Scotland Elementary School

Student Handbook

2017-2018
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Dear Parents, Guardians and Students,

Welcome to Scotland Elementary School! We hope you had a wonderful summer. We are looking forward to an exciting 2017-2018 school year.

This handbook was updated the summer of July 2017 and will give you important information about our school, procedures and policies required by Federal/State laws and the Scotland Board of Education. Please read and review this handbook carefully (parents, guardians, and children) at the beginning of the school year. We then ask that you sign and return the SES handbook form provided in the “first day of school packet”. Our school website also posts the handbook for easy reference throughout the school year.

Our SES staff looks forward to challenging everyone academically, technologically, and socially during the school year. It is our goal for you to enjoy being part of the Scotland School community and feel valued each and every day.

Parents and guardians always feel free to call the school directly if you have a concern or a question at 860-423-0064. Students—no question is too small. Always ask—never assume!

I look forward to an exciting 2017-2018 school year!

Sincerely,

Cathy Pinsonneault
Principal
Preface
This handbook is written for our students and their parents. It contains required and useful information. Because it cannot be as personal as we would like, we address students not directly as “you” but rather as the “students” or “children”. Likewise, the term “the student’s parent” may refer to the parent, legal guardian or other person who has agreed to assume responsibility for the student.

Mission Statement
At Scotland Elementary School our mission is to develop and maintain a school of excellence which:
- Creates a learning community that celebrates success.
- Reaches out to parents and community to build strong and supportive relationships.
- Maintains a responsible, positive, safe, and respectful environment for all.

Vision Statement
Scotland Elementary School
is committed to rigorous academic excellence,
personal achievement and the opportunity
for all students to be successful
in a changing global society.

Equal Opportunity
Each student is encouraged to develop and achieve individual educational goals. SES will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, extracurricular activities or other school resources. All inquiries and complaints should be directed to either Dr. Catherine Pinsonneault, Principal, or Dr. Francis Baran, Superintendent of Schools.

Scotland Elementary School does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, gender identity or expression in providing education services. SES complies with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. SES also complies with the nondiscrimination requirements of section 504 of the Rehabilitation Act of 1973, as amended.

Scotland Elementary School does not discriminate on the basis of disability by denying access to the benefits of district services, programs or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA) interested persons should contact the school office at 860-423-0064.
# Staff

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<tr>
<th>Position</th>
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<tr>
<td>Superintendent</td>
<td>Francis A. Baran, Ed. D.</td>
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<tr>
<td>Principal</td>
<td>Cathy Pinsonneault, Ed. D.</td>
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<tr>
<td>Primary Program</td>
<td>Carol Sweat</td>
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<tr>
<td>Kindergarten</td>
<td>Lucinda Marsalisi</td>
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<td>Grade 1</td>
<td>Jessica Allaire</td>
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<td>Grade 2</td>
<td>Allison O’Connor</td>
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<td>Grade 3</td>
<td>Carolyn Lebeau</td>
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<td>Grade 4</td>
<td>Margaret Bakken</td>
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<td>Grade 5</td>
<td>Susan Sullivan</td>
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<td>Grade 6</td>
<td>Michelle Wildowsky</td>
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<td>Intervention Support</td>
<td>April Coutu</td>
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<td>Special Education</td>
<td>Lyn Johnson</td>
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<td>Kelli McGillivray</td>
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<td>Art</td>
<td>Suellen Henry</td>
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<td>Physical Education/Health</td>
<td>Jean Bach</td>
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<td>Karen Schenck</td>
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<td>Music</td>
<td>Joanne Lowney</td>
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<td>Psychologist</td>
<td>Eric Coporale</td>
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<td>Speech &amp; Language</td>
<td>Jennifer Ridolfo</td>
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<td>Occupational Therapy</td>
<td>Linda Stefon</td>
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<td>Physical Therapy</td>
<td>Terry Yaworski</td>
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<td>Nurse</td>
<td>Valerie Taff</td>
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<td>Head Maintenance</td>
<td>Charlene Petrone</td>
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<td>Greg Gaudreau</td>
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<td>Robert LaFontaine</td>
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<td>Secretary/Administrative Assistant</td>
<td>William Bartholomew</td>
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<td>Secretary/Financial Assistant</td>
<td>Deborah Wright</td>
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<td>Primary Program Paraprofessional</td>
<td>Rose Dwyer</td>
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<td>Michele Gibson</td>
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<td>Kim Ausberger</td>
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<td>Primary Program Paraprofessional</td>
<td>Brenda Dinsmore</td>
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<td>Beth Card</td>
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<td>Karen Clark</td>
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<td>Luz Desjardins</td>
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<td>Collette Scaplen</td>
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<td>Karen Shafer</td>
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<td>Lisa Studer</td>
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<td>Library Paraprofessional</td>
<td>Susan Martineau</td>
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<td>Computer Lab Paraprofessional</td>
<td>Jennifer Morelli</td>
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<td>Technology Coordinator</td>
<td>Doug Lary</td>
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<td>Cafeteria Director</td>
<td>Heather Plourde</td>
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<td>Cafeteria Manager</td>
<td>Jodi Hawkins</td>
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<tr>
<td>Financial Coordinator</td>
<td>Donna Sharpe</td>
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Adult Education
Adult Education programs are available through EASTCONN, 860-455-0707.

