

Lewin G. Joel Jr. Elementary School

Clinton, Connecticut

137-A Glenwood Road

Clinton, Connecticut 06413

Phone: 860.664.6501

Fax: 860.664.6581

Parent/Guardian Handbook

2019 - 2020

HONORING TRADITION

EMBRACING THE FUTURE

Office Hours: 8:00 A.M. – 4:00 P.M.

School Hours for Students: 8:46 A.M. – 3:15 P.M.

School Office.....860-664-6501

Attendance.....860-664-6501 Ext 3

Nurse.....860-664-6501 Ext 5

Fax.....860-664-6581

Maryann O'Donnell
Superintendent of Schools

Marco Famiglietti
Assistant Superintendent

Angela Guarascio
Principal

Abby Rice
Assistant Principal

Welcome to Joel School

Parents and Guardians:

Welcome to a new school year at Joel School, now a Pre K through Grade 4 school community! It is here where approximately five hundred and seventy-five students and more than one hundred adults learn, play, work, and care for each other. At Joel School we believe that working closely with families and the community creates a strong learning environment for children. To that end we have prepared this handbook to help you become familiar with our school.

We are proud of our educational team. Our teachers and staff are dedicated professionals who strive to provide exceptional instruction and service to each and every student. On-going professional development and communication about teaching and learning ensures that our faculty utilizes research based and effective instructional practices to provide a nurturing, developmentally appropriate, and challenging learning environment for all children.

We are also proud of our school facilities which were recently redesigned to create a child centered environment that promotes community, collaboration, and inclusion. A newly redesigned Master Schedule provides contiguous blocks of instructional time in literacy, numeracy, science, and social studies, with a focus on differentiated and individualized instruction to meet the diverse needs of all learners. Our educational program includes instruction in General Music, Visual Arts, Physical Education, Spanish, and Library-Media as well as a variety of programs that support academic and behavioral growth. Students are provided with a strong foundation in social and emotional learning that promotes respectful, responsible, safe, and caring behaviors.

And we are most proud of our students who continue to amaze us every day with their natural curiosity, love of learning, creativity, and kind and caring behaviors. We invite parents and guardians to support the learning process by keeping in close communication with your child's teachers and by sharing your time and talents with our school community. As we begin a new chapter at Joel School we will continue our commitment to work with students, families, staff, and the community to ***"Honoring Tradition and Embracing the Future."***

Respectfully, ..



Angela Guarascio
Principal



Abby Rice
Assistant Principal

BOARD OF EDUCATION

The Board of Education and building administration is committed to close home-school communication. We strongly encourage parents and guardians to check our district and school websites, or call the building principal, for information regarding educational policies. This information is available online and is not included in this document.

BOE meetings are usually held on the first and third Monday of every month at 7:30 p.m. in the central office conference room. The Clinton Board of Education makes buildings available to community groups for many activities that involve school-age children. By virtue of making buildings available for these activities, however, the Board assumes no responsibility for supervising the participants. Sole responsibility for supervision lies with the group that is sponsoring the activity. The Board assumes responsibility for supervision of only those activities that it sponsors itself.

Central Office Administration

Maryann O'Donnell

Superintendent of Schools

Marco Famiglietti

Assistant Superintendent of Schools

Kim Pearce

Director of Special Services

Melissa Noyes

Supervisor of Special Services

137-B Glenwood Road
Clinton, Connecticut 06413
Phone: 860.664.6500
Fax: 860.664.6481

DISTRICT MISSION STATEMENT

The mission of the Clinton Public Schools is to empower learners to embrace and influence the future with courage and compassion.

Strategic Priorities

As a Professional Learning Community, we will:

1. Provide personalized learning opportunities to develop engaged and reflective learners who can apply their learning.
2. Ensure academic achievement and learning for all students in all disciplines.
3. Develop a school community focused on establishing relationships and providing supports that foster the health and well-being of all.
4. Communicate and promote understanding of the district mission and strategic priorities among all stakeholders.
5. Provide and maintain district resources in a manner that maximizes efficiencies, ensures accountability, and supports the learning and development of all students.

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HEALTH SERVICES

School Health Services are provided under the direction of the School Medical Advisor, Dr. Eileen Lawrence. The school health program is governed by medical standing orders and School Health Policies approved by the School Medical Advisor, the Board of Education, VNA Community Healthcare, and the school district administration and is operated by a cadre of registered nurses and health room aides.

The nurse or the health aide is scheduled to be in the health office from 8:30 a.m. to 4:00 p.m. each day. The phone number for the health office is 860-664-6571. A student wishing to see the nurse must first obtain permission from his/her teacher.

ALLERGIES

Parents should notify the school nurse of a student who has any allergies, especially if the student is allergic to bee stings, insect bites, or food products. Pursuant to Public Act 14-176, schools are required to maintain epinephrine in cartridge injectors to be administered as emergency first aid to students who experience allergic reactions when the student does not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. Public Act 14-176 provides that epinephrine may be administered on an emergency basis by a school nurse or, if the school nurse is absent or unavailable, by a qualified school employee who has completed the training program required by the statute.

