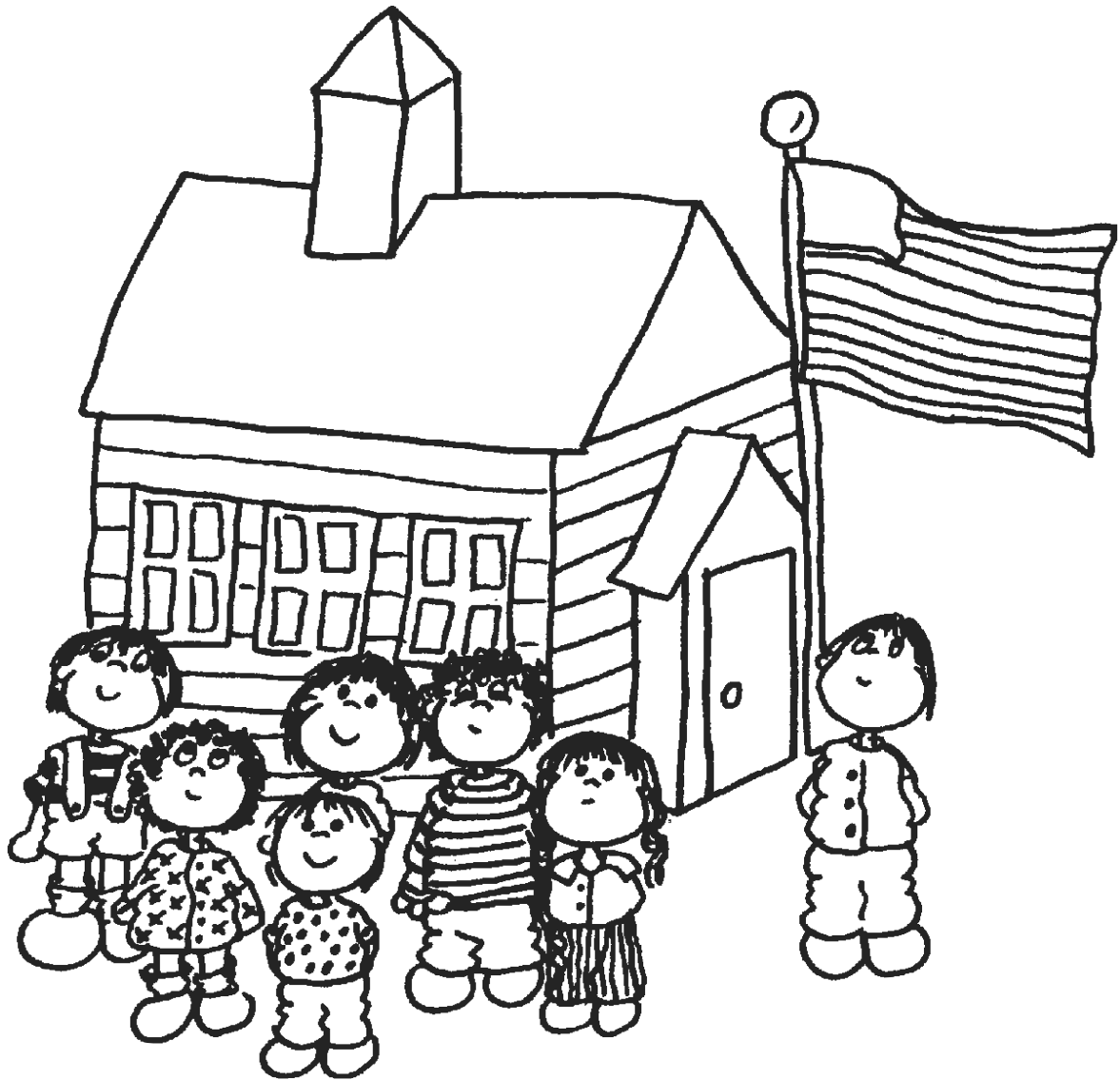


Parent – Student Handbook

2015 – 2016



Memorial Elementary School
Center Elementary School

East Hampton Board of Education	Interim Superintendent of Schools
Kenneth Barber, Chairperson Joanne Barmasse Jeffrey Carlson Debra Devin Christopher Goff Steven Kelley Scott Minnick Josh Piteo Tania Sones	Mark Winzler

Non-discrimination statement

It is the policy of the East Hampton Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

SCHOOL HOURS

A.M. Preschool:	8:40 a.m. – 11:12 a.m.
P.M. Preschool:	12:38 p.m. – 3:10 p.m.
Kindergarten & Grades 1 – 5:	8:40 a.m. – 3:10 p.m.