Assemblies
There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student’s conduct in assemblies must meet the same standards as in the classroom. The time period for assemblies will be on Wednesday afternoons unless it is impossible to schedule a performance at that time.

Awards Assemblies

Grades 2-6
General Awards: Teachers at each grade level will give Physical Education, Music and Art awards. Perfect attendance awards will be given to all students with no excused or unexcused absences, or tardies in a marking period. Students will also be awarded perfect attendance for having no absences all year. Citizenship Award: Any student that maintains good effort, a positive attitude, proper conduct and good working habits will be considered. Citizenship will be awarded one per grade.

Grades 2-3
General Awards: Special Education students are eligible for awards based on their actual work performances and grades at their level. Second and third grade students who exhibit proficiency in areas of reading, writing, math, science, social studies, and spelling will be awarded.

Grades 4-6
An honor roll listing all students in grades 4-6, who have achieved this distinction, will be published each marking period throughout the year. This honor roll will consist of three categories; high honors, honors and achievement honors. 
High Honors: A student must be at grade level and have received A’s in each of the six major subjects: reading, math, language arts, spelling, social studies and science with no “C”, “D” or “U” in any other subject. The student must exhibit positive effort, conduct and good work habits. 
Honors: A student must be at grade level and have received A’s and B’s in all of the six major subjects: reading, math, language arts, spelling, social studies and science with no “C”, “D” or “U” in any other subject. The student must exhibit positive effort, conduct and good work habits. 
Achievement Honors: A student must be no more than six months below grade level and meet all the requirements of honors.
End of year award: At the end of each year Presidential awards for excellence and achievement will be awarded to one student in each class.

Attendance
Daily attendance is a key factor in student success; thus, any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.
Parents shall have the option of waiting to send the child to school until the child is 6 or 7 years of age. Upon signing an option form with the school principal, it will be kept on file in the office of the Superintendent of Schools.
Absence
Please make every attempt to schedule necessary appointments after school, on weekends and vacation periods. When a parent determines that an absence, late arrival or early dismissal is necessary, they are requested to notify the school as soon as possible. Parents are encouraged to call the school between 8 a.m. and 9 a.m. on the day of the absence; if this presents undue difficulty, a message may be left on the school’s answering service.

Parents should send a written excuse to the school on the date of the student’s return if school personnel were unable to contact the student’s home on the day(s) of absence. The student should submit the excuse directly to the office/nurse.

If a student is absent for three or more days for health reasons, a physician’s note may be required to insure the illness has been appropriately addressed. **Perfect attendance** will be earned ONLY if a student is not absent, tardy or released early for any reason during the school year.

Excused Absence
A student's absence from school shall be considered excused if written documentation of the reason submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes meets the following criteria:

1. 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; and

2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
   - student illness (Note: all student illness absences must be verified by an appropriately define medical professional to be deemed excused, regardless of the length of 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 (additional documentation is required);
   - the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
   - extra-ordinary educational opportunities pre-approved by the school principal and in accordance with Connecticut State Department of Education guidance.

Unexcused Absence
Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may miss important instruction which may also be reflected in the student’s final grade.

If a student accumulates four (4) unexcused absences a month a written note will be sent home by the nurse and/or principal. If a student accumulates ten (10) unexcused absences in a year a second written note will be sent home by the nurse and/or principal. Under both circumstance students will be referred to the SRBI Team to review and evaluate reasons for absences. The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within three days after the student returns to school.
Disciplinary Absences
Absences that are the result of school or district disciplinary action are excluded from these definitions. The Connecticut State Board of Education policy states that "A student is considered to be ‘in attendance’ if present at his/her assigned 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.” A student not meeting the definition of ‘in attendance’ is considered absent.