ILLNESS WHILE AT SCHOOL

If a student should become ill while at school, permission should be secured from the teacher to go to the nurse's office. Under no circumstances is the student to leave the building without permission. Parents or friends are not to be telephoned by a student without first being seen by the nurse or her aide, who will decide whether the student should remain in school or be picked up by a parent/guardian. A student must be signed out by a parent or guardian in the health office and then must report to the main office. Parents must assume responsibility for the transportation home, to a caretaker or to a physician of any student for whom it has been determined that he/she cannot remain in school for reasons such as an injury, an acute illness or suspicion of having a communicable disease.

To assure a speedy, uncomplicated recovery and to protect other students, a child with symptoms of illness should be kept at home. A child with a temperature of 100.4 degrees or higher or other symptoms of acute illness, such as diarrhea or vomiting, shall be excluded from school. **A child should be kept home until his/her temperature has been normal for 24 hours.**

HEALTH SCREENINGS

State mandated Hearing and Vision screenings are conducted in school in the fall.

PHYSICAL EXAMINATIONS

Clinton Board of Education Policy and Connecticut State Law, Section 10-206c require a physical examination, conducted by a family physician, for all students prior to entering Kindergarten, 7th grade and 11th grade. Examinations completed after January 1st of your child's 5th or 9th grade year that are submitted to the school nurse on the state-issued Blue Health Assessment Record are valid to complete this requirement. Students may not attend classes until all paperwork is completed and received by the school nurse.

IMMUNIZATIONS

Connecticut law requires that a child be adequately immunized before being permitted to enter school and mandates that any student not enrolled in an immunization program, not adequately immunized, and/or who fails to qualify for an exception status shall be excluded from school until such time as the requirements have been met. Exceptions to the Immunization Policy:

1. Certificate from physician stating such immunization is contraindicated because of physical condition of the child; or
2. Verification such immunization would be contrary to religious beliefs of the child.

MEDICATIONS

Medications such as pills, drops, inhalers, ointments, etc., are not to be carried on a student's person or left in a desk. Prescribed medications must be in the original container from the physician or pharmacy. Prescription or over-the-counter medications to be taken by a student in school must be given by a parent to the nurse or principal with a written authorization as described below:

"The Connecticut State Law and Regulations require a physician's written order and parent/guardian authorization for a nurse to administer medicinal preparations. In the nurse's absence, the principal or teacher may administer the medication as authorized." All prescribed medications will be sent on field trips.

MEDICAL EXCUSE FOR PHYSICAL EDUCATION

A student may be excused from physical education class due to an injury or illness without a note from the student's physician for up to two consecutive classes based upon a written request from the parent. Any request beyond the two class limit must be accompanied by a written note from the student's physician. A student who is excused from physical education due to an injury or illness should also be excluded from physical activity during recess time

SCHOOL ATTENDANCE

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at ages sixteen or seventeen.

Success in any endeavor requires a constant daily effort and continuity. Please make every effort to help your children get plenty of rest and have a nutritious breakfast so they are ready for school on a daily basis. The Board of Education recognizes the importance of early intervention for students exhibiting chronic absenteeism and truant behavior. The school administration will make a concentrated effort to prevent and remedy chronic absenteeism and truancy in its early stages. This will include letters & meetings with appropriate school staff and the parent/guardian.

Excused Absences

A student's absence from school shall be considered "excused" if notification of the reason for such absence has been submitted within (10) school days of the student's return to school and meets the following criteria:

For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note or a log entry from school personnel that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);

- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- On January 2, 2008, the State Board of Education approved the following definition of attendance for public school districts: A student is considered to be "in attendance" if present at his/her as signed school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. Regular attendance at school is, by law, a parental responsibility. **For additional legal information in regard to Connecticut General Statutes and definitions of truancy please refer to the appendix section of this manual.**
 - If your child is absent, please call Joel School at **860-664-6501 Ext 3, anytime.** You will be asked to leave a recorded message confirming your child's absence. **You must state the REASON why your child is absent.** If we do not hear from you and your child is reported absent, our office will attempt to contact you.

REGULAR SCHOOL HOURS AND DISMISSAL

School office hours are 8:00 a.m. to 4:00 p.m. students arrive between 8:31a.m.and 8:46 a.m. School begins at 8:46 a.m. and ends at 3:15 p.m. Students will not be permitted to enter the building prior to 8:31 am or 10:30 am on delayed openings. All students are dismissed at 3:15 p.m. **When there are exceptions to your child's regular schedule you must send a note or call the school office no later than 12:00 noon. Arriving unexpectedly at the end of the day to pick up your child creates a potential safety issue and is strongly discouraged. Parents/guardians must sign out their children at the front office. Please be prepared to show picture identification if necessary.** Students who are not taking the bus, but are being picked up at regular dismissal time, report to the annex back door for parent pickup. This must be arranged in advance through the classroom teacher or the front office. Students with custody papers on file who are not taking the bus are always dismissed from the front office.

