

CENTER ROAD SCHOOL

Child centered

Educational minded

Noteworthy parental support

Teaching excellence

Excited about learning

Reflects pride for all

Respect for others

Otstanding achievement

Always enthusiastic

Diversity of cultures

Sense of humor

Caring environment

Highly creative

Otreach to community

Our Extended family

Lots of love

CENTER ROAD SCHOOL HANDBOOK
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CENTER ROAD SCHOOL

MISSION STATEMENT

The mission of Center Road School is to provide all students with a foundation of skills for lifelong learning which will enable them to function effectively with a changing society. Students will develop a sense of individual worth, a respect of diversity, and the ability to think independently, creatively and critically. This will be accomplished through collaboration among students, staff, parents, and community in an accepting, nurturing environment, with an emphasis on high expectations for all.

GENERAL SCHOOL INFORMATION AND GUIDELINES

1.0	School Hours	Half Days	2 Hour Delay
	8:07 – 2:37	8:07-12:37	10:07 – 2:37(Gr.1-5)

2.0	Kindergarten Hours	ECP School Hours-Tuesday-Friday
	A.M. Session – 8:07 – 10:47	A.M. Session-7:45-11:15
	P.M. Session -11:57 – 2:37	P.M. Session-11:15-2:45

*Buses start pick up for P.M. kindergarten at approximately 11:25 a.m.

3.0	Kindergarten– Half Day Session		
	A.M. Session	P.M. Pick-Up	P.M. Session
	8:07 – 10:22	Begins approximately 9:45 a.m	10:22 – 12:37

4.0 **School Cancellation**

When there is to be no school due to inclement weather, an announcement will be broadcast over stations WTIC – AM (1060) & FM (96.5), WDRC – AM (1360) & FM (102.9), KISS FM (95.7), and WCCC – AM (1290) & FM (106.9) starting at 6:00 a.m. Please also watch local television stations – WFSB Channel 3 (cable box channel 2), WTNH Channel 8 or WVIT Channel 20.

5.0 **Dismissals**

Dismissals will be honored for emergency reasons. Parents are requested to send a note including the child’s name, room number, and reason for dismissal, and must be signed out of the office. If you are calling to pick up a child without a note, we must receive a call by 2:15 pm. Last minute dismissals are not recommended.

Children will be dismissed only through the office and must be signed out and picked up in the office.

In the event of early dismissal from school, children should be aware of where to go (neighbor, relative, etc.). A note should be sent to the teacher early in the school year explaining destinations in case of early dismissals so students can be reminded when such occasions arise. Parents picking up other children should have parental permission (written), and the office should be notified. Without a note from home, a student's transportation will not be changed on a child's word only. Please do not verbally let your child know without forwarding a note specifying a change in usual dismissal procedures.

6.0 Attendance

When students are to be absent as a result of illness or some other event which is unanticipated, parents should call the nurse's line anytime after 4:00 p.m. to report absences for the coming day. A message will be taken by the nurse's office answering machine. The telephone number is 870-6307.

Connecticut state law requires parent/guardians to have their children attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. The Board of Education requires that accurate records be kept of the attendance of each student. A student should not be absent from school without the parents' or guardians' knowledge and consent. All absences must be called into the nurse's office. An absence shall be considered "excused" when a student does not attend school due to an illness or injury, death, religious obligation, an emergency, or other exceptional circumstances. Written excuses for such absences should be submitted to school by the child's parent or guardian. If a student is absent for more than one day, assignments may be requested in the morning and picked up at the end of that day. Please understand that in an interactive learning environment (discussions and analyses in reading, writing, and hands-on learning in mathematics, science, and social studies), make-up work is not easily replicated and teachers are not required to provide it. Alternative enrichment assignments may be provided instead. If students are absent due to vacation, make-up work will be done upon their return. Any students averaging two or more absences per month excused or unexcused will receive a letter from the school. If the absences continue parents/guardians will be contacted by the school and a representative from Youth Services.

7.0 REGISTRATION

Children who have reached their fifth birthday on or before January 1st may be considered for entrance into Kindergarten. The State of Connecticut requires that every child attending public schools be inoculated for: (1) Polio, (2) Rubella (German Measles). Immunization records, current physical and birth certificates are required when registering the child.

8.0 CONFERENCES WITH PARENTS

Formal conferences are scheduled for the first and third trimester of every year. Your child's teacher will contact you to arrange a specific time for your conferences. Additional conferences may be scheduled either by the parent or the teacher as necessary.

9.0 INSURANCE

A voluntary student accident insurance policy is available to assure financial aid with hospital, medical, and surgical expenses which may occur due to injuries sustained during the school day or on the way to and from school.

10.0 SCHOOL DRESS:

We have very high expectations for all our students at CRS, and believe they will be academically successful in school. There is a definite connection between how one dresses and their readiness for learning. Consequently we feel that a child should dress for “work” (their work) in a neat and comfortable manner. When they go home, they change into “play” clothes, and they should not wear play clothes to work. Therefore, “muscle shirts, tank tops, crop tops, swimsuits, very short shorts, and shirts with “tough or strange saying”, are not appropriate. We also are concerned about open back sandals or shoes with high heels. Though they may be in style, they are not safe for active youngsters. This can be a difficult area, but we are trying to provide guidance for our parents and students.

11.0 CELL PHONE USE:

Cell phones are not allowed to be turned on during school hours. If a student brings a cell phone to school they are to remain in their backpacks and are to be turned off during school hours. If a parent/guardian needs to get a message to a student, please contact the office.



Center Road School

Parent Involvement Guidelines

The mission of Center Road School is to provide all students with a foundation of skills for lifelong learning, which will enable them to function effectively within a changing society. Students will develop a sense of individual worth, a respect for diversity, and the ability to think independently, creatively, and critically. This will be accomplished through collaboration among students, staff, parents and community in an accepting nurturing environment with an emphasis on high expectations for all.

We offer this parent involvement policy as a vehicle to help us accomplish our mission. The following outline is in compliance with the legal requirements of the No Child Left behind (NCLB) Act of 2001 (PL 107-110, Section 1118). This document was prepared with input provided by teachers, parents, and building administrators. The policy will be available to all parents/guardians at Center Road School as part of the Parent Handbook.