The School office is open from 8:00 a.m. to 4:00 p.m.

Supervision for arrival begins at 8:25 a.m. Students can arrive at school between 8:25 a.m. and 8:40 a.m. Students are considered tardy after 8:40 a.m.

NO SCHOOL ANNOUNCEMENTS

In the case of school cancellations, emergency closings, delayed openings, or early dismissals, the Superintendent will contact all parents using the “Connect5” phone system. The following radio and television stations have been designated to make announcements for the school district: WTIC (1080 AM), WMRD (1150 AM), WFSB Channel 3, WTNH Channel 8, and WVIT Channel 30.

**“No School” Days for Students: 11/3/15, 2/12/16, and 5/13/16
due to staff professional development**

EARLY RELEASE DAYS

Early Release Days for Parent Conferences: 11/17/15 & 11/19/15 and 3/8/16 & 3/10/16

Holiday Early Release Days: 11/25/15 & 12/23/15

The early release schedule for both scheduled dates and weather related events:

A.M. Preschool:	8:40 a.m. – 11:12 a.m.
P.M. Preschool:	No Afternoon Preschool
Kindergarten & Grades 1 – 3:	8:40 a.m. – 1:10 p.m.

DELAYED OPENINGS

Whenever it is necessary to delay the opening of school, the Superintendent will contact all parents using the “Connect5” phone system. The radio and television stations listed above will also make the announcement.

Delayed Opening Days for Students: 10/13/15 and 3/4/16 due to staff professional development

The delayed opening schedule for both scheduled dates and weather related events:

A.M. Preschool:	No Morning Preschool
P.M. Preschool:	2 Hour Delay: Start 12:38 p.m. – Close 3:10 p.m.
Kindergarten & Grades 1 – 3:	2 Hour Delay: Start 10:40 a.m. – Close 3:10 p.m.

Please save this schedule for your reference in the event of inclement weather.

East Hampton Public Schools

East Hampton, CT 06424

In an effort to assure ongoing communication with all parents/guardians the East Hampton Public Schools distribute two important documents to students and parents upon registration and at the start of each new school year. Parents/guardians are asked to review the information contained in these documents with their child/children. Please return this page with parent/guardian and student signatures using a separate sheet for each student.

The East Hampton Public School’s Policies

Student Policies are found at www.easthamptonps.org.
located in the Board of Education Link—Policies

Of particular note are the policies on non-discrimination 5145.4, unlawful harassment 5145.5, student conduct 5131, discipline 5144, truancy 5113, pesticide management 3524.1, management of life threatening food allergies 5141.25 and educational records 5125. Information regarding bullying can be found under the District Link - Support and Pupil Services - Safe School Climate Plan.

I have read and reviewed with my child the “Manual of Policies and Procedures” and the Elementary School Parent – Student Handbook.

Signatures

Parent/Guardian

Student Name & Grade
(Please Print)

Parent/Guardian (optional)

Student Signature (Grades 3-5)

PRINCIPALS' MESSAGE

Dear Memorial and Center School Families,

Welcome to the 2015-2016 school year at Memorial and Center Elementary Schools! We are once again energized to work alongside the faculty and you, our family partners, in creating school communities focused on providing the best learning opportunities possible for children.

In this handbook you will find general policies and procedures for East Hampton's elementary schools as well as information relating specifically to Memorial and Center School. Please review the handbook as a family and return the sign off sheet. We hope that you will find this handbook to be a helpful resource throughout the school year.

Our strong home-school partnership is critical to your child's success. Open communication and collaboration lay the foundation for a successful school experience. Working together, we can create a strong environment where students grow academically, socially, and emotionally. If you have questions or want to share your thoughts, ideas or concerns, please contact us or your child's teacher. You can stay informed about school news and upcoming events by reading our school newsletters or visiting our PTO site at www.ehepto.com.

We look forward to an amazing year of teaching and learning at Memorial and Center School!

With warm regards,

Mrs. Mindy B. Wilkie
Principal of Memorial Elementary School

Mrs. Mary E. Clark
Principal of Center Elementary School

School Office Hours

Memorial Elementary
8:00 a.m. to 4:00 p.m.
Telephone: (860) 365-4020
Fax: (860) 365-4024

Center Elementary
8:00 a.m. to 4:00 p.m.
Telephone: (860) 365-4050
Fax: (860) 365-4054



**East Hampton Public Schools
Board of Education Goals
2013-2016**

Vision

The East Hampton School District – preparing and inspiring our students to be innovative, responsible, contributing members of an ever-changing global society.