Inclusive PreK : AM 8:46 - 11:35, PM 12:30 -3:15

Jump Start PreK: AM 8:46 - 3:15 M-F

*NO CHANGES WILL BE MADE TO A CHILD'S
DISMISSAL ROUTINE AFTER 12:00 NOON.*

DELAYED OPENINGS/ EARLY CLOSINGS

On early dismissal days, school ends at 12:15 p.m. Early dismissal days are printed on the school calendar. On days when there is an early dismissal, there is

no P.M. preschool. On days when there is a delayed opening, Gr K-4 and Jump Start Preschool will begin at 10:30 (2 hour delay) and there is no AM Inclusive.

Delayed Opening Days: 10:30 a.m. - 3:15 p.m.

Inclusive Preschool AM No Classes

Inclusive Preschool PM 12:30 p.m. - 3:15 pm.

Jump Start PreK: 10:30 a.m. - 3:15 p.m.

Early Dismissal Days: 8:46 a.m. - 12:15 p.m.

Inclusive Preschool AM 8:46 a.m. - 10:45 a.m.

Inclusive Preschool PM No Classes

Jump Start: 8:46 a.m. - 12:15 p.m.

EMERGENCY SCHOOL CLOSING AND DELAYED OPENINGS

In the event of an emergency school closing, i.e. bad weather students may need to follow an alternate dismissal plan. Please develop a plan with a neighbor or friend and discuss it with your child. In this way your child will know what to do in this event. The school will inform them of unexpected closings through our School Communication System. Critical information is also available on-line at www.ctweather.com or www.clintonpublic.net

TECHNOLOGY AND INSTRUCTION INTERNET & TECHNOLOGY USE -- ACCEPTABLE USE

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet.

The Board recognizes that with increased access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The district shall take reasonable measures to prevent access to inappropriate materials, including use of a filtering system - The administration will establish guidelines for student and staff use of the Internet, Email and related electronic communication and information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The district will set access levels to equipment and electronic resources based upon staff and student needs as established by

administration.

District computers and computer systems are owned by the District and are intended for educational purposes. It is the individual's responsibility to take appropriate precautions to prevent damage to district computers. Users shall have no expectation of privacy when using the Internet or electronic communications. The District also reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District. The administration shall maintain electronic records in accordance with applicable legal requirements.

The Board requires that students/staff who use these resources comply with the following policies, as well as comply with any established guidelines for use as directed by the administration. Failure to adhere to the established guidelines may result in the loss of these privileges, disciplinary action and/or referral to legal authorities:

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
3. E-mail should be used for educational or administrative purposes. Any electronic mail accounts shall be used only by the authorized owner of the account.

Account owners are ultimately responsible for all activity under their account.

Improper use of electronic mail accounts may result in disciplinary action.

4. Users may not load software, programs, and/or applications that are not owned by and/or licensed to the District onto District equipment without appropriate permission.
5. Users must not interfere with the performance of the computers and/or the network, or attempt to disrupt others' access and use.
6. Any use of electronic resources for commercial purposes, financial gain, product advertisement, or political lobbying is prohibited.
7. Students and staff may not access social media sites using District equipment unless otherwise authorized.
8. Users shall not develop any classroom or work-related websites, blogs, forums,

or similar online communications, including social networking, representing the District or using the District equipment or resources without permission of the Superintendent or his/her designee. Such sites shall be subject to rules and guidelines established for the District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Any such site shall include a disclaimer that the District is not responsible for the content of the messages.

Use of electronic services is designed to be an integrated experience to develop literacy, learning and digital citizenship. The Clinton Public Schools will publish the expectations and guidelines for acceptable use of district technology annually in student-parent handbooks.

Legal References: Connecticut General Statutes
The Freedom of Information Act

P.A. 98-142 An Act Requiring Notice to Employees of Electronics
Monitoring by Employers

Policy adopted: January 20, 1998 Clinton Public Schools

Policy revised: August 20, 2001 Clinton CT, June 5, 2006, February 1, 2010, April 11, 2016

LUNCH

Students have a 20 minute lunch period during a regular day. Students may bring lunch from home or purchase a hot or cold lunch. Applications for Free and Reduced Lunch are available in the school office. Students may consume only food provided by families and may not bring food from home to share with others. We request that parents refrain from sending candy to school. Snacks may be available for purchase. Funds may be deposited into student lunch accounts. Please refer to our web site at sites.google.com/a/clintonpublic.net/district/home for current lunch prices. Lunch is a time for students to practice and apply social skills with grade level peers. **For security reasons parents and guardians are not allowed to visit their children during the lunch period.**

RECESS

Students receive 20 minutes of daily recess time during a regular day. There is no recess during early dismissal or delayed opening days. Students will go outside for recess during wintertime, weather permitting, and should be prepared with a warm winter jacket, boots, hats and gloves. **For security reasons parents and guardians are not allowed to visit their children during recess.**

SCHOOL SAFETY

It is our primary responsibility to maintain a safe and orderly school. As a result, parents and visitors are required to sign-in and sign-out of Joel School and wear a visitor's pass whenever they visit. In addition, as set forth in state statutes, the school has a Crisis Plan that includes the development and practice of various types of emergency and evacuation drills during the year. Fire drills and lockdown or safety drill activities are included in this practice. Please make note of the fire exits and emergency protocol upon entering the building.

