



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

## ***2020-2021 School Year Important School Information and Policies***

### **Important first day of school information:**

- Dismissal is at 1:50pm until at least the end of September.
- Students must have their masks on to enter the building.
- Lunch will be served.
- STUDENTS WILL BE SENT HOME ON THEIR ASSIGNED BUS unless we have received the "Opting Out of Bus Transportation" form. This form can be found under the "COVID-19" Quick Links on the district's website (<http://www.sheltonpublicschools.org>). Even if your child was dismissed to parent last year, the main office needs a note for the current school year or your child will be sent home on a school bus.
- Parents/Guardians are not be allowed in the building or permitted to escort their child to class.
- Extra staff members will be located at the main entrance and in the hallways to assist students to their classrooms.

**Bus Information:** Parents are requested to refrain from driving in the bus loop prior to 9:20am in the morning and 1:30pm-2:05pm on early dismissal days and between 3:30pm-4:00pm on full school days. 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 a suspension from the bus. No bus passes will be allowed this year. Masks must be worn at all times on the bus. Any transportation questions or issues, you may contact the Shelton Student Transportation bus company directly at 203-922-1311 or email them at [transportation@sheltonpublicschools.org](mailto:transportation@sheltonpublicschools.org).

### **Student Items and Belongings:**

- ✿ Students are NOT permitted back into the building for forgotten items.
- ✿ If your child(ren) brings a cell phone to school, it must remain in their backpack and in the off position.
- ✿ iPads and other electronic devices (including, but not limited to, Smart Watches) are **NOT** to be brought to school.
- ✿ **LABEL** all student items and belongings.
- ✿ Reusable water bottles must be brought home daily. Non-reusable water bottles will be disposed of daily if they are not taken home.



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

## **Student Drop-Off Procedure:**

- Parents/guardians should pull up to the ***end of the lot***. A staff member will be stationed there each morning at 8:45am to 9:00am to ensure the safety of your child(ren). Please do not get out of the car. Your child must exit the car on his/her own. Staff members will not open cars doors or unbuckle children.
- If you choose to walk your child to the front door, you must park in a parking space and walk to the front door. Once at the front door, your child will enter the building.
- To ensure the safety of all children, parents are **not allowed** to walk their child(ren) into the building or classroom. Staff members are stationed throughout the building to guide your child(ren) to classrooms as needed.
- Students **can not** be dropped off prior to 8:45am as there are no staff members on duty to supervise. They will **not be allowed** to enter the building or wait in the main corridor of the school.
- If you are dropping your child off after 9:00am and no staff members are on duty, please park in a parking space (do not pull into the bus loop) and escort your child to the front door. Once you are at the front door, please push the call button and wait for a response and direction from the main office. Do not leave your child outside the school door until someone from the school has spoken with you over the intercom.

## **NEW Student Pick-Up Procedure for Dismissal:**

This new pick-up procedure will remain in effect until further notice. Please understand that due to the new procedure that we have put in place, dismissal may take longer.

- Parents/guardians picking up their child(ren) at dismissal time are to park in the rear of the building. Cars must be turned off and minor children can not be left in any car unattended.
- Parents will not be allowed to the rear of the building until 1:45pm. There will be NO access to park in the rear of the building until then.
- Parents/guardians will line up at the cafeteria door. Please be sure to maintain proper social distancing while waiting in line. Parents/guardians will **NOT** be allowed in the building.
- Once it is your turn at the cafeteria door, you will inform the school staff member of your child's name and grade.
- You will need to present picture identification to the school staff member.
- Your child will be brought to the cafeteria door to the parent/guardian picking up the child.
- If someone other than a parent/guardian is picking up your child, they **MUST** be listed as an emergency contact in Infinite Campus. Students will **NOT** be released to anyone who is **NOT** on your Infinite Campus Emergency Contact list.



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

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 \$450 fine.

**Picking up prior to dismissal time:** Parents/guardians will **NOT** be allowed in the building. At the main entrance, please push the call button and wait for a response from the main office. An office staff member will ask you over the intercom, the name and grade of your child. You will need to show picture identification through the intercom camera. Please make sure you have your photo identification with you when you arrive at the main entrance. Your child will be dismissed to you through the main entrance doors. Please note that these early dismissals are unexcused until we receive proper paperwork informing us otherwise (i.e. note from the doctor for a doctor's appointment).