The Mission of East Hampton Public Schools

The mission of East Hampton Public Schools in partnership with our community is to develop knowledgeable, responsible, productive citizens who effectively demonstrate problem-solving and communication skills, make informed decisions and respond appropriately and confidently to life's challenges.

Goal 1. East Hampton Public Schools will engage all students in integrated curriculum that fosters essential life skills of critical thinking and reasoning, collaboration and communication, problem solving and innovation.

Strategies:

- 1a. Align and articulate a Prek-12 standards-based curriculum that is rigorous and relevant.
- 1b. Design, implement and evaluate teaching and learning to achieve and maintain high standards.

Goal 2. East Hampton Public Schools will prepare all students for college, career and life by advancing digital literacy.

Strategies:

- 2a. Align, integrate and assess digital learning standards across the Prek-12 curriculum.
- 2b. Advance professional's capacity to utilize digital literacy for instruction through curriculum-focused professional development.

Goal 3. East Hampton Public Schools will ensure that all students are taught and led by highly Qualified professionals through the continuous improvement of feedback and reflection provided through the advancement of professional learning communities.

Strategies:

- 3a. Develop structures and systems for continuous feedback and reflection of the effectiveness of one's professional practice.
- 3b. Align professional development to meet the needs of all staff fulfilling continuous student improvement.

PBIS Program



Plan for School Wide Positive Reinforcement

Memorial Elementary School

Positive Behavioral Intervention and Supports

Ongoing/Daily Reinforcement: Each staff member will give students Cheetah Pride Coupons when he/she has observed the student demonstrating one of the school-wide positive behavioral expectations.

--Once a student earns a Cheetah Pride coupon, that student will drop his/her ticket into the designated bin for that grade level. Each student is responsible for managing his/her own tickets.

Memorial Elementary School Cheetahs are Spot On! 	_____ was spotted showing Cheetah Pride at Memorial Elementary School where we...
Student _____	 <i>take care of ourselves, take care of others, take care of things.</i>
Teacher _____	
Grade _____	

Weekly Reinforcement: On a weekly basis, during the designated lunch time for each grade, one ticket will be drawn for each grade level. That student will:

- Receive an award;
- Get his/her picture taken to be displayed on the "Pride Wall" in the main lobby.

If you have any questions, please contact Mindy Wilkie or Brandy Gadoury at 860-365-4020.

Center Elementary School

Positive Behavioral Intervention and Supports

The School Wide Positive Behavior Intervention Program is focused on acknowledging students for consistent positive behavior. Expectations are pre-taught and rehearsed across settings in the school. Appropriate school behaviors are reinforced throughout the school by all staff.

GOLD certificates are given to recognize and reinforce students for individual acts of Respect, Responsibility and Kindness, or for achieving specific classroom goals set by their teachers. Each certificate has an exchange value in order to encourage students to be aware of their daily choices and to set personal goals. Students may exchange certificates in smaller amounts, or collect them until they reach 30 GOLD certificates. The names of students who reach 30 GOLD certificates are announced during morning announcements, their pictures are displayed in the school entrance foyer, and a note of recognition is sent home to parents. They may also pick an item from the Pot of Gold, or choose to attend a special "Going for the Gold" activity.

Additional supports are available for individual students in order to increase student awareness of desired behaviors. A check-in/check-out system with point sheets can be developed to provide individual students frequent and ongoing support. These are shared daily with parents.

If you have any questions, please contact Mrs. Clark at 860-365-4050.

BULLYING & Harassment

The East Hampton Board of Education promotes and maintains a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. It is the policy of the Board that bullying of a student by another student is prohibited.

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

At Memorial and Center Elementary Schools safe school climate plans include School Wide Positive Behavior Intervention and Support (PBIS) programs that foster the development of kind, responsible and respectful behavior. Grade appropriate character education is taught which deals with inappropriate behaviors including bullying.

Any person who believes he or she has been the victim of bullying should report such conduct immediately to a staff member. Students may choose to anonymously report such conduct; however, students are encouraged to provide their name for the purpose of intervention. All such reports should be forwarded to the school administrator. Parents or guardians of students may also choose to file written reports of suspected bullying. Such reports should be submitted to the school administrator. Reports of bullying are investigated in accordance with district policy.

The East Hampton Public Schools Safe School Climate Plan may be viewed by clicking [here](#).

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Education to maintain a learning and working environment for students that is free from sexual harassment.