SCHOOL DRESS

Backpacks – We recommend using the small lighter weight backpacks. “Rolling” backpacks are not permitted due to safety concerns; they are a tripping hazard when used in the hallways and on busses. Students are expected to arrive to school prepared for all learning experiences and climate conditions with coats, shoes, sweaters, etc., as needed. We ask that you take student safety into consideration when purchasing items for your child to wear to school. Sneaker skates, flip flops, ultra baggy pants and shirts may cause injury are not permitted. Clothing that displays an inappropriate message (violence, vulgarity, etc.), distracting hair colors, styles, and ornamentation, and forms of dress that in the opinion of the administration, are disruptive to the educational process, are not permitted. Hats may not be worn in the building.

CHILD ABUSE

Teachers, principals, paraprofessionals and other school staff are obligated by law (C.G.S. §17a-101et. seq.) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services (“DCF”). Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

CLASSROOM PLACEMENT

The educational needs of the child are considered on a case by case basis. At all grade levels, choice of a **particular teacher** for a child is a professional decision made by the school principal in consultation with the faculty. A parent's input regarding his/her child's learning style will be considered as part of the information used in making a class placement for the next year. A school choice option is also available for students. These options may include magnet, lighthouse and vocational centers. Contact the main office for further information on these School Choice options.

STEPS IN COMMUNICATION

In order to avoid any misunderstandings, channels of communication have been established. Complaints or concerns should be made in the following sequence:

TEACHER

ASSISTANT PRINCIPAL / PRINCIPAL

SUPERINTENDENT

Parents may call (860) 664-6501 to leave a voice message. Parents should not expect staff to give out their personal telephone numbers or e-mail.

PARENT PARTICIPATION

Parents are active in our school. There are many committees and programs that include parental participation. Examples of these committees are: The PTA and Friends of Joel. There are many opportunities to work as a volunteer in some aspect of our school program. We urge you to call and let us know if you would like to help.

VISITOR POLICY

We pride ourselves on the level of parent participation at Joel School. Of course, our primary consideration is always “student learning”. We work to schedule parent visits so that they enhance and not diminish instruction. To this end we do not permit unscheduled parent visits or siblings to visit the classroom during instruction time. Parents wanting to meet with teachers between the hours of 8:30 a.m. and 3:15 p.m. should make an appointment with the teacher. **For security reasons parents and guardians are not allowed to visit their children during lunch and/or recess periods.** For events such as student performances or special events teachers will notify the office that parents/guardians are welcome to visit.

CONFERENCES

Scheduled parent conferences are held twice a year. Parent conference dates are printed on the school calendar. If you wish to see your child’s teacher at any other time, please phone or send a note to make an appointment.

PUPIL RECORDS

Several forms will be sent home at the beginning of the school year that must be completed and returned to your child’s teacher. The information is especially critical if an emergency arises. Parents/guardian’s phone numbers and names are requested so we may contact someone in an emergency. The medical information sheet must be returned even if there are no special problems. Be sure to update this information regularly (new doctor, changed phone number, etc.) Please make the front office aware of any custody issues regarding your child. **STUDENTS WHO DO NOT HAVE AT LEAST ONE PARENT LIVING IN CLINTON MUST**

HAVE A RESIDENTIAL STATUS REPORT FILLED OUT AND NOTARIZED, UNLESS THEY ARE LIVING WITH A LEGAL GUARDIAN. WHO LIVES IN CLINTON.

TESTING AND ASSESSMENT

Each grade level implements a standards based curriculum. School personnel are always ready to assist or make the necessary adjustments to help a child meet grade level expectations. Assessment confirms that desired learning has occurred and is used to drive future instruction. To that end we have established a series of standardized assessments in each grade level. These assessments were developed based on Board of Education benchmarks and State Standards and are valuable tools to teachers, parents, and students in measuring academic performance.

1. All students in grades K-4 will be assessed using curriculum based and diagnostic measures in Language Arts, Math, Science and Social Studies, and Related Arts.
2. Students in Grade 3 and 4 will take NWEA MAPS and Smarter Balanced Assessments.
3. Students in Grade 3 take the OTIS Lenin Student Abilities Test.
4. Students in Grade 4 take a statewide physical fitness assessment.

PROGRESS REPORTS AND REPORT CARDS

Informal progress reports are given between report cards to inform parents/guardians about their child's progress. Report cards are sent home twice a year in Kindergarten and three times a year in all other grades. A copy of each report card will be filed in a "Permanent Record Folder."

INSURANCE

An optional annual insurance policy is offered to all students at the beginning of the school year. Additional policy information including how to obtain coverage will be sent home electronically.

PHOTOGRAPHS

School photographs are taken in the fall. The purchase of school photos is optional.

PARTIES AND GIFTS

Teachers may plan seasonal activities or cultural events aligned with curriculum and with non-food items. The school is not able to use instructional time for birthday parties. It is strongly urged that any gifts to teachers be of a modest

nature, preferably something the child has had a part in making or a letter of appreciation.