- A. Parents/guardians will have the opportunity to provide input into development of Center Road School's Parent Involvement Guidelines, to review it annually, and to revise as needed to meet the changing needs of students, staff, and parents.
 - The Parent Involvement Guidelines will be incorporated into the Parent Handbook and sent home at the beginning of each school year.
 - A committee will be formed in the spring of each year to review and revise the Parent Involvement Guidelines.
 - Revisions will be shared at an appropriate PTO meeting

- B. Parents/guardians and teachers will be provided support as they implement parent involvement.
 - Monthly PTO meeting will be held.
 - Parents of kindergarten students will receive an invitation to the first PTO meeting of the year as a means of introducing them to the PTO and welcoming them to our school community.
 - Building administrator will communicate regularly with the PTO president(s) to discuss ways to expand and encourage parent participation. Information from these discussions will be shared at the following PTO meeting.
 - Conferences for teachers and parents aimed at enhancing the school-family-community partnership will be encouraged and allowed.
 - A section of the Center Road School library will provide current, reputable parent literature/materials.
 - Information through computer technology will be available at the school website.

- C. In order to build the school's and parents' capacity for strong parental involvement, Center Road School will:
- Invite parents to volunteer by assisting in classrooms, helping in the library, and providing leadership with PTO sponsored events.
 - Encourage parents to attend special events, both during the day and in the evening.
 - Provide opportunities for parents/guardians to chaperone field trips.
 - Set up convenient times for parent/teacher conferences and other meetings. This will include evening conference times twice a year.
 - Hold annual Open Houses where teachers will discuss the curriculum and/or written curriculum information will be made available.
 - Provide parents with an up to date Center Road School Parent Handbook containing information about guidelines and programs.
 - Publish a monthly school newsletter, which includes a calendar of events at our school.
 - Hold monthly PTO meetings where childcare will be provided to enable parents to attend.
 - Provide materials and training to help parents/guardians understand what they can do to support their child's motivation and readiness to learn, including summer activity packets, the Governor's Summer Reading Program, and Kindergarten Orientation Night.
 - Provide a means for ongoing daily teacher/parent communication via daily assignment books or sheets or email.
 - Maintain an open door policy.
- D. Coordinate and integrate parental involvement strategies with other programs and initiatives.
- Second Step Anti-bullying Program
 - Character Education
 - Community Mentor Program
 - Vernon Reads
 - Headstart
 - Vernon Youth Services Bureau programs
 - Collaborate with other organizations and agencies that serve the interest and needs of students and their families.
- E. Parents will participate in an annual discussion of the effectiveness of the Center Road School Parental Involvement Guidelines. Discussion will take place at a PTO meeting and will include:
- How to increase parent involvement
 - Ways to overcome barriers which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have limited English proficiency, or are of any racial/ethnic minority background.

We value the role parents and guardians play as their children's first teacher, and the influences of their continued support, to promote higher student academic achievement and foster a climate of respect and a feeling of community within Center Road School.

Center Road School Parent Compact

The challenge of maintaining a school where meaningful learning occurs requires hard work from all people invested within the school. In order to keep Center Road School a high achieving school, the following are roles and responsibilities that we as a “family” will have to carry out to support student success in education and in life.

Family/Parent Responsibilities:

1. Keep high expectations of their children in all facets of their lives.
2. Provide a quality learning environment at home where students have a proper place to complete their homework assignments.
3. Read to or encourage children to read every day.
4. Attend teacher conferences, stay informed of events at Center Road School by reading monthly newsletter, and regularly viewing Center Road’s website.
5. Consistently monitor child’s progress in school.
6. Participate in school and PTO events.
7. Encourage children to live a healthy and physically active lifestyle.

Students Responsibilities:

1. Come to school every day with a positive attitude.
2. Put forth their best effort when doing any school assignment.
3. Pay attention and actively participate in class lessons.
4. Know and follow school and class rules.
5. Respect peers and staff.
6. Attend monthly meetings with the entire school to encourage positive relationships between themselves and others.
7. Complete all homework assignments on-time using their best effort.
8. Read every day.
9. Engage in a healthy and physically active lifestyle.

Teachers Responsibilities:

1. Hold high academic and behavioral expectations for all their students.
2. Maintain a positive learning environment that keeps students safe and eager to learn.
3. Provide high-quality instruction that allows children to think critically and become productive members of society.
4. Assign homework that is meaningful and promotes academic excellence.
5. Encourage students to always try their best during school and in life.
6. Include parents as partners in the education of their children, through open and on-going communication.
7. Provide their students with opportunities to read every day during school.
8. Encourage parents and families to participate in school and PTO events.
9. Encourage parent volunteerism in school and PTO events
10. Encourage children to live a healthy and physically active lifestyle by adhering to our Wellness Guideline.

STAFF

Principal: Jocelyn Poglitsch

Preschool: Diane Hurd

Kindergarten: Lois Hornyack
Diane Sirois

Grade One: Andrea Bortolan
Sarah Carini
Maureen Pybus
Anne Timbrell

Grade Two: Leah Boice
Deborah Chase
Theresa Hoyt
Holly Jensen
Margaret Wilde

Grade Three: Kimberly Heimer
Jennifer Schoeneberger
Ann Marie Schrager
Tammi Venzie

Grade Four: Laurie Allen
Julie Beturne
Jill Brady

Grade Five: Chiara Bambara
Danielle Levesque
Nick Willette

SPECIAL AREA TEACHERS

<u>Art:</u>	Debra Gag
<u>ASD Program:</u>	Zainab Al-Khabbaz
<u>ESL:</u>	Kim Cheman
<u>Music-Vocal:</u>	Carol Baldwin
<u>Music-Vocal:</u>	Susan Rubinstein
<u>Music-Instrumental:</u>	Kelly Gansenberg
<u>Occupational Therapist:</u>	Marie Simonetti
<u>Occupational Therapist:</u>	Karen Walsh
<u>Physical Education:</u>	Tim Gardiner/Pete Johnson/Patty Maxwell
<u>Physical Education:</u>	Karen Plevyak
<u>Physical Therapist:</u>	Lori Suzik
<u>Reading Consultant:</u>	Debra Phillimore
<u>Reading Consultant:</u>	Christine Piscitelli
<u>Resource:</u>	Janet Johnson
<u>Resource:</u>	Carrie MacDonald
<u>Resource:</u>	Darby Schwartz
<u>Social Worker:</u>	Karen Schiffmacher
<u>School Psychologist:</u>	Dr. Dave Pino
<u>Speech Clinician:</u>	Valerie Sexton
<u>Renaissance Program:</u>	Jamie Doubleday
<u>Renaissance Social Worker:</u>	Lorinda Spivey

SUPPORT STAFF

<u>Head Cook:</u>	Annette Grant
<u>Cafeteria :</u>	Delia Gartside
<u>Cafeteria:</u>	Kristina Gundmonson
<u>Cafeteria:</u>	Ann Marie Hoover
<u>Cafeteria:</u>	Linda Shorts
<u>Head Custodian:</u>	Jeffrey Bettinger
<u>Custodian:</u>	Alan Chaloux
<u>Custodian:</u>	Russ Harrington
<u>Librarian:</u>	Peg MacKechnie
<u>Nurse:</u>	Maureen Arce
<u>Secretary:</u>	Penny Kemp
<u>Secretary:</u>	Jackie Pugliese

