



Long Hill Elementary School



565 Long Hill Avenue

Shelton, CT 06484

Phone 203-929-4077 Fax 203-929-8250

Andrea J. D'Aiuto, Principal

Important School Policies and Procedures

Bus Information:

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 Long Hill 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 in the Long Hill School District 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 and will allow the bus drivers to know when to expect the student to ride his/her bus. 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 encourage you to send your child(ren) by bus. Parents are requested to refrain from driving in the bus loop prior to 9:20am in the morning and between 3:30pm-4:00pm 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 a suspension from the bus.

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 in the front parking lot. Parents/guardians should pull up to the end of the lot. A staff member will be stationed there each morning from 8:45am until 9:00 am to ensure the safety of your child(ren). Please do not get out of your car, a staff member will assist your child to exit the car. Once your child has exited the car, please continue to drive out of the school lot. This will allow for a consistent flow of traffic. Children will enter the school through the front entrance and proceed directly to their classroom. 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/escort students to classrooms as needed. **Children can NOT be dropped off prior to 8:45 am as there are**



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no staff members on duty. They will NOT be allowed to enter the building or wait in the front corridor of the school.

If you are dropping off your child(ren) after 9:00am, please park in a parking spot and escort your child(ren) into the main office to sign them in. Students will then receive a Late Slip and will go to their classroom.

Dismissal Procedure:

Students are allowed **up to two** different ways of dismissal. Examples of two different ways of dismissal are:

- ✿ A student takes the bus home on Mondays and Wednesdays and is a pick up on Tuesdays, Thursdays, and Fridays.
- ✿ A student takes the bus to a daycare stop within the Long Hill School District on Mondays-Wednesdays and takes his bus home on Thursdays and Fridays.

Please note that daily dismissal changes will **NOT** be approved. Any change in your child's daily dismissal (i.e. bus student being picked up by parent, after school activities such as religious education, Boy & Girl scouts, or early dismissal for a doctor's appointment) must be put into a note to the classroom teacher. If you have more than one child, each teacher must receive a dismissal note. If during the day an emergency arises, you must call the school **NO LATER** than 3:00pm to notify us. The phone call will need to be followed up by something in writing, either a fax or an email to either cvetro@sheltonpublicschools.org or pquirk@sheltonpublicschools.org. **DO NOT** email just the classroom teacher as they might not be able to check their email, thus creating a safety issue for your child.



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Student Pick-Up Procedure for 3:45pm dismissal: Parents picking up their child(ren) after school are to park in the rear of the building and enter and exit through the cafeteria. Parents **must** sign their child(ren) out daily. If someone else other than a parent/guardian is picking up your child(ren), please make sure they are listed in Infinite Campus. If your child(ren) will be dismissed daily, please send in a note to your child's teacher indicating this and which adult(s) will be picking up your child. Please make sure that whomever is picking up your child(ren) has identification on them, as they will be asked by staff members to present it.

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 3:45pm: Parent/guardian will sign the child(ren) out through the main office.

Visitors:

Visitors are always welcome at LHS. The Board of Educations has a policy in place in regards to visitors. This policy was put in place in the interest of safety for all the children. All visitors will buzz into the building at the front door. Visitors will be asked by office personal to state their name and the nature/reason for their visit. Once the doors are opened, all visitors **MUST** report to the main office and sign in with a photo ID. Visitors will be issued a visitor's badge to be worn at all times while visiting the school. Please remember to sign out at the main office and return the badge upon leaving the building. 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 or would like to meet with a teacher, please make arrangements in advance with your child's teacher.

Absence Verification: 203-929-4077

Board of Education policy requires that parents/guardians call the school when their child will be absent. 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 notification has been obtained, the parent/guardian will receive an automated call at home, cell phone, or 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.



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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 are **NOT** to be brought to school.
- ✿ **LABEL** all student items and belongings.

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). Please refer to our website for planned and unplanned early dismissal times.

Birthday Celebrations:

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. Please consider the following:

- ✿ It is recommended that parents/guardians send in a **healthy snack** (fruit, pretzels, popcorn, etc.) to be shared with the entire class during lunch.
- ✿ Another option is to send in a non-food item for the entire class. Some examples of non-food items include: bookmarks, pencils, stickers, bouncy balls, and erasers.
- ✿ Contact the classroom teacher prior to sending in birthday celebration snacks or non-food items so teacher is aware of items being brought in.



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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 be:

- ✿ Brought to school by a parent or responsible adult.
- ✿ 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 or teacher.
- ✿ 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.

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.

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.