FIELD TRIPS

Notification will be sent home prior to a field trip for any grade. Written permission from a parent or guardian must be on file in order for students to take part in any trip. Some parents will be asked to volunteer as chaperons on such trips. A parent or designee or a trained person must accompany any student who has medication for anaphylactic reaction (reactions to bee stings, food allergies).

SCHOOL OPEN HOUSE

At the beginning of the school year an evening Open House will be held for Parents/Guardians of all grades. This year the Open House is on **Wednesday, September 18.**

LOST AND FOUND

Money, valuables and books are turned into the school office. Other items such as clothing, lunch boxes etc., are put in the “lost and found” area in the cafeteria. With permission, children may check either before or after school and during lunchtime for lost items. Items not claimed will be donated to charity at the end of each trimester.

HOMEWORK

As per Clinton BOE Policy 6154(a)

Homework Definition:

Teacher-assigned tasks that are intended to be completed outside of class.

Homework Purpose:

In grades Pre-K through 4, homework should nurture childhood development outside of the school day through authentic learning experiences, including reading on a daily basis, play, creativity, conversations, and interactions with peers and adults. Students in Pre-K through Grade 4 should read for pleasure or engage in other activities that promote learning for at least 10-20 minutes per night. Students in Grade 4 may have written homework. Your child’s teacher can provide you with meaningful extensions of the curriculum to do at home.

NO SMOKING POLICY

SMOKING IS NOT ALLOWED AT ANY TIME ON SCHOOL PROPERTY.

ITEMS FROM HOME

Students may bring in items from home only for “Show and Tell” or as part of a lesson with teacher permission. If there is a question about the suitability of an

item, please check with your child's teacher prior to sending the item to school. The school is not responsible for lost, broken or misplaced items brought from home. The following are not permitted on school property or on a school bus at any time:

- **Electronic devices , cell phones, collectable cards, valuables**
- **Real or fake guns, knives, fire starters, etc.**
- **Any live animal, whether a pet or wild**
- **Any item that is violent, vulgar, or harmful in nature**

LABELING

It is very helpful to label your child's belongings such as lunch boxes, raincoats, winter wear and footwear, etc. with your child's first and last name.

TRANSPORTATION

Each August, the M & J Bus Company assigns students to bus routes based on their home address regardless of arrangements from the previous year. The company will assign a student to additional bus routes for arrival and/or departure to accommodate childcare situations. Parents must check with the school office before assuming the availability of a changed bus route. **DO NOT SEND REQUESTS ON THE SAME DAY AS THE CHANGE IS TO OCCUR. THE OFFICE STAFF REQUIRES AT LEAST SEVEN FULL DAYS ADVANCE NOTICE** of requested transportation changes. With approximately 575 pupils to transport, many buses run close to capacity. Each regular rider deserves our commitment to maintaining short arrival/departure trips. Therefore, students may only ride on their designated bus. We can authorize a stop change, not a bus change. Bus changes for SOCIAL OCCASIONS ARE NEVER PERMITTED. **Any request for changes to a child's bus plans must be submitted, in writing, by 12:00 P.M. and signed by a parent or guardian. Faxed requests are accepted by the office at 860-664-6581.**

Parents or the written designee *must* meet their children at the bus stop at drop-off time. Failure to do so creates a huge burden on the bus company and the school.

SCHOOL BUS SAFETY

School bus safety is an important part of the school safety plan for the entire district. It is expected that all students conduct themselves with the highest regard to personal, as well as, others safety at all times. This means respecting others by keeping hands, feet and body to oneself, respecting the bus driver by following directions, keeping the noise level to a minimum and sitting in a seat for the duration of the bus ride. Violations of these guidelines will result in bus conduct reports to the school administration and disciplinary action.

BUS SAFETY RULES

1. Wait for the bus in a safe place at the bus stop, well off the road.
2. Enter the bus calmly and sit in assigned area.
3. Sit on your bottom, feet on the floor, remain in your seat at all times.
4. Keep hands, feet and objects to yourself.
5. Be kind, speak quietly, use polite words.
6. Listen to the bus driver at all times.
7. Do not eat or drink on the bus.
8. Do not yell, throw objects, or disturb others.
9. Don't open or close windows without the permission of the driver.
10. Never stick your hands or head out of the windows.
11. Riders must keep bus clean.
12. The "Emergency Door" is not to be played with or opened except in an emergency.
13. If crossing the road in front of bus, tell the driver before you get off.
14. Get off the bus quickly and quietly; use the handrail going down the stairs.
15. Move to an area away from the road. If crossing the road, cross 10'5" in front of the bus. Cars may not stop for the bus. **Keep looking in all directions and while crossing the road.**
16. Go directly home or to a designated caregiver when you leave the bus.