Paraprofessionals

Elizabeth Amborsetti	Janice Marcham
Beau Demko	Anita Newberry
Susan Denz	Claudia Petraglia
Janice Doherty	Michelle Royce
Josh Duenas	Deb Susee
Gloria Ganges	Candy Sutherland
Melissa Garrett	Dot Tedeschi
Lorraine Grasso	Karen Prague
Debra Green	Nancy Vasko
Marilyn Hemingway	Linda Vogler
Ruth Hoffman	
Beth Kellogg	
Iris Laboy	
Claudia Lerch	

SPECIAL AREA PROGRAMS

1. **Art**

The objectives of the program are to enable the student to demonstrate an understanding of design using a variety of tools and techniques. Grade level 1-5 meet for one 50 minute session a week.

2. **Music**

The vocal music program is designed to give the students a workable knowledge of the basic elements of music and to expose them to different musical experiences. Kindergarten has one 20 minute session each week. Grades 1, 2, 3 and 5 have two 30 minute sessions each week. Grade 4 has two 35 minute sessions each week as the recorder is introduced as an aide to reading music.

The Chorus is a voluntary activity for Grades 4 and 5 which meets once a week for a 30 minute session.

The instrumental music instructor is at the school one day and one morning a week. This particular program is introduced at the Grade 5 level, when students are given their choice of six band instruments and receive 1 lesson of approximately ½ hour each week.

3. **Physical Education**

This program is designed to enhance the developmental and emotional needs of each student and aims to foster an appreciation of physical activity throughout their lives. Kindergarten students are scheduled for 30 minutes each week. Grade 1 is scheduled for two 30 minute periods each week. Grades 2-5 are scheduled for two 45 minute periods each week. Preschool classes have the gym available for use 30 minutes each week.

4. **Reading Support**

Reading consultants diagnose and work with students deficient in skills needed to reach an acceptable level of attainment within their class.

5. **E.S.L. (English as a second language)**

This is a program for children speaking a foreign language that need additional help in learning English as a second language.

6. Speech and Language Department

This program is designed to meet the needs of each identified child in developing his/her maximum competence in communication. The areas involved are language handicaps, speech sound problems, dysfluent speech patterns, voice disorders, and the speech and language problems that could accompany conditions of cleft palate, cerebral palsy, aphasia, mental retardation, or hearing loss. Services could be provided on a consultative basis or in the regular classroom. If needed the child may be seen individually or in a small group.

7. E.C.P. (Early Childhood Program)

Preschool services are available at Center Road School for children age 3 or 4 years with an identified handicapping condition. A wide range of services is available for children for 3 and 4 year old children ranging from one hour per week for speech therapy to four (4) days per week for direct instruction.

The Early Childhood Learning Center's curriculum is developmentally sequenced. It is individualized to each child's needs and abilities based on the Preschool frameworks. The program is integrated with typically developing children who are recruited to provide role play.

8. Resource Room Services

A continuum of services is provided for those students who are evaluated and considered eligible for special education intervention. Efforts are made to provide services in the most least restrictive environment. Students may be provided support services in the regular classroom. The special education teacher may consult with the regular classroom teacher, who then modifies class work. The special education teacher may team teach with the regular classroom teacher, as well.

If the Planning and Placement Team determines that the child's needs are best met in a small, structured setting, the student may go to the Resource Room to receive instructional services.

The goal is to provide opportunities for each student to move towards their highest level of potential development in a setting that offers situations where they can interact socially and academically with their peers.

9. Social Work

This program is a supportive service that works in conjunction with other special service personnel, classroom teachers and parents to help children realize their full potential in school. The social worker provides casework services to children and their families, serves as liaison between school and other outside agencies, and acts as a consultant to school personnel and parents.

10. **School Publications**

A school newsletter is sent home each month which includes general information, a monthly calendar of events, a lunch menu, and other informative materials. Individual teachers and classes also write their own newsletters in order to share classroom activities with their families.

11. **Assembly Program**

Throughout the school year, the P.T.O. funds the presentation of several different programs to each grade level. Additional exposure to a wide variety of subjects assists in the development of the children’s awareness of their environment and the arts.

12. **Library – Media Center**

The Library incorporates audio-visual material, the lending Library, reference material and teacher reference shelves. Volunteers are welcome through the P.T.O. Volunteer Program. All classes are scheduled for ½ hour period once a week with an “open door policy” when the children can come anytime with the teacher’s permission. Children are responsible for lost or damaged books. The library also features a parent resource section.



SCHOOL HEALTH POLICIES – ACCIDENTS – ILLNESS

SCHOOL HEALTH POLICIES FOR THE VERNON PUBLIC SCHOOLS

SCHOOL NURSE: Contact the School Nurse at 870-6307 for health concerns.

COMMUNICABLE DISEASE CHART

Approved by Dr. Shapiro

Streptococcal Infection

Exclusion until 24-48 hours of appropriate antibiotic therapy has been given.

(Scarlet Fever, Impetigo)

Chicken Pox

Exclude for 1 week after onset Of appearance of first eruption or until scabbed with no new eruptions.

Pediculosis

Exclude until treated successfully. After 1 washing and numerous combings, student may be readmitted.

Pink Eye

Exclude until under treatment.

Ringworm

Exclusion until control measures instituted. Anti-fungal medicine used.

Poison Ivy

If the weeping is very obvious and Extensive, the child should be under Treatment.

Scabies

Good hot soaking-type bath. Apply medication to the areas. Students May attend school after 1 application of medication.

1.0 **IMMUNIZATIONS REQUIRED FOR CHILDREN ENTERING SCHOOL**

Polio: (3) doses of polio vaccine/last dose on or after fourth (4) birthday.

DTP: At least four (4) doses of DTP/last dose on or after fourth (4) birthday.

MMR: At least two doses each of live Measles, live Mumps, and live Rubella vaccine. Note: This is usually given as one combined shot (MMR). First shot must be received on or after the first birthday.

HIB: Children entering at less than 5 years of age on the first day of school (that is, before their 5th birthday) must have received AT LEAST ONE DOSE OF HIB VACCINE on or after their first birthday.

HEP B: Three (3) doses-a series of three (3) doses required.

VARICELLA-Two(2) doses on or after first (1) birthday or a written and signed statement by MD confirming child has had Chicken Pox for students born on or after 1/1/97

TB: A TB skin test is required within 1 year prior to entrance to school. **Physical examinations** are required for entrance into school, and again in the 6th and 10th grade.