Tardiness
Students who are not in their homeroom by 8:30 a.m. are considered tardy and must report directly to the Main Office, where a parent or responsible adult must sign them in and record the time and reason for the tardiness. The nurse or principal may request a physician’s note when a student has had multiple tardy arrivals or early dismissals for medical appointments. If a student accumulates six (6) unexcused tardies in one school year they will receive written notification stating dates and times of tardiness from the nurse and/or principal. Students who are tardy ten (10) times will receive a second written notification and be referred to the SRBI Team.

Early Dismissals
An early dismissal is defined as any student leaving prior to 3:00 p.m. A parent or responsible adult must report directly to the Main Office and record the time and reason for the dismissal. If you are picking students up early, please make every effort to do so by 2:45 p.m. All changes in your dismissal plans for your child (bus or pick-up) must be made prior to 2:30 p.m.

Leaving School Grounds/Release of Students from School
Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents, legal guardians, and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the classroom teacher. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the principal and the parent or guardian to pick up the student in the school office. Students will not be sent to the office for pick up until the pick up designee arrives. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note from the parent or guardian and some form of government issued identification, with picture: such as a license.

Notes Required
In order to protect the welfare of students, notes from parents are required for specific occasions:
1. If someone other than parent is picking up the student from school.
2. If a student is going to another student’s home after school, both students are to bring in a note giving permission.
3. If students are to walk or ride their bicycles instead of taking the bus.
4. If students want to remain after school for any activity (if not previously signed up to participate).
Attendance/Truancy Procedures
If a child is absent and no notification has been received from the parent, the nurse will contact a parent each day the child is absent. If the absence is not for a legitimate reason or the student does not return within a reasonable time, the principal will be notified by the nurse, which could result in a parent conference or SRBI Team referral.

The classroom teacher will complete a written report, which will include a plan for making up any missed assignments.

Truancy
A student age five to eighteen, inclusive, with four unexcused absences in one month or ten unexcused absences in a school year will be considered a truant. Tests and academic work missed in class that day will need to be made up by the student.

Parents have the responsibility to assist school officials in remedying and preventing truancy.

Emergency School Closing Information
We will continue to use the Alert Now system for the 2017-2018 school year. This system allows us to call you in the event of an emergency or unexpected closing or important notice. You will be notified via recorded phone message and/or e-mail. More information will be sent along with your student’s emergency cards.

We will utilize your Early Release plan during unexpected early closings (due to inclement weather, etc.) We will send your child to the address indicated on your Early Release form. It is vital that you keep this paperwork updated with the school office. Listed below are the radio and television stations that you may listen to for information on school closings.

Radio: WILI 1400AM and 98.3FM; WDRC 1360AM and 102.9FM; WTIC 1080AM, 96.5FM; WICH 1310AM; WCTY 97.7FM; WINY 1350AM.

Television: WTNH--Channel 8; WFSB--Channel 3; WVIT--Channel 30.

*In the event of a late opening, morning preschool will start at 10:00 and end at 11:30. Afternoon preschool will be held as usual. Full Day preschoolers should arrive at 10:00.
*In the event of an emergency early dismissal, afternoon preschool will be cancelled. Morning preschoolers will be dismissed at their normal time. Full Day Preschoolers will stay until 1:00 and will eat lunch and be dismissed with the rest of the school.

Emergency Phone Numbers
It is very important that we have the ability to reach you or your designee in case of an emergency. Telephone numbers must be updated as situations change. Please keep us informed of any contact or telephone number change. SES Phone Number: (860) 423-0064

School App
Scotland Elementary School also utilize a school app for daily announcements and parent information. Instructions for obtaining this app can be obtained in the school office.
Visitors/Volunteers

Parents and other family visitors are welcome to visit SES. All visitors must report to the main office, sign in and wear a visitor’s pass on school grounds. While families are always welcome at SES, we remind everyone that students are working with their teachers during instructional times each day. Classroom visits are distracting during instructional times and we ask that you make every attempt to arrange a visit to your child’s classroom during other times (ie…lunch, recess, classroom celebrations, field trip chaperone, etc.) We appreciate volunteers who want to have an active role in making Scotland School a better place to learn and grow for our students. Teachers will send “volunteer” requests home throughout the year. If you would like to volunteer in a more formal capacity, please let the administration know and we can work together to utilize your talents in the best way possible. All volunteers must be willing to submit to a DCF background check (Authorization for release of information for DCF CPS search.)

Cell Phones

Students are not permitted to use cell phones during the school day.