In an Emergency

- Stay calm and seated. Don't panic. Wait for the driver to give instructions.
- Don't touch emergency door or equipment until the driver tells you to.
- If you are told to leave the bus, pupils closest to doors go first. **Wait your turn.**
- To use emergency exit, **duck your head, bend your knees, jump to ground move away from the bus and get off the road.**

STUDENT DROP OFF

Duty teachers will be stationed at the front of the building each morning from 8:31 a.m. to 8:46 a.m. to assist with student drop off. Upon entering the school driveway vehicles form a single line and must stay to the right. Students exit cars at the front curb between the annex and main entrances and only on the right side of the vehicle. **Parents must not leave their vehicle.* If you wish to walk your child into the building, or if your child is late (after 8:46 a.m.), please park in one of the visitor parking spots before entering the main office.

STUDENT PICK UP

End of Day

Please let your child's teacher and the school office know by 12pm if you need to

pick up your child at the end of the school day. Please send a fax, email or written note to Mrs. Schumack, aschumack@clintonpublic.net. ***Students will be dismissed from the annex doors at 3:15p.m.*** under the supervision of the teacher on duty. Parents/Guardians should park in the back lot of Joel School by the the basketball court and meet their children at the annex exit doors. End of day dismissals from the office are only permitted on a case by case basis. ie: custody issue between parents/guardians. Children will present their pass to the duty teacher and custody will be transferred to the parent. Any students not picked up by 3:25 p.m. will return to the main office.

During School Hours

Please let your child's teacher and the school office know if you will pick up your child during schools hours. Please park in a visitor parking spot in front of the building and report to the office. The secretary will contact the classroom teacher and have the child report to the office for dismissal. Advance notice is most helpful to both teacher and office staff.

WALKERS

Walkers should arrive at school between 8:31 a.m. and 8:46 a.m. Grade 4 students only may be given parental permission to walk to/from school. PreK – Grade 3 students may not walk to/from school. Students should be taught by parents/guardians how to walk safely to and from school, preferably with a friend or two. They should not go anywhere else unless you have given them specific permission to do so. The school assumes pupils go directly home or to a caregiver unless otherwise notified. Please instruct your child to use the blacktop sidewalks only.

BICYCLES

Students who ride bicycles to school should be taught by parents/guardians how to bike safely especially given the high volume of school busses and cars on and around school property. Students need written permission from parents/guardians to ride bikes to and from school. Students are expected to observe standard bicycle safety rules, especially use of helmets, when riding bikes. Bike riders should arrive at school between 8:31 a.m. and 8:46 a.m. Bikes should be parked in the bicycle rack on the side of the school and locked. Students may not ride behind the school building.

PARKING AND TRAFFIC

“Visitor parking” is designated in the areas closest to the front of the building. ***Unsafe or illegal parking in fire lanes, on grass areas or near hydrants is not permitted; vehicles will be subject to ticketing and/or towing.***

CONDUCT AND DISCIPLINE

Positive behaviors are the norm at Joel School and it is expected that students will behave in a courteous, respectful, and safe manner to other students and adults.

This will support a safe learning environment and access to a quality education for all. Students receive explicit instruction in social emotional behavior and are provided with clear expectations for expected behaviors. Staff is proactive in providing and maintaining a positive and productive learning environment.

Behaviors that are not courteous, respectful, or safe provide “teachable moments” and will be addressed. When a student interferes with another student’s right to learn or to participate in school activities in a safe environment, then that student will be redirected and provided with a review of expected behaviors. At Joel School, behavioral intervention usually begins with a discussion between student and teacher about expected behaviors. If inappropriate activity does not improve the next step is usually a loss of privilege and/or contact with the parent. Serious behaviors that impact the safety of students and/or staff will be referred to school administration. Staff will be in close communication with families regarding serious behavioral concerns. It is the responsibility of parents and students to familiarize themselves with the rules and regulations and abide by the established policies of the school.

The Joel School reserves the right to, with reasonable cause, search any school owned property (desk, etc.) if it is thought to contain materials that may be injurious or are illegal. The discovery of dangerous or illegal materials, or items that violate school policy shall be reported to parents, the Superintendent of Schools, and/or the Clinton Police Department as deemed appropriate. *For a more detailed list of school rules and regulations including Suspension/Expulsion Policies, please refer to the district policy on the district website.*

GENERAL SCHOOL REGULATIONS

In all areas of our school students are expected to:

- Treat others with respect and the way they want to be treated
- Make safe and kind choices
- Tell the nearest adult about a problem or concern
- Respect school property and the belongings of others

CAFETERIA EXPECTATIONS

The Joel lunch room is a place to enjoy a nice meal and have conversations with classmates.

- Eat and touch only your own food.
- Listen when the lunch aides speak.
- Sit with feet under the table.
- Use polite words and quite voices.
- Placed all trash in garbage.
- Line up quietly.

RECESS EXPECTATIONS

Recess is a time to play, try new activities, and have fun! Students are under the supervision of recess aides and are expected to:

- Use polite words.
- Use only school equipment allowed.
- Include others in games and activities.
- Tell an adult if someone else gets hurt or if there is a concern.
- Keep hands and feet to yourself.
- Ask an aide for permission to use the bathroom.
- Use playground equipment safely.
- When the whistle blows, stop, look, and listen.
- Stay in recess areas: blacktop, woodchips and field.
- Line up quickly and enter the building quietly

LOSS OR DAMAGE TO SCHOOL PROPERTY

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

SAFE SCHOOL CLIMATE PLAN

The Safe School Climate Plan was developed by the Board of Education Policy Subcommittee in response to Public Act 11-232, and was approved on December 5, 2011. This Plan represents a comprehensive approach to establishing positive school climate and building the quality and character of school life, with a particular focus on the quality of the relationships within the school community between and among students and adults. It also outlines a process to address bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. The Clinton Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment, and discrimination.