2.0 **ACCIDENTS**

Although every precaution is taken, accidents to pupils do occur in and about school. When minor injuries occur, the school nurse administers first aid. If the injury requires the attention of a doctor, the parent will be notified.

3.0 **ILLNESSES**

Please keep your child home from school if he/she has any abnormal symptoms in the morning such as headache, sore throat, nausea, vomiting, stomach ache, or fever. It may be the beginning of a real illness. Any child having any of these symptoms is susceptible to other germs or he/she could be spreading his/her germs to well children. We wish to protect your children as well as others. The school is not equipped to care for children when they are ill. Students with symptoms of fever, diarrhea, and vomiting should be symptom free for twenty four (24) hours before returning to school.

4.0 **MEDICATION POLICY:**

-Connecticut State Law and Regulations require a licensed Advanced Registered Nurse, Physician's Assistant, Physician or Dentist's written order and parent/guardian's authorization for a nurse to administer medications or, in their absence, the principal or teacher to administer medications. Medications must be in a pharmacy prepared container, which is brought to school by a person over 18 years of age, and left in school for the duration of the medication use. The medication must be labeled with NAME of child, name of drug, drug strength, dosage, and frequency of administration, health care provider's name and date of original prescription.

-A Medication authorization form should be filled out with the top portion completed by the health care provider and the bottom half completed by the parent or guardian.

-Any medication ordered three or four time a day, twice a day or once a day is given at home unless specifically ordered by the health care provider to administer during school hours.

-When a prescription is taken to the pharmacy and medication is needed for school, let the pharmacist know that you need a school container, as well as a container for home. The pharmacist will see that this need is met for the school.

-All medication coming into the school is BROUGHT IN BY AN ADULT OR GUARDIAN, 18 YEARS OF AGE OR OLDER, AND MUST be picked up by an adult, as well. Children are NOT allowed to transport nor have medication in their possession.

5.0 **BIRTHDAY CELEBRATIONS:**

We understand that your child's birthday is a special occasion. Due to the new wellness policy and numerous food allergies, these celebrations will **NO** longer be able to be celebrated with food items. You may coordinate with your child's teacher on other ways to celebrate.

6.0 **HOLIDAY PARTIES:**

Please be aware that due to the wellness policy and numerous food allergies the way holiday parties are being celebrated has changed. There will be restrictions on food and drinks. A special list of food items will be sent home during these times. We understand that this is a change from previous years and it is a work in progress. The wellness policy is a great change to provide guidelines for keeping your children healthy. As more information is received we will continue to update you. Thank you for your effort and patience.

7.0 **HEALTH CURRICULUM**

In concert with state and federal law Vernon Public Schools has developed its elementary health curriculum. The health curriculum is a result of efforts by the Vernon Board of Education and the school administration to strengthen health education in Vernon Public Schools and to provide planned, ongoing, and systematic instruction in health topics, as mandated by state law. Presently, there is a system-wide K-12 curriculum effort to provide developmentally appropriate health instruction to our students which stresses good citizenship, responsible decision-making, and positive self-esteem. The units, which will be taught, include alcohol, tobacco and other drugs, first aid/safety (including AIDS), human growth and development, bullying, and disability awareness.

8.0 **EMERGENCY PRACTICE PROCEDURES**

In compliance with the CT Fire Safety Code, we are required to have regular fire drills. In addition, we have recently completed district guidelines for lockdown practice and we are now required to conduct lockdown drills two to three times during the year. During these lockdown drills, which should last no more than 10 to 15 minutes, access to the building will not be possible. We thank you for your cooperation as we strive to ensure the safety of all our students.



BE THE BEST YOU CAN BE

TREAT OTHERS THE WAY YOU WOULD LIKE TO BE TREATED

OUR RULES:

- 1. Act responsibly and show self-control.**
- 2. Respect other people**
- 3. Keep hands, feet, and objects to yourself**
- 4. Follow directions.**

“BE THE BEST YOU CAN BE”

Center Road School is proud to have developed a character education program entitled, “Be The Best You Can Be”. It is our hope that this program will foster a climate of respect and kindness in our building as well as enhance the quality of work from our students. The “Be The Best You Can Be” program will focus on the following themes:

September- Treat others as you would like to be treated

October- Respect

November- Cooperation

December- Generosity

January- Acceptance

February- Friendship

March- Self Discipline

April- Honesty

May- Responsibility

June- Be The Best That You Can Be

Through a variety of school-wide activities and on-going reinforcement, we hope to educate our students about the meaning and value of these standards and reinforce their importance.

This handbook contains school rules that we would like you to read and reinforce with your child at home.

Together we will continue working to make Center Road School “Be The Best That It Can Be”!



PBIS

This year we are beginning to implement our school wide Positive Behavior Intervention and Support Plan (PBIS).

What is PBIS?: The main objective of PBIS is to teach students the proper way to behave during school. This is accomplished in several different ways. Below is a list of techniques used to ensure that all of our students will have the knowledge to be outstanding citizens when at Center Road School.

- Core Values of the school are reviewed regularly throughout the school year.
- Lessons are taught and reviewed in key areas of the school so students know what each Core Value looks like in every school setting (e.g. hallway, cafeteria, assembly, classroom, on the bus, bathrooms, and at recess).
- Roadrunner Riches are distributed to students regularly by all staff members when they see students following the rules of the school.
- Re-teaching opportunities will be provided throughout the year for any student who the staff feels needs a review. This is monitored through office referral forms.

Through PBIS, staff members are encouraged to reward students who are displaying the correct behaviors. It is hoped that if we positively recognize correct behavior, then we will increase the likelihood this behavior will be repeated.

Core Values of Center Road School:

- **BE RESPONSIBLE**-Students are expected to take responsibility for their schoolwork, as well as their actions. All students have a responsibility to make Center Road School a great place to learn for everyone.
- **BE RESPECTFUL**-Students are expected to respect adults and classmates. They should be courteous to others through their actions and the use of kind and considerate language. Students are also expected to demonstrate respect in the use of materials, whether it be their own or that of others. Students should take pride in their school and treat everyone the way they want to be treated.
- **BE RELIABLE**-Students are expected to behave in a safe manner. The following behaviors are never acceptable: physical contact, swearing, fighting and threatening.

Please talk with your child about the Core Values. With your support we can help keep Center Road School great!