Bicycle Safety

Students may ride their bikes to and from school. Prior to riding to school, students must:
- Have written permission from their parents on file in the school office (updated yearly.)
- Wear bike safety helmets.

English Language Learners

English Language learner’s services will be provided based on the dominant home language survey to assist any child with a non-English primary language. When necessary, an interpreter will be provided for special education parent (PPT) meetings. Scotland Elementary School will also make every attempt to recruit staff or volunteers who speak the language of the children served.

Field Trips

Each class will be going on at least one school sponsored trip during the year. A permission slip and appropriate information will be provided, well in advance of the trip.

Board of Education

In order to perform its duties in an open and public manner in accordance with state law, the Scotland Board of Education holds regular business meetings on the first Tuesday of each month at 7:00 pm in Scotland Elementary School. Parents, students and other community members are encouraged to attend.

The Board’s main purpose is policy setting. Board members are interested in the public’s opinion on district issues, which can assist them in formulating policy, which reflects community values and expectations. Members are unpaid elected public officials with the responsibility for governance of the school district. Members of the SES Board of Education are:

Chair--Sherry Smardon; Vice-Chair—Rodney Perry; Members: Brynn Lipstreau, Steven Kurcinik, Scott Sears, Anne Stearns. Please note as of the printing date of this 2017-2018 version of the school handbook, there was one (1) vacancy on the Scotland Board of Education.
National School Lunch Program
Scotland School participates in the National School Lunch Program. Information is provided at the beginning of each school year about free/reduced meal prices and parent/guardian application forms. A la carte milk is available for $.50 a carton. Lunch is $3.00 per day. Breakfast is now provided to ALL students at NO CHARGE. Free and reduced ($.40) lunch (with milk included) is available for those who qualify. Child nutrition including special dietary needs can be accommodated upon parent request or a written order from the doctor. The district has a food allergy plan for identified students per parent notification.

Adult lunches are $3.50.
All student and adult lunch balances should be paid monthly.

Ice cream is sold by the Student Council members on Thursdays for $.75. Ice cream is not part of the hot lunch program and cannot be paid for using a child’s hot lunch account.

Dress Code
Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restriction on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others, causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. The following clothing is not to be worn in school: metal studded clothing, bare midriff halters or visible spaghetti straps, beach attire, or untied shoes. Hats and outdoor clothing are to be worn outside of the building.

Fire/Emergency Drills
The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Lockdown and reverse evacuation drills will also be conducted throughout the year.

Fundraising
Student clubs or classes and/or the Friends of SES Parent Group occasionally may be permitted to conduct fundraising drives for approved school purposes. Permission must be granted by the principal in advance.

Surveys
Student surveys will not be conducted without parental approval.

School Ceremonies and Observances
SES recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in school commemorating national holidays such as Memorial Day, Thanksgiving and President’s Day are encouraged. SES reminds students, faculty and administration of the variety of religious beliefs and all are urged to be conscious and respectful of the sensitivities of others. Students shall be given the option to be excused from participating in those programs or curriculum involving a religious theme which conflicts with their own religious beliefs.
Material Distribution
Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the Office of the Superintendent to determine whether the request complies with school policy.

The superintendent or his designee may approve such distribution providing:

1. The material is related to the school, community, and local recreational or civic activity.
2. The material does not relate to any religious belief, activity or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. The material does not promote profit-making organizations.

Use of Students
The board prohibits the use of students during normal school hours in activities which are not part of the normal educational and planned curriculum process. Permission for use of students in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student’s rights in terms of voluntary activities are maintained and that the student’s rights are not exploited either knowingly or unknowingly.

Distribution of Budget/ Referendum Materials
Information concerning a budget or referendum, specifying only the date, time, location, and question or proposal may be disseminated through students. This information may not contain statements, or be written in a manner which may advocate a position on the budget or on a referendum question.

Smoking
Adults and students shall not smoke or use tobacco products on school property or at any school activity, on or off school grounds, as prescribed by law.

