to visit your child's classroom, please make arrangements in advance with your child's teacher.



### 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