BULLYING BEHAVIOR IN THE SCHOOLS

In accordance with the state law, it is the policy of the Vernon Board of Education that any form of bullying behavior, whether in the classroom on school property or at school-sponsored events, is expressly forbidden. To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations no later than February 1, 2003, to address the existence of bullying in the schools. As provided by statute, such regulations shall:

1. enable students to anonymously report acts of bullying to teachers and school administrators,
2. enable the parents or guardians of students to file written reports of suspected bullying,
3. require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators,
4. require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports,
5. include an intervention strategy for school staff to deal with bullying,
6. provide for the inclusion of language in student codes of conduct concerning bullying,
7. require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and
8. require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection.
9. require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against any student(s) with the intent to ridicule, harass, humiliate, or intimidate any student(s) while on school grounds, at a school-sponsored activity, or on any school transportation vehicle, and which acts are repeated against any student(s) over time

For purposes of this policy, "**School-Sponsored Activity**" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline. **Adopted: January 27, 2003/Revised June 08, 2009**

BUS RULES

1. While waiting for the school bus and boarding it:

On the way to school, pupils should:

- Be at the designated bus stop five minutes before the scheduled time.
- Wait until the bus comes to a full stop before trying to get aboard.
- Students waiting across the road from the designated bus stop should continue to wait until the bus comes to a full stop and displays its flashing lights before attempting to cross the street.

When leaving school, pupils should:

- Follow directions of the teacher or the Safety Patrol.
- Obey the directions of the bus driver.

2. While riding in the bus pupils should:

- Remain in their seats while the bus is in motion.
- Not jeopardize the safety of others. The usual rules of good conduct should be observed.
- Converse quietly. They should not shout at others pupils or the drivers.
- Not throw objects about in the bus.
- Not destroy or deface seats in the bus.
- Secure permission of the driver before opening windows of the bus.
- Watch their language on the bus just as carefully as they do in school.
- Eating and drinking are not permitted on the bus.

3. When leaving the school bus, pupils should:

- Watch their step getting off the bus. Take their turn and not crowd.
- Not loiter at the bus stop.
- If the stop is across the road from home, stand on the shoulder of the road at the front of the bus until the driver signals that it is safe to cross; then cross in front of the bus.
- If it is not necessary to cross the highway, stand aside on the shoulder of the road until the bus has moved on; then, when they can see traffic in both directions, walk on the shoulder of the road (or the sidewalk) to their destination.
- Walk on the left facing traffic, if there is no sidewalk and it is necessary to walk on the roadway.
- At the destination of a trip away from school, pupils shall obey the instruction of the adult in charge.
- Pupils who fail to observe rules and regulations may be denied transportation in accordance with the rules and regulations for bus conduct as adopted by the Board of Education.

WEAPONS AND ITEMS USED AS WEAPONS

Out of concern for the safety and welfare of all students and school personnel in school and at school-sponsored activities, the Board prohibits student possession and/or use of weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

1. Any device or object used as a weapon or used in a threatening manner will be considered a 'weapon' and may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of students, staff and the public.
2. An employee seizing any such device or object under the provisions of this policy shall report the incident to the building principal immediately, and shall deliver the seized device to the principal, together with the names of persons involved, witnesses, location and circumstances of the seizure.
3. If an employee knows or has reason to suspect that a student has possession of such a device, but the device has not been seized, the employee shall report the matter to the principal immediately, and the principal shall take such action as is appropriate. The principal shall report all violations of this policy to the Superintendent and to the local law enforcement agency on approval of the Superintendent or designee.

Possession and/or use of any device or object in a threatening manner by a student in school, at school-sponsored activities off school grounds, or at non-school activities may be cause for expulsion if such conduct is seriously disruptive of the educational process. Any student conduct off school grounds or at a non-school activity that is seriously disruptive of the educational process and violates the Board's publicized policies may be considered grounds for expulsion.

LASER POINTERS

The law is very clear: laser pointers are not allowed on school premises unless for educational purposes and then with specific conditions. The law became effective October 1, 1999.

The act also addresses infractions. Infractions are committed on school grounds or at school-related activities when a student shines, points, or focuses a laser pointer at another student or students who reasonably perceive the use of the pointer to be harassing, annoying, threatening, or are in fear of personal injury. When an infraction occurs the incident is to be reported to the police, who will deal with the infraction and refer the student to the court system.

Again, possession alone is a school violation which requires disciplinary action by the administration but does not require a referral to the police.

VERNON BOARD OF EDUCATION HOMEWORK POLICY

Homework is an integral part of a student's educational experience and is recognized by the Vernon Board of Education as a valuable tool for reinforcing and enhancing classroom learning. It is defined as assignments prepared outside of formal class instruction and may be required on a daily basis. Homework should be meaningful, clearly understood, and appropriate to the age and ability of the student. Homework that motivates and challenges students promotes understanding and appreciation of life-long learning. Parents are encouraged to support formal instruction which provides a strong foundation for student success.

1. What is the purpose of homework?

All homework should have a sound educational purpose:

- To encourage responsibility and self reliance
- To promote good study habits
- To develop organizational and time management skills
- To provide reinforcement of information and skill learned in the classroom
- To extend and enrich learning
- To stimulate student interest
- To provide a link between home and school
- To use as an assessment for both students and teacher

2. Teacher Responsibilities

- Assign homework in accordance with BOE homework policy
- Define the homework policy and the grading procedure
- Design meaningful assignments for students
- Assure that students understand the purpose and directions of the assignments
- Modify the assignments to meet the individual needs of students when necessary
- Provide assignments for make-up work
- Evaluate and provide feedback in a timely fashion
- Communicate with the parent/guardian when problems occur

3. Student Responsibilities

- Understand the purpose of homework
- Understand how homework is evaluated
- Assume responsibility for completing each assignment
- Complete work with care and accuracy
- Seek help from the teacher when needed
- Assume responsibility for make-up work
- Accept the consequences for not completing an assignment

4. **Parent Responsibilities**

- Reinforce the importance of homework in the learning process
- Provide a time, place and atmosphere conducive to the completion of homework
- Monitor the student's performance
- Discuss specific problems with their student's teacher and/or guidance counselor
- Respond to teacher concerns regarding homework

5. **Administrator Responsibilities**

- Provide for homework consistency within grades, between teams and among staff
- Communicate the Homework Policy to teachers, students and parents
-

6. **Time**

The approximate times for homework completion are as follows:

- Kindergarten: Up to 15 minutes per day, 4 days per week, as determined by the teacher.
- Grade 1: Up to 15 minutes per day, 4 days per week, as determined by the teacher.
- Grade 2: 15-20 minutes per day – 4 days per week, as determined by the teacher.
- Grade 3: 30 minutes per day – 4 days per week, as determined by the teacher.
- Grade 4 and 5: 30 to 60 minutes per day – 5 days per week, as determined by the teacher.
- Grade 6 through 8: 60 to 90 minutes per day – 5 day per week, as coordinated by the instructional team.