Computer Resources
SES has invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society and the 21st century. Students in grades 1-6 will utilize one-to-one chromebooks in their classrooms. Use of these resources is restricted to students working under a teacher’s supervision and for approved purposes only. It is Board of Education policy that at the beginning of each school year, all students and parents will be required to sign a user agreement/acceptable use form regarding appropriate use of these resources and a financial liability form for the chromebook. The financial liability form states that the student-user is responsible for any/all damage to the chromebook and complete replacement by the school if the device cannot be repaired. No student will be issued a chromebook until the financial liability form and the acceptable use forms are signed by student and parent/guardian and returned to the office. Student violation of the internet acceptable use policy can result in the termination of computer and chromebook access. The Children’s Internet Protection Act (CIPA) requires the adoption and dissemination of an acceptable use policy pertaining to use of the internet.
Library
Students are invited to use the books, magazines, newspapers, and other materials located in the library. Students are responsible for any material they sign out. Materials must be returned to the library circulation desk. Students are financially responsible for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student’s obligation is met. Scotland Elementary School also has a partnership with the Scotland Public Library. Several programs at the town library are funded through the school Readiness Grant. This has included library activities and workshops.

Property and Equipment
It is the policy of the Board to hold students responsible for any loss 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. Any student damaging or defacing school property will be financially liable for restoring the property, regardless of the condition of property at the time of destruction, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

Textbook Care and Obligations
Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts or report cards until the student pays for or returns the textbooks, library books or other educational material.

Lost and Found
Any articles, which are found in the school or on school grounds, should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

Student Valuables
Students are not to bring large amounts of money or other valuables to school. Electronics and laser pointers should be left at home. Not only do they disturb classes, but they are also often lost or stolen. Students wearing glasses or watches should keep track of such articles at all times. Students should not leave valuables, including instruments at school. The school is not responsible for lost or stolen items.

Grading System
Report cards will be sent home in December and March, and at the end of the year for Kindergarten- 6th grades. Preschool children receive a report card in January and June.
Parent conferences are held in November and March.
Interim reports on student progress may be sent to parents when necessary. Interim reports will indicate significant change in student achievement or behavior.
Power school allows parents the opportunity to check their child’s progress and homework on-line. Power School log-in passwords are also given to all grade 5 and 6 students.
All individual achievement results on state/school assessments will be given to parents as soon as they become available.
Open House
During the fall, the school will sponsor an Open House. At this time, programs will be explained to parents. Open House will give parents a better understanding of what their children will be learning. 

Open house will be on September 12, 2017 from 6:00 – 7:30pm

Parent Conferences
Parents are encouraged to become partners in their child’s educational success. Conferences with teachers may be held at any time during the school year. Parents, students, teachers, counselors or administrators may initiate a conference. Conferences will be held in November and March. See school calendar for dates.

Parent Involvement
Parents are encouraged to become involved at Scotland School. The Friends of Scotland Elementary School (SES) is our parent volunteer group. There are no monthly meetings to attend in order to belong! Just write your email address on our volunteer sign up form and we will keep you posted on all upcoming school events that need volunteer help and support. You can respond if you are interested and available to help! No limit…volunteer as much as you are willing or have the time. Thank you in advance for your help. Together we can hold wonderful activities for our students.

Parent Support
Your role as parent is crucial to the learning experience of your child. If your child misbehaves in school, the best follow-up you can provide is to calmly discuss the problem with your child. Ask them to describe what happened and how they could have handled the situation differently by making better choices. There may be situations when it would be instrumental/beneficial to have your child write an apology note to school the next day. Remind your child that we all make mistakes, but it is what we learn from our mistakes that makes us better people.

Homework
The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals and should be related to the total classroom program. In general students should be expected to receive homework within these suggested time limits:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Suggested Time Limit</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool/Kindergarten</td>
<td>10-15 minutes</td>
<td>1-2 times per week</td>
</tr>
<tr>
<td>Grade 1</td>
<td>10-20 minutes</td>
<td>1-2 times per week</td>
</tr>
<tr>
<td>Grade 2</td>
<td>15-20 minutes</td>
<td>2-3 times per week</td>
</tr>
<tr>
<td>Grade 3</td>
<td>20-30 minutes</td>
<td>2-3 times per week</td>
</tr>
<tr>
<td>Grade 4</td>
<td>20-30 minutes</td>
<td>4 times per week</td>
</tr>
<tr>
<td>Grade 5/6</td>
<td>45-60 minutes</td>
<td>4-5 times per week</td>
</tr>
</tbody>
</table>

Homework folders have been created for each classroom. Some work will be kept for parent-teacher conferences and some corrected work will be sent home on a weekly basis.
Make-up Work
Students are required to make up any work missed during an absence. Makeup work should be completed within a period of time equal to the period of absence. This work should be made up on their own time, not during the next scheduled class. Students should realize that the responsibility for makeup work lies primarily with them.

Students who are absent are expected to make up the work missed and may receive an incomplete if a sufficient amount of work has not been satisfactorily completed. Parents