It shall be a violation of this policy for any student, staff member, district employee, or person on school grounds to harass a student through conduct or communications of a sexual nature defined as follows.

Unwanted and unwelcome sexual advances, requests for sexual favors, as well as other inappropriate oral, written, or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.

Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.

Or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment which has an adverse effect on the ability of the student to benefit from his or her education.

Sexual harassment, as defined above, may include but is not limited to the following:

Verbal harassment or abuse

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching

Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Any person who alleges sexual harassment occurring in the district may use the school's complaint procedure (as noted in the *Manual of Selected Policies and Procedures*) or may report it directly to the building principal, guidance counselor or other individual designated to receive such complaints at which time Board Policies 5114, 5144, and 5145 shall be in effect if appropriate.

Filing of a complaint or reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or academic assignments.

ATTENDANCE PROCEDURES

Any person registered in a public school is expected by law to be in attendance each day school is in session.

In the event of an absence, the parent should telephone the school prior to 9:00 a.m. A message may be left on the answering machine prior to staff arrival at 8:00 a.m. Calls home will be made by the school using “Connect5” if parents do not call in the morning to verify that the student is absent. Following an absence, students should turn in a note explaining the cause of the absence.

Personal vacation periods are not considered legitimate reasons for absence from school and will be recorded as “unexcused.” Family vacations should be planned during the school’s regular vacation periods if possible. Truancy is defined as staying away from school without permission. Parents will be notified in the case of a student being truant.

ATTENDANCE – TARDINESS TO SCHOOL

Student arrival times are 8:25 to 8:40 a.m. Students who arrive after 8:40 a.m. are considered tardy and must first report to the office with their parent. All tardy arrivals are recorded on the report card and become part of the student’s permanent record.

ATTENDANCE – EARLY DISMISSAL

Parents choosing to pick up their child will be asked to wait until actual dismissal time unless it is an emergency. Early dismissals are defined as dismissal at any point prior to the school closing time of 3:10 p.m. Parents are asked to send in a note (green dismissal pad at Memorial) with their child if they are planning to pick up their child at dismissal time or when circumstances necessitate picking up their child prior to dismissal time.

In case of illness during school, the student will be sent by the teacher directly to the nurse’s office. Dismissal will be arranged through the school nurse or in her absence, the office. Parents are responsible for arranging for transportation of an ill or injured child. In cases where staff members do not recognize the parent or individual picking up a child they may be asked to show some type of identification.

BOOKS

All hardbound books are to be covered. Each book should have the name of the student and teacher recorded inside the front cover. Stick-on book covers are not permitted. A charge will be made for loss or needless damage.

BUS TRANSPORTATION

Nearly all students are provided bus transportation. In general, our students are well behaved on the school buses. However, any pupil who misbehaves on the school bus will be warned by the driver and a report will be made to the building principal who in turn will notify the parent. Continued misbehavior could result in detention or suspension of transportation privileges.

Students are to cooperate by:

1. Staying seated when the bus is in motion.
2. Being polite and considerate.
3. Refraining from making excessive noise.
4. Refraining from throwing objects.
5. Keeping their hands and feet to themselves.

At Memorial School, parents who are dropping off their children in the morning are asked to do so at the sidewalk only. The bus lane should not be used. Students who are arriving late (after 8:40 a.m.) should be escorted into the office and report to the secretary.

CENTER SCHOOL DROP OFF

At Center School, parents who are dropping off their children in the morning are asked to use the drop off area located behind the school on Bevin Blvd. Students enter through the back door. This area will be open during bus drop off times from 8:20-8:40 A.M. The bus circle should not be used by parents during arrival and dismissal times.

For student pick-up (or if you need to park while dropping off) parents are asked to park on the short driveway behind the Post Office.

CAFETERIA

A hot lunch may be purchased by students attending the two elementary schools. This is a regular, balanced meal. Milk may be purchased by students who bring a lunch from home.

The East Hampton School district has implemented a software program eliminating the manual cash register check out process for school meals and milk purchases. This program is called MealPayPlus (www.mypaymentplus.com, helpline (877) 237-0946, free iPhone & iPad app).

Because the cafeteria system is linked to our student management software, every child registered in our school system is automatically enrolled in the food service program.

We encourage you to send a check to the school office to fund any meals or milk purchases. You choose the amount, one month's purchases is suggested. The full amount of your check will be applied directly to your child's individual account. Cash is still accepted, prepayment by check is preferred and should be made payable to: Town of *East Hampton Cafeteria Fund*.

Students will be processed through the checkout lines in the elementary school by bar-coded cards.