CHILD ABUSE

Teachers, principals, coaches of intramural sports, paraprofessionals and other professions school staff including nurses, social workers and psychologists are obliged by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered abuse.

HOMELESS STUDENTS

The Superintendent of Schools shall refer to the Connecticut Department of Children and Families identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age.

1. Official school records policies, fees, charges, and customary transportation policies and regulations may be waived at the discretion of the superintendent.
2. The district shall make a reasonable effort to locate immunization records from health information available or shall arrange for students to receive immunizations through agencies.
3. Other barriers to school attendance by homeless youth may be waived at the discretion of the superintendent of schools

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologist, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical professional.

P.T.O.

1. **P.T.O. Membership**

All parents and teachers are automatically members of the P.T.O. Everyone is encouraged to attend meetings and to become involved in the various programs and activities sponsored by the organization.

2. **P.T.O. Objectives**

The objectives of the Center Road School P.T.O. are:

- To foster and maintain understanding between parents, children, and teachers.
- To encourage a closer relationship between school and home.
- To promote parent teacher cooperation toward the overall welfare of the children in this school.

Monies raised from P.T.O. activities are used for educational and social purposes within the community.

Volunteer Programs

The Volunteer Program, which is coordinated by the P.T.O., is especially beneficial in that it enables the teacher to enhance the individuality of student contact. A general definition of a parent volunteer is a person who is willing to share time, talent or an extra pair of hands to help in the educational development of our children. The program began during the 1976-1977 school year. Approximately 2,000 hours are logged each year.

Teachers have expressed the need for volunteers in the following areas:

Arts and Crafts*Holiday Projects*Typing*Operating Audio-Visual Equipment

Math*Making Learning Materials*Language Arts*Sharing Travel Experiences

Library*Sharing Occupational Experiences*Kindergarten Help*Field Trips*

Computers

The following is a general description of the activities for which volunteers are needed:

- Classroom Projects – Your child’s teacher may have a special project planned that requires additional help.
- Computers – Your child’s teacher may need you to supervise children on a weekly or bi-weekly basis on the class computer.
- Hospitality – There are occasional school functions where refreshments are served. You would help with set up, serving, and/or cleanup.
- Playscape – You would help maintain the playscape, generally once or twice per year.
- Library – File books
- Room Mother – Help teachers organize classroom parties and special events, and make phone call for class or school events when necessary.
- Yearbook – CRS puts out a yearbook for all students. Help with the 5th grade taking pictures, or cutting, pasting, and readying the book’s pages for printing; help with order taking.
- Gift Wrap – Help reconcile money and orders received; help distribute the orders.
- Book Fair – Work at the school during the November & April book fair weeks filling orders and help student’s complete orders. Donate a couple of hours of time.
- School Fair – A lot of help is needed for this school wide event to be held on Saturday, March 6th.
- Fine Arts Night – Help decorate the school, work at Book Fair, or help serve food.
- Fifth Grade Parties – Help organize, serve food, and cleanup for the holiday and year-end party.
- Kindergarten Buses – For the first few days of school each year, a parent rides each midday kindergarten bus to help the new young students and parents stay calm on their first trips to school. This takes no more than 1 ½ hours per day. If your child was nervous on his/her first days on the bus, please consider helping other children “get through” this new experience.

Please note: Every volunteer needs to fill out the Chaperone/Volunteer Form and return to the office for processing.

A volunteer form will be sent home during the first week of school that will list opportunities for you to help out during the 2011-2012 school year.

CENTER ROAD SCHOOL PTO BOARD

Co-President	Karen Aafedt	860-872-4183	aafedt@sbcglobal.net
Co-President	Monica Bardon	860-872-0601	mbardon@sbcglobal.net
1 st Vice President	Julie Polansky	860-875-8999	japolansky@comcast.net
2 nd Vice President	Deb Phillimore	860-870-6300	debra.phillimore@vernonct.org
2 nd Vice President	Danielle Levesque	860-870-6300	danielle.levesque@vernonct.org
Secretary	Tammy Mullett	860-402-0140	lmuljr@aol.com
Treasurer	Mary Stone	860-454-0620	maryastone@comcast.net
Principal	Jocelyn Poglitsch	860-870-6300	Jocelyn.Poglitsch@vernonct.org

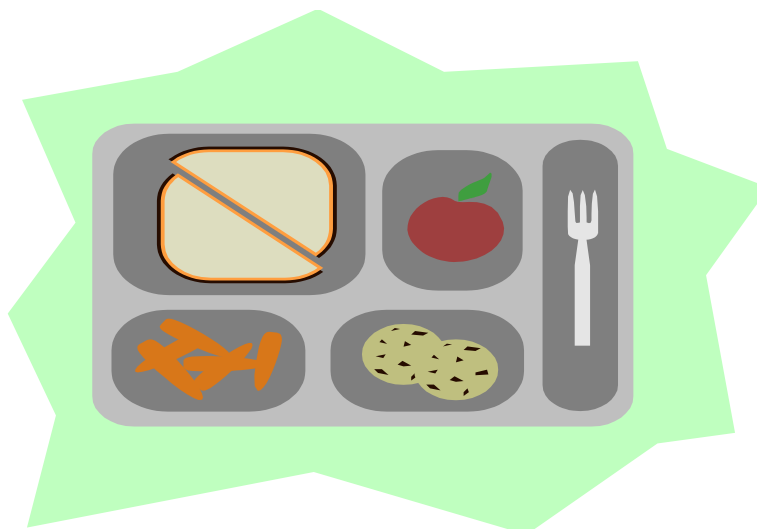
Cafeteria Information

The Vernon Public School District offers a choice of healthy meals each school day. Children may buy lunch for **\$2.25**, breakfast for **\$1.25**, and milk is **.45** cents and reduced lunch is **.40** cents. Please note that if you qualify for free/reduced price meals, this includes breakfast and lunch.

The School Wellness Council will continue to work on revisions to the district wide School Wellness Policy that has been in place since 2006. We continue to strive to help support the children's academic goals by encouraging a healthy lifestyle both at school and at home. Based on recommendation and scoring guidelines provided by the Connecticut State Department of Education, we hope to have revisions completed this fall.

The cafeterias in the Vernon Schools are self supporting, with no additional funding coming from the town or Board of Education budgets. We are asking for parents' cooperation with the cafeteria's no charge practice. However, we know on occasion a child will forget his/her lunch money. The cafeteria will allow a child to charge lunch for one day, if on the second day they do not have money they will be given a cheese sandwich and milk. Please remember that the school cafeteria runs as a business, they require payment when lunches are served.