The Safe School Climate Plan Handbook was developed with the intent to outline and further explain key components of the policy and regulation. The handbook can be found on the Clinton Public Schools website under the "Parent" Tab. Assistant Superintendent, Maryann O'Donnell has been appointed as the Safe School Climate Coordinator, and is available to provide assistance or to answer questions. She can be reached at modonnell@clintonpublic.org or (860) 664-6500.

STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation

Act of 1973, the Clinton Board of Education does not discriminate on the basis of race, creed, color, national origin, age, marital status, religion, sexual preference or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs. The Clinton Board of Education shall provide equal employment opportunities for all persons and shall not discriminate, except in the case of a bona fide occupational qualification or need, by refusing to hire or employ or to bar or to discharge from employment any individual or to discriminate against her/him in compensation or terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability.

For more information you may contact one of the following administrators:

Title VI	Marco Famiglietti	Telephone (860) 664- 6500
Title IX	Marco Famiglietti	Telephone (860) 664 -6500
Section 504	Kim Pearce	Telephone (860) 664 -6505

STUDENT DIRECTORY INFORMATION

Directory information may be released to media, colleges, civic or school-related organizations, and military services representatives, as well as published in programs for the athletic, music and theater presentations in our school district. "Directory information" means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, videotape not used in a disciplinary manner.

If parents do not wish this information to be released, they must inform the school principal in writing within ten (10) days after receiving the student and parent handbook. This must be done each school year.

MEDIA ACCESS TO STUDENTS

Policy #1112.5(a)

The Board recognizes the important role the media serves in reporting information about the district's program, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The building administrator has the right to restrict interaction with students

on school property if he/she deems it interferes or disrupts the educational process. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed, or videotaped by the media shall inform the school principal accordingly.

Parents who do not want their student interviewed, photographed, or videotaped by the media should direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

(cf. 5125 – Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

1-213 Access to public records. Exempt records.

10-209 Records not to be public.

Media Access to Students

Policy #1112.5 (b)

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec

1232g (1988).

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Policy adopted: May 7, 2001

CLINTON PUBLIC SCHOOLS
Clinton, Connecticut

**CLINTON BOARD OF EDUCATION
GRIEVANCE PROCEDURE**

The Clinton Board of Education maintains specific grievance procedures both formal and informal which are located on the district website.

The Compliance Officer for the Clinton Board of Education is the Assistant Superintendent, 137B Glenwood Circle, Clinton, Ct. 06413 (664-6500).

**SPECIAL EDUCATION NOTICE OF PARENT/STUDENT
RIGHTS IN IDENTIFICATION, EVALUATION, AND
PLACEMENT UNDER
SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a non-discrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. For eligibility and additional information please refer to the appendix section of this manual.

The person in this district who is responsible for assuring that the district complies with Section 504 and the Americans with Disabilities Act (ADA) is:

Kim Pearce, Special Services Office
Clinton Public Schools, Clinton, CT 06413
Telephone: (860) 664-6505

Organizations and agencies which you may contact to obtain assistance with evaluation/placement questions include, but are not limited to, the following:

- A. Federal Office of Civil Rights
Boston Regional Office Telephone: (617) 223-9662

YMCA AFTER SCHOOL PROGRAM

The YMCA offers school based before and after school programs for Joel students. Hours are 7:00 a.m. to 8:40 a.m. and 3:15 p.m. to 6:00 p.m. For more information contact the YMCA at 860-399-9622.

FRIENDS OF JOEL

Friends of Joel (FOJ) is a non-profit volunteer organization comprised of the families and friends of Joel School students. The main focus is to raise funds to pay for the cultural assemblies that enhance the school curriculum, provide financial support for supplemental educational resources, and assist as needed to help Joel School operate at its best. FOJ sponsors events that help make the Joel School experience memorable for children and families, i.e. Monster Mash and an Ice Cream Social. Anyone interested in making a difference at Joel School is

welcome to join FOJ; new ideas to improve fundraising, to support cultural assemblies, identify ways to support teachers, and make FOJ a better organization are welcome. Feel free to reach out to FOJ at friendsof-joel@gmail.com or send a note in with your child marked FOJ. FOJ also is on Facebook at Friends of Joel.

PTA

The Clinton Parent-Teacher Association is an independent, non-profit, non-partisan association whose mission is to be a collective voice for Clinton Public School students, parents, and staff. The PTA provides tools to help children be safe, healthy and successful in the Clinton Public School System through advocacy and scholarship. Meetings frequently include guest speakers who provide valuable information about topics related to child rearing and education. Membership is open to all parents and guardians and includes membership in, and benefits of, local, state and national PTA.