In those rare instances where students are allowed to charge a lunch, payment must be made the following school day. Continued lunch charges will result in a phone call to the parents requesting that they bring in lunch money or a lunch for their child.

CLASS PLACEMENTS

As we head into the end of the school year, staff works together to consider class placements for students for the upcoming school year. Our goal is to create balanced classrooms that maximize the opportunity for students to learn and teachers to teach. Due to complexities involved in this process, we ask that parents not request specific teachers.

CONFISCATION OF PERSONAL ITEMS

Sometimes students bring items to school that can be potentially dangerous or disruptive to the educational process. Such items are turned over to the office until the end of the school day. When the students collect their property, they are told not to bring such items to school again, or they will be removed from their possession until the end of the school year. If the teacher or administrator deems the item to be especially dangerous, the parent will be required to pick the item up at school.

DAMAGE TO SCHOOL PROPERTY

Students who damage school property are expected to pay for the damage. This includes such damage as breaking windows, defacing walls, breaking school furniture, ripping and marking books, etc.

DETENTIONS

If a student is to be detained after school for special assistance because of misbehavior, or for some other reason, parents will be notified in advance. Transportation is the responsibility of the parent.

DRESS REGULATIONS

Our main interest is education. For the most part, how a student dresses is a matter to be decided by the individual student and his or her parents. The school reserves the right, however, to draw reasonable limits if a student's appearance is distracting. Cleanliness, neatness, and health would all be considerations in deciding what is distracting. Generally, cut-off shorts, undershirts, tank-tops, see through and/or mesh style shirts, midriff tops, shirts with derogatory or profane statements or pictures, or which include advertisements for alcoholic beverages are inappropriate. Students should wear footwear that is safe for gym, recess and use within the building. (We do not recommend sneakers with built-in wheels, flip flops, high-heeled sandals or sandals/shoes without a back strap.) Students must wear sneakers that have either laces or Velcro fasteners during physical education classes. Platform sneakers are not appropriate for physical education classes.

ELECTRONIC RESOURCE AGREEMENT

The “Responsible Use of Electronic Information Resource Agreement” is a statement of the standards set forth in the Board of Education’s Policy regulating student use of electronic information resources. In order for a student to have access to these resources he/she must know the rules set forth in the agreement and both student and parent must sign the agreement indicating that they understand the standards and that the student will abide by those standards.

The Agreement will be sent home under separate cover. Please review this document with your child and return it signed by the date indicated. It is understood that parents have the right to restrict their child’s access to electronic information resources.

ENRICHMENT

Our school system’s experience is that enrichment benefits students at the elementary level more than acceleration. Positive social, emotional, physical and cognitive maturity require time to develop properly. Enrichment provides an opportunity for the chosen curriculum to be elaborated upon or enhanced while at the same time allowing children to mature at a pace in keeping with their chronological age. Within each curricular area there are opportunities for enrichment.

FAMILY LIFE EDUCATION (GRADE FIVE)

In grade five, the health curriculum includes a unit on family life education with emphasis on human sexuality. The family life education curriculum for the fifth and sixth grade levels covers the male and female anatomy and reproductive system, sexual development, menstruation, and health and hygiene, while focusing on the changes that occur during puberty.

Students will be given an opportunity to ask questions and participate in group discussions after viewing a video. Parents may request that their child be exempt from the family life programs. However, since the program is part of the regular health curriculum, no permission form will be required for participation.

FIELD STUDIES PROCEDURES

Field studies are an integral part of the academic program. They are carefully planned to support the curriculum and to enhance student understanding of key concepts. During a field study, the student is a responsibility of the school and remains subject to its general control. Infractions of stated rules, violations of the spirit of good school citizenship, and failure to heed necessary directions will be regarded seriously. It is strongly recommended that the parent of a child with severe medical needs should plan to accompany the child on the field experience.

Before going on a field study, a student is required to complete a permission form, available from the supervising staff members, and have this permission form signed by a parent. A nonrefundable minimal fee may be required for transportation and/or admission.

It is expected that children who normally take medication during school hours will continue to do so while on a field study. Children who have experienced recent illness or excessive inappropriate behavior will participate in the field study at the discretion of the school staff. If it is determined that a child is unable to participate due to health or behavioral concerns, it is expected that the child will attend school for an alternate academic program.

FIRE ALARMS

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. P.A. 53A-180, The False Reporting of an Incident, is a Class B misdemeanor punishable by up to two years in prison and/or up to a \$1,000.00 fine. Complete documentation of the law is available in the library.