If you would like to prepay for your child's lunches only, not milk, you may do so by check or cash. You may prepay weekly or monthly. On the bottom of the school menu is a breakdown of the cost for that month. If by check, make payable to CRS Cafeteria, put the child's name in the memo section enclose in an envelope with child's name, teacher name and amount of check. If you send cash, enclose in a sealed envelope with your child's name, teacher name and amount. Lunch menus are posted on the CRS website as well as the Vernonschools.com website. If you have any questions regarding the process please call Annette Grant our cafeteria manager.



CRS HEALTHY SNACK POLICY

The School Wellness Council recognizes that a healthy lifestyle supports high academic achievement in our students. Based on lunch schedules and teacher choice, some classrooms may have snack. If they do, we encourage the following list be followed in all schools in the Vernon Public School District, to help teach and support healthier eating habits.

- **Fresh Fruits**
- **Fresh Vegetables**
- **Applesauce**
- **Dried Fruits (raisins, craisins, pineapple, etc.)**
- **100% fruit juices and water (no colored water)**
- **Teddy Graham crackers**
- **Wheat Thins or Triscuits**
- **Plain Cheerios**
- **Plain Pretzels**

Due to the number of tree nut/peanut allergies, we have not included tree nuts/peanuts/peanut butter.

If modifications in the snack list need to be made for a particular food allergy it will be consistent within the grade level.

Guidelines are from the Wellness Committee as written in the Vernon Public Schools Handbook. The School Wellness Council wants to encourage our students to make healthy lifestyle choices.

GRADE LEVEL PLACEMENT GUIDELINES

- The placement of children in classes is a decision of great importance.
- If you have information about your child about the kind of learning environment in which he/she best works and learns which would help us in the placement decision we want you to share this by writing Mrs. Poglitsch a note.
- If you choose to write a note **please do not refer to a specific teacher by name. (Focus on your child's learning style and most favorable learning environment).**
- We consider parents' feelings however **parents do not choose their child's teacher.**
- All notes are due to Mrs. Poglitsch by **June 1st**.
- In making these important decisions we want to consider all possible, relevant information so that placements will be made which will ensure the greatest possible learning for each child.
- In order to maximize children's learning it is essential that equitable, compatible, balanced classes are assembled which reflect what teachers know about the conditions under which your child best functions.



PTO & CRS CALENDAR OF EVENTS

August	30	Tuesday	2:30-3:15 PK-5/Meet and Greet
August	31	Wednesday	First Day of School
September	5	Monday	No School/Labor Day
September	7	Wednesday	6:30-Gr. K & 1/Welcome Back Night
September	8	Thursday	6:30-Gr. 2-5/Welcome Back Night
September	14	Wednesday	6:30-PTO Mtg
September	16	Friday	6:00-Ice Cream Social
October	5	Wednesday	Picture Day
October	10	Monday	No School-Columbus Day
October	13	Thursday	6:30 pm- PTO Meeting
October	21	Friday	6:00-7:00 pm-Family Reading Night
November	8	Tuesday	No School-Election Day/Staff Curriculum Day
November	10	Thursday	6:30-PTO Meeting
November	11	Friday	No School-Veterans' Day
November	23	Wednesday	Half Day
November	24-25	Thurs.-Fri.	No School-Thanksgiving Recess
December	7	Wednesday	6:30-PTO Meeting
December	8	Thursday	6:00 pm-Winter Concert-Snow date-December 13 th
December	12-16	Mon-Fri.	Book Fair
December	23	Friday	Half Day
December	26	Monday	Winter Recess begins/Return on January 3rd
January	12	Thursday	6:30 PTO Meeting
January	16	Monday	No School/Martin Luther King Day
January	20	Friday	6:00 pm-Family Game Night
February	4	Saturday	10:00-2:00/School Fair/Snow Date 2/11/12
February	9	Thursday	6:30 pm-PTO Meeting
February	10	Friday	6:00-Family Dance

February	17	Friday	No School/Staff Curriculum Day
February	20	Monday	No School/Presidents' Day
March	8	Thursday	6:30-PTO Meeting
March	19-23	Mon-Fri	Book Fair
March	22-23	Thurs-Fri	Early dismissal/Report Card Conferences
April	5	Thursday	No School/Staff Curriculum Day
April	9-13	M-F	Spring Recess
April	19	Thursday	6:30 pm-PTO Meeting
May	10	Thursday	6:30 pm-PTO Meeting
May	24	Thursday	6:30-Kindergarten Orientation
May	28	Monday	No School-Memorial Day
May	31	Thursday	6:00/Fine Arts Night
June	7	Thursday	6:30 pm-PTO Meeting
June	6*	Wednesday	1:00 pm-Grade 5 Recognition-*Tentative Date
June	12*	Tuesday	Half Day-Last Day of school-*Tentative Date

If school is cancelled 8 or more days, any make-ups beyond 8 will be taken from the April vacation beginning on April 13, 2012.



Vernon Public Schools
Green Cleaning Program

In compliance with the State of Connecticut requirements as defined in Connecticut Public Act 09-81: An Act Concerning Green Cleaning Products in Schools, we have selected the following environmentally preferable cleaning products for all schools in the Vernon District.

Products Manufactured by Brulin Corporation

*denotes green seal certified

**denotes Eco Logo certified

***denotes EPA registered disinfectant

<u>PRODUCT</u>	<u>USE</u>
*Brulin Terragreen Neutral Cleaner	Floor Cleaner
*Brulin Terragreen Glass Cleaner	Glass/Plexi-Glass/Multi-Purpose Surface
*Brulin Terragreen Degreaser	Kitchen Floor/Heavy Duty Wall/Multi-Surface
*Brulin Terragreen Hyper-Maxx	Carpet/Shower Room Cleaning
*Brulin Terragreen ZF Finish	Tile and Terrazzo Floor Finish
*Brulin Terragreen Stripper	Floor Finish Remover
**Brulin UHS Cleaner/Maintainer	Floor Finish Maintainer
***Brulin Maxima 256 Disinfectant	Restroom Cleaning, Spray & Wipe Disinfectant

These products are used on a daily basis according to the cleaning schedule established by the district and as necessary.

A detailed color coded chart is posted in each custodial closet indicating the product to use for each cleaning function.

Mr. Joseph Ganges, Building and Grounds Supervisor, is the school district's designee whom the parents, guardian, or student may contact for more information.

NOTICE: "No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."