THE JOEL SCHOOL FACULTY & STAFF

2019-2020

KINDERGARTEN

Faculty.....	Room No.	Faculty	Room No.
H. Buhler.....	48	L. Ragonese.....	50
M. Corgan.....	51	A. Rebuzzini	46
M. McCormack.....	52	J. Reynolds.....	49

GRADE 1

Faculty.....	Room No.	Faculty	Room No.
Browning.....	29	A. Simonsen.....	27
B. Jacobs.....	26	M. Stiver.....	44
B. Macellaro.....	31	S. White.....	43

GRADE 2

Faculty.....	Room No.	Faculty	Room No.
J. Cain.....	22	C. Dunn.....	25
J. Clados.....	5	J. Duval.....	21
E. Damiano.....	23	J. Engberg.....	7

GRADE 3

Faculty.....	Room No.	Faculty	Room No.
G. Apgar.....	10	W. Madura.....	9
A. Conderino.....	6	A. Ruzzo.....	11
T. Drena.....	8		

GRADE 4

Faculty.....	Room No.	Faculty	Room No.
C. Baldwin.....	14	D. Skidmore.....	12
T. Lorenzo.....	13	K. Yahwak.....	16
A. Martino.....	15		

TITLE 1, P.E., MUSIC, ART, LIBRARY

Faculty.....	Room No.	Faculty	Room No.
L. Devin – LIT SPECIALIST.....	37	J. Lampe – MUSIC.....	M2
J. Godburn – WLD LANG.....	43A	K. Madura – MATH SPECIALIST.....	36
G. Gosselin – ART.....	ART B	N. McAllister – MUSIC.....	M1
H. Hayes – MATH SPEC.....	36	M. Moran – WLD LANG.....	43A
N. Jacobson – PE.....	GYM	G. Nedderman.....	MUSIC.....M2
D. Karcich – PE.....	GYM	D. Pallotto – LIT SPECIALIST.....	37
E. Kelsey – TAG.....	Library	L. Roman.....	LIBRARY.....Library
H. Kennedy-Levy – LIT SPEC.....	37	P. Smith.....	ART.....ART A

SPECIAL SERVICES

Faculty.....	Room No.	Faculty	Room No.
J. Bonner - PSYCHOLOGIST	20B	L. Kintz – STUDENT SUPPORT	24
D. Cafiero-EL	42	T. Kumnick – BCBA	20B
C. Comiskey – SPEECH	105	D. Lucas – ADAPTIVE P.E.	GYM
L. Corrone – INTENSIVE LEARN	33	A. Perdue – LEARN STRATEGIES	22
J. Dunn – SPEECH	105	M. Spencer – LEARN STRATEGIES	40
S. Hallahan - PT	41	M. Steendam – LEARN STRATEGIES	40
C. Harris – LEARN STRATEGIES	22	H. Toussaint – O.T.	41
K. Hicks – PSYCHOLOGIST	20B	J. Van Schaack – COMM. HEALTH	20B

PRESCHOOL

K. Carey - Inclusive Preschool	32	A. Roccapiore – Jump Start Preschool	45
R. Coffee - Inclusive Preschool	34	J. Vecca – Inclusive Preschool	50
C. Iaquessa - Inclusive Preschool	32	J. Vincelette - Inclusive Preschool	32
D. Jarett - Jump Start Preschool	45	C. Warner – Jump Start Preschool	47
D. Parsell - Jump Start Preschool	47		

INSTRUCTIONAL ASSISTANTS

Rosalie Amato	Stephanie Kuczma	Irene Parsons
Deb Bardinelli	Val Marchant	Mary Rawden
Laura Bencivengo	NancyLynn Maselli	Sue Raymond
Kate Carey	Jill McDonough	Nadine Riter
Stephanie Cox	Judi McLean	Kelly Shepard
Pam Desrosiers	Allison Montesanto	Kiersten Terribile
Sarah Disilvestro	Maggie Monty	Michele Whelan
Sarah Donnelly	Diane Mozzochi	
Deb Horner	Amy O'Donnell	

ADMINISTRATION/OFFICE

Angela Guarascio	Principal	Shirley Cissell	Secretary
Abby Rice	Assistant Principal	Wendy Irmscher	Secretary
		Angela Schumack	Secretary

NURSING STAFF

Donna Frechette	Supervisor	Christine Riccio	Health Aide
Clara Parker	Nurse		

KITCHEN STAFF

Sabrina Earp	Louise Foley
Cindy Ellison	Jacqueline Padilla

CUSTODIAL STAFF

Ana Arzuaga	Night	Larry Marzano	Night
Mike Bruy	Night		
John Cote	Day		
Nelson Garriga	Day		

2019 - 2020

EARLY DISMISSAL DATES

PARENT/TEACHER CONFERENCES

JOEL December 5
 March 19

ELIOT November 14
 March 26

MORGAN November 14
 March 26

ADDITIONAL EARLY DISMISSAL DATES

September 19
October 17
November 14
December 5
January 17
March 19
March 26
April 9
May 14
Last Day of School

OPEN HOUSE

Evening Sessions in September.