FIRE DRILLS

Fire drills are conducted on an average of once a month. Instructions for evacuating the building are posted in each room, and EXIT signs help guide occupants out of the building. If there should be any change in the normal exit route, instructions will be given by the office or the supervising teacher.

All windows and doors will be closed as occupants exit.

Everyone leaves the building swiftly and quietly, and lines up with their classes at least 50 feet from the building. The return to the building is directed by the supervising teacher.

HEALTH

The nurse is available for first aid care and health counseling. All accidents must be reported.

Unless it is an emergency, the student should be referred by the teacher in charge before visiting the nurse. Ill students must report to the nurse's office. All dismissals due to illness must be arranged through the nurse.

Hearing screenings are required annually in grades prekindergarten through 3 and grade 5. Vision screenings are done annually in all grades. Postural screening is done in grade 5. Physical examinations are required of all students new to Connecticut and those entering kindergarten or grade 6.

Administration of prescription drugs, aspirin, ibuprofen, cough drops, cough medicine or any over the counter drugs must be administered by the school nurse.

Connecticut State Law requires a physician's written order and parent's or guardian's written authorization for the school nurse to administer medications to a student while in school. Medications must be brought to school in the original containers by a parent or authorized adult and given to the nurse. All necessary forms are available in the health office.

HOMEWORK

Homework is an integral part of the educational program. Homework is carefully planned and appropriately geared to the development of individual students. Homework is assigned for the following reasons:

1. To improve, reinforce, and extend skills that have been taught.
2. To help students become independent learners.
3. To provide the opportunity for creative work.
4. To develop responsibility for completing an assigned task and returning it to school.
5. To foster initiative.

6. To afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

In order to assure that homework assignments will occur on a regular and continuous basis through the grades, and to assure that consideration is given for worthwhile non-school activities, the following flexible guidelines are established:

Grades K – 3: 15-40 minutes (3-5 times per week)

Grades 4 – 5: 20-75 minutes (3-5 times per week)

Parents should discuss any consistent departure from these flexible guidelines with the child's teacher, and if necessary, the principal of the school. Homework is defined as an out of class assignment. Occasionally, incomplete in-school work may be finished at home. If a student is unable to finish daily work often, the student's use of time or the length of classroom assignments needs to be re-examined and parents should contact the school. Teacher and parents should be aware of the time students are using to complete assignments.

INSTRUMENTAL LESSONS

Instrumental music lessons are offered to 4th and 5th grade students twice a week during the school day. All children interested in learning an instrument must meet with the music teacher, have their parents' permission, and commit themselves to regular daily practice. Students must be monitored at home as well as in school regarding their progress. Various group performances will be held during the year.

INSTRUCTION – ACQUIRED IMMUNE DEFICIENCY SYNDROME (GRADES 3, 5, 7, 9, 10-12)

The East Hampton School District is committed to providing students with sufficient information and guidance for them to practice intelligent, self-directed behavior which will afford them the maximum protection from contracting the AIDS virus. Students should be prepared to be able to make sound decisions about their own behavior to protect themselves and others from the AIDS virus. The community at large is encouraged to foster AIDS prevention among all citizens.

Through AIDS education, students will gain an understanding of this disease, its effects on the human immune system and how the AIDS virus is transmitted. Most important, students will learn the behaviors that place them at risk for contracting AIDS, which will encourage a lifestyle that will avoid exposure to the AIDS virus to the maximum extent possible.

Formal AIDS Education will be offered in grades 3, 5, 7, 9, 10-12 in East Hampton. The content and scheduling of the instruction has been established by the local district.

Parents or guardians may exempt their child from the state-required instruction on acquired immune deficiency syndrome (AIDS) or the Personal Safety curriculum by written request to the school principal. Exemption will be for the current academic year. Requests should be submitted during the first two weeks of school or at registration for students new to the district.

INSURANCE

Student accident insurance is available to all students K-12. At the beginning of the school year, application forms are sent home for interested parents to complete and return.

LANGUAGE ARTS AND MATH SUPPORT

We strive to provide excellent reading instruction to all children. We recognize that this instruction is most effective when children are motivated to learn and arrive with early literacy skills. Every primary and intermediate classroom emphasizes a full array of reading strategies such as the alphabetic principle, sight words, sound/letter correspondence, comprehension and fluency. The reading department provides explicit, supplemental instruction for those who have not grasped these concepts or learned to apply the strategies productively when they encounter unfamiliar text.