Vernon Public Schools
Family Educational Rights and Privacy Act (FERPA)
Annual Notice of Student Record Privacy

The family Educational Rights and Privacy Act (FERPA) is a law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Jocelyn Poglitsch Telephone: 860-870-6300

Email Address: Jocelyn.Poglitsch@vernonct.org

You will be notified of the place and time the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider request for grade or disciplinary decision, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Jocelyn Poglitsch Telephone: 860-870-6300

Email Address Jocelyn.Poglitsch@vernonct.org

- 3) To control the disclosure of their child's personally identifiable information from their education record. The school or district must, with certain exception, obtain parent written consent prior to disclosure of personally identifiable information from education records. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interest, such as a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist). Or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility. A school district may also disclose personally identifiable information from education records without prior written consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Student directory information may also be disclosed without prior consent if the categories to be disclosed are designated and parents are given the opportunity to opt out prior to disclosure.

You have the right to file a complaint with the U.S. Department of Education at the following address if you feel the school district has failed to comply with the requirement of FERPA:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605

Vernon Public Schools
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information
Elementary/Middle School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose some student information without written consent when the information is designated "directory information" unless you have advised the school or district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (student records, etc.)
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

Our school district has designated the following as directory information:

Student name	Participation in officially recognized activities/sports
Address	Photographic, computer and/or video images
Telephone number	Weight and height of members of athletic teams
Grade levels	Degrees/awards received, including honor roll publications
Parent's name	

If you do not want our school or district to disclose directory information about your child without your prior written consent, you must complete the attached form "Parent Request for Non-Disclosure of School Directory Information" by _____ to let us know which type of directory information you wish to deny release or request prior written consent prior to release.

We ask that you complete one form for each child and return the form(s) to your child's school.

If you have any questions or concerns, please let us know.

 Name

 Telephone Number

 Title

 Email Address

Vernon Public Schools
Protection of Pupil Rights Amendment (PPRA)
Scheduled Activities and Surveys
School Year 2011 - 2012

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. Surveys/Activities Requiring Parent Permission: *(Your child cannot participate unless you give your permission.)*

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

2. Surveys/Activities with "Opt-Out" Provision: *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Vernon Public Schools
Protection of Pupil Rights Amendment (PPRA)
Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of –*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901*

Vernon Public Schools
Protection of Pupil Rights Amendment (PPRA)
Scheduled Activities and Surveys
School Year 20 11 - 20 12

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child not participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. Surveys/Activities Requiring Parent Permission: *(Your child cannot participate unless you give your permission.)*

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

2. Surveys/Activities with "Opt-Out" Provision: *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Vernon Public Schools
Family Educational Rights and Privacy Act (FERPA)
Parent Request for Non-Disclosure of School Directory Information
Elementary/Middle School

Name of Student: _____ Date: 08/23/2011 _____

Name of Parent: _____ School: _____

Use a separate form for each child you are requesting nondisclosure of school directory information. Please return this form to:

School Name: _____
 Attn.: _____
 Address: _____
 City, State ZIP: _____

*Parent/Guardian: Please complete the section below and return the entire form to your child's school.
 Parent: Select either 1, 2 or 3 from the list below*

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

1. Do not release ANY information about my child, including name, telephone number, grade level, etc.
 or
 2. Do not release the following information about my child (select one or more):
- | | |
|---|---|
| <input type="checkbox"/> Student name | <input type="checkbox"/> telephone number |
| <input type="checkbox"/> grade level | <input type="checkbox"/> awards or school recognition |
| <input type="checkbox"/> dates of attendance | <input type="checkbox"/> photograph |
| <input type="checkbox"/> participation in school activities | <input type="checkbox"/> weight and height of athletic team members |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
- or
 3. Notify me for my prior written consent before any directory information is disclosed or released about my child.

Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email Address: _____

Preferred method for school to communicate with parent: telephone email

OFFICE USE ONLY			
Student ID #	Date Distributed	Date Received	

2011 - 2012 VERNON PUBLIC SCHOOLS' CALENDAR

Staff Orientation	August 29, 2011	Christmas Vacation	December 26-30, 2011
Professional Development	August 30, 2011	New Year's Holiday	January 2, 2012
First Day of School for Students PK-6, 9	August 31, 2011	Martin Luther King Day	January 16, 2012
First Day of School for Students 7-8, 10-12	September 1, 2011	Professional Development	February 17, 2012
Labor Day	September 5, 2011	Presidents' Day	February 20, 2012
Columbus Day	October 10, 2011	Professional Development	April 5, 2012
Election Day/Professional Development	November 8, 2011	Good Friday	April 6, 2012
Veteran's Day	November 11, 2011	April Vacation	April 9-13, 2012
Thanksgiving Holiday	November 24-25, 2011	Memorial Day	May 28, 2012

MON	TUE	WED	THUR	FRI
AUGUST (1 Day)				
22	23	24	25	26
29s	30W	31*		

MON	TUE	WED	THUR	FRI
FEBRUARY (19 Days)				
		1R	2	3
6	7	8	9	10
13	14	15	16	17W
20	21	22	23	24
27	28m	29		

2011 SEPTEMBER (21 Days)				
			1*	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH (22 Days)				
			1	2
5	6	7	8T	9
12	13	14	15RE	16
19	20	21	22e	23e
25	27	28	29	30

OCTOBER (20 Days)				
3m	4	5	6	7
10	11	12	13	14me
17	18	19	20	21
24	25	26	27	28
31				

APRIL (14 Days)				
2Q	3	4	5W	6
9	10	11	12	13
16	17R	18	19	20
23	24	25	26	27
30me				

NOVEMBER (18 Days)				
	1	2	3	4Q
7	8W	9	10	11
14	15R	16	17	18
21	22	23x	24	25
28	29	30		

MAY (22 Days)				
	1	2	3	4
7	8	9	10	11m
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

DECEMBER (17 Days)				
			1T	2
5	6	7	8RE	9
12	13m	14	15e	16e
19	20	21	22	23x
26	27	28	29	30

JUNE (8 Days)				
				1
4	5	6	7	8
11	12x	13	14G	15
18	19	20	21	22
25	26	27	28	29

2012 JANUARY (20 Days)				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24me	25Q	26	27
30	31			

Legend

- * - First Day of School
- s - Staff Orientation
- m - Mid-Term Reports
- me - Mid-Term Reports Elementary
- R - Report Cards Issued
- RE - Report Cards Issued Elementary
- W - Professional Development Day
- Q - End of each quarter (45 days)
- T - End of Trimester (61 days)
- e - Kindergarten and Elementary Report Card Conferences - 1/2 Day Schedule
- x - 4-hour session - vacation closing
- G - Rockville High School Graduation Date

If school is cancelled 6 or more days, any make-ups beyond 6 will be taken from the April vacation beginning on April 13, 2012, and working backwards.

Approved by the Vernon Board of Education on March 14, 2011