#### **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 and television 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: 203-929-4077**

Board of Education policy requires that parents/guardians call the school when their child will be absent. This pertains to **ALL** five learning days whether in person or distance learning. A voice mailbox is available for calls at night or early morning for your convenience. When you leave a message, please state the student's first and last name, the date of the absence, the classroom teacher, and the reason for the absence. If a child is absent and no parental/guardian notification has been obtained, the parent/guardian will receive an automated call at home, cell phone, or place of work.

**This policy pertains to ALL students (students on the hybrid model plan and students on the full voluntary distance learning plan). Attendance is taken daily.** On distance learning days, students must take attendance in their Google Classroom by 1:50pm.

More information about the district's attendance policy will be sent home.



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

## **Birthday Celebrations:**

- No outside food will be allowed for any birthday celebration, no exceptions.
- No items can be passed out to the students in the class either. This includes, but is not limited to, pencils, small toys, erasers, etc.

Please understand that these measures are being taken to limit outside items from entering the school.

Classroom teachers will not pass out birthday invitations. Please be cognizant of this if you are planning a birthday party for your child.

## **School Medication Policy:**

If your child requires a prescription or over-the-counter medication during the school day, you must follow the procedures required by the Shelton Public Schools, the Connecticut General Statutes, Sec. 10-212a, and the Connecticut Administrative Regulations, Sec. 10-212a-1 through 10-212a-9. These procedures promote safe practices for students and staff. All medications administered in school must adhere to the following:

- ❖ Contact the school nurse to make arrangements to drop off medication. (Medication drop off was already scheduled for September 1 – September 3, 2020)
- ❖ **NO** medications are to be given to a student to bring to school to hand in to their nurse.
- ❖ The medication must be packaged in the **ORIGINAL PHARMACY CONTAINER**, clearly labeled, with the student's name, the authorized prescriber's name, and the prescription information.
- ❖ Given to the school nurse or in her absence, an administrator.
- ❖ Accompanied by a signed authorization from the physician and parent/guardian with the time to be taken, reason, and duration. **Medication will not be administered without this documentation.**
- ❖ 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 three (3) month supply may be stored at school. **Unused medication must be destroyed** if not picked up by a responsible adult by the end of the last day of school.



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

## **Make Up Work Procedure for Vacations:**

For planned absences, such as vacation during the school year, teachers are **NOT** required to provide students or parents/guardians with advance work or assignments. It is the student's and/or parent's responsibility to get the work upon their return. Taking time from school to go on a vacation poses a risk to your child's educational progress. Both students and parents must understand that when school is missed due to vacations, it is not the responsibility of the teachers to provide remedial instruction for the assignments/content that has been missed.

## **Message and Telephone Use:**

The main office will not interrupt classroom instruction to deliver parent/guardian messages to their child. If the message is a true emergency, your child will be notified between lessons. Parents should not contact their child via cell phone or any other electronic device during the school day. Students are allowed to use the office phone during the day, with the permission of the principal or designee.

## **Breakfast and Lunch:**

Breakfast is available daily and will be eaten in your child's classroom. Under further notice, lunch will be eaten in your child's classroom. Daily lunch can be purchased. All Shelton Schools are **NUT** free.

## **Playground Access and Rules:**

Students at Long Hill School have an outdoor recreational playground structure. Rules to ensure our students' safety are discussed by the classroom teachers. Rules will be reviewed and retaught throughout the school year. Visitors are **NOT** permitted to use the playground during school hours; as it is limited to our students during these hours. **Until further notice, playground equipment WILL NOT BE USED by students during the school day.**



# Long Hill Elementary School



565 Long Hill Avenue  
Shelton, CT 06484  
Phone 203-929-4077 Fax 203-929-8250  
**Andrea J. D'Aiuto, Principal**

---

## **PBIS and Positive School Culture:**

At Long Hill School we use the PBIS (Positive Behavioral Interventions and Supports) Program, which focuses on using proactive strategies to define, teach, and support appropriate student behaviors to create a positive school environment. PBIS lessons on how to be respectful, responsible, and safe are taught in the beginning of the school year and are retaught on an ongoing basis throughout the school year. At LHS, all students expected to be **SPOT On** in all areas of the school and on the bus. A student demonstrates **SPOT On** behavior when he/she:

- Shows respect
- Plays and works responsibly
- Outstanding behavior
- Timely and ready to learn

## **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. Please refer to the district dress code policy. Students should wear sneakers on gym days. Students should wear comfortable shoes as they will be taking walks outside on school grounds during mask breaks.

## **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. The purpose of conducting monthly drills is to give students and staff the opportunity to practice what they need to do should an emergency occur.