Mathematical support learning takes place at different times for different children. Throughout the year, based upon student achievement, your child may benefit from supplemental support in the area of mathematics as new skills are introduced. For some children, math support will be provided in the classroom. For others, the support will be short-term individual or small group instruction in the math center to reinforce the math concepts being taught in the classroom.

LOST AND FOUND

Students are encouraged to put their names on any item brought to school. Efforts are made to return labeled items to owners. Children should report lost items to their teacher and check in the lost and found for them. Found items should be turned in to the office. Students and parents are welcome to check for lost items. Unclaimed items are donated to community charities on a regular basis.

NON-DISCRIMINATION

It is the policy of the Connecticut State Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under the program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

All complaints shall be addressed in writing to the Board-designated compliance officer, and he/she shall be responsible for investigating all complaints. Upon investigation, the compliance officer shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within thirty days of the receipt of such complaint. (Title IX & the Rehabilitation Act of 1973 Section 504 – Compliance – Non-Discrimination.)

The following person has been designated to handle inquires regarding the non-discrimination policies:

Rodney M. Mosier
Director of Special Education & Pupil Personnel Services, Title IX Coordinator
94 Main St., East Hampton, CT 06424
860-365-4009

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- The student's name and/or parent/guardian name
- The student's address and/or parent/guardian address
- The student's telephone listing and/or parent/guardian telephone listing
- The student's electronic mail address and/or parent/guardian electronic mail address
- The student's photograph
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

A parent or eligible student may refuse to allow East Hampton school officials to designate any or all of information as directory information. Any such refusal must be made in writing to and received by the child's school principal no later than October 1st of every school year.

PARENTAL CONFERENCES

Individual parental conferences will be scheduled in the fall and spring. Short session days will be scheduled for students so that teachers can meet with parents. Parents are encouraged to contact the teacher in the interim if they have concerns they wish to discuss. Teachers are available for conferences by appointment throughout the school year.

PERSONAL CALLS AND MESSAGES FOR STUDENTS

Only emergency calls will be accepted during the school day. Personal messages cannot be transmitted through the school office. We will accept lunches and other school supplies in the office.

PERSONAL PROPERTY

Personal property (including games, toys, trading cards) brought to school by students is done so at the student's risk. Electronics including phones, music devices, and electronic games are not to be brought to school. They can be disruptive to the educational process and can be easily lost or broken. Skateboards, roller skates and roller blades are not allowed.

PETS

Pets are not allowed on school buses. Neither are they allowed in school except for special projects approved in advance by the office. Proof of rabies vaccination is required.

RESOLUTION OF PROBLEMS

The Board of Education anticipates that occasionally problems may develop between a given pupil and a teacher. They have asked that these problems be taken up by the parents in the following manner: First, discuss the problem with the teacher. If this does not produce satisfactory results, discuss it with the principal. If for some reason the parents are not satisfied, the problem can then be taken up with the Superintendent of Schools. In rare instances, after these procedures are followed, the problem can be brought to the Board of Education.

SEARCH POLICY

The school administration retains control over cubbies, lockers and desk space lent to students. The administration therefore has the right and duty to inspect and search students' lockers and desks if the administration has specific knowledge or has received information from police or other sources which leads them to reasonably suspect that drugs, weapons or dangerous, illegal, or prohibited matter; or goods stolen from the school or from members of the staff or student body are likely to be found therein. The administration also has the right and duty to search a student's person if it has a high degree of suspicion that drugs, weapons or dangerous, illegal or prohibited matter or such stolen goods are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The items of such search may be turned over to the police for inspection or examination and be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. If possible, students are notified of any planned search.

SMOKING

Effecting September 1, 1992, smoking in public school buildings (all schools and offices) is prohibited at all times. Possession of smoking materials including electronic nicotine devices by students is banned at all times in school buildings and on school grounds.

STUDENT ASSISTANCE

The purpose of the student assistance teams are to promote an atmosphere of support for all students academically, socially and emotionally, where students are valued and adults are available to help them grow and succeed. Our staff works together to provide the best educational environment for each child. When teachers encounter a student who is experiencing difficulty, they seek the help of their colleagues. This is done through the student assistance team at each school and is referred to as the Response to Intervention/Scientific Research-Based Intervention (RTI/SRBI).

STUDENT COUNCIL

The purpose of the Student Council is to serve as a meeting place between the student body, the administration and the teachers, where the students can assume as much of the responsibility of organizing their school activities as appropriate. It is the place where problems or questions arising from either the students or the faculty can be presented for discussion and consideration.

The Student Council's principle purposes are as follows:

1. To unify student activities and promote the general activities of the school.
2. To encourage school spirit.
3. To represent student ideas.
4. To cooperate in promoting the general welfare of the school through the improvement of the school rules.

STUDENT PARTY INVITATIONS

Memorial Elementary School discourages the distribution of party invitations at school. The distribution of party invitations in school often creates hurt feelings if all students are not invited. To avoid this situation, a class mailing list will be compiled and distributed to each child. A form will be sent home at the beginning of the school year with the option of excluding your child's information from this mailing list.

STUDENT THREATS

Any student who threatens orally or in writing harm to another person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student, shall be subject to expulsion.

In addition, the Superintendent shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school.

UNAUTHORIZED PERSONS

The principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension or expulsion and awaiting readmission. The principal has the authority to tell unauthorized persons that they cannot come onto school property at any time, thus barring them from school premises. This can include all school activities. If a person has been barred by the principal, the person is subject to immediate arrest if he/she fails to leave or returns after being told by the principal that he/she is barred. Staff members may ask for identification from any person and may ask them why they wish to come onto school property. Further, they may ask unauthorized persons to leave.

We encourage parents and the public to visit the school to discuss concerns, observe classes, attend programs, etc. We do ask, however, that all visitors first sign the Visitor's Log in the office and get a pass before going anywhere in the building. This procedure prevents misunderstandings and protects the safety of the students. It is requested that such visits occur between October 1 and June 1. These visits should be arranged with appropriate staff in advance.

WEB ACCESS / EDLINE

Parents may find it convenient to communicate with teachers through the school website at <http://www.easthamtonps.org>. Parents may view their child's class using one of the features of our student management software, Edline. This program will allow you to securely access the web page for your child's teacher which provides classroom and assignment information. If you are already an activated Edline user, then you are all set. If not, then activation codes will be sent home at the start of the school year. If you have not received a code to activate by October 1st, please contact your school office to request it. Once established, accounts will remain active throughout the student's tenure at East Hampton Public Schools.

East Hampton Public Schools

Important Dates

2015-2016

Parent Night/Open Houses

Memorial School:	September 9, Grades PK, K & 1 September 15, Grades 2 & 3
Center School:	September 10, Grades 4 & 5

Parent Conferences

PreK-5 Short Session Days:	November 17 & 19 March 8 & 10
Evenings:	
Memorial School:	November 12 March 3
Center School:	November 18 March 9

East Hampton Public Schools

2015-2016 School Calendar



Notes:

- Sep 07: Labor Day
- Aug. 24: Faculty First Day
- Aug. 27: Student First Day
- Oct 12: Columbus Day
- Nov 11: Veterans Day
- Nov 26/27: Thanksgiving Day
- Dec 24 - Jan 1: Winter Recess
- Jan 18: Martin Luther King Day
- Feb 12 - Feb 16: February Recess
- Feb 15: Presidents' Day
- Mar 25: Good Friday
- Apr 18 - Apr 22: Spring Recess
- May 30: Memorial Day
- Jun 9: Student and Fac. Last Day

Professional Workshop – Full Day

- Aug. 24, 25 & 26
- Nov. 3
- Feb. 12
- May 13

Other Shortened Days:

- Elementary Parent Conf. K – 5:
 - Nov. 17 & 19
 - Mar. 8 & 10

Middle School Parent Conf. 6-8:

- Nov. 18 & 19
- Feb. 24 & 25

High School Exam Days:

- Jan. 14, 15, 19 & 20
- June 3, 6, 7 & 8

Key		August 2015		September 2015		October 2015	
District Recess	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
Student First/Last Day	1	1	1	1	1	1	1
Early Release Days	2 3 4 5 6 7 8	6 7 8 9 10 11 12	13 14 15 16 17 18 19	20 21 22 23 24 25 26	27 28 29 30 31	1 2 3 4 5 6 7 8 9 10	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Professional Workshop	9 10 11 12 13 14 15	16 17 18 19 20 21 22	23 24 25 26 27 28 29	30 31			
Late Arrival for Students							
Holiday							
November 2015		December 2015		January 2016		February 2016	
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21	22 23 24 25 26 27 28	29 30	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
March 2016		April 2016		May 2016		June 2016	
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	6 7 8 9 10 11 12	13 14 15 16 17 18 19	20 21 22 23 24 25 26	27 28 29 30 31	1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Note: ** Snow/emergency cancellation days will be added to June. If more than six (6) snow/emergency cancellation days are necessary, the days will be made up during the Spring Recess beginning with April 18, 2016.

APPROVED 3/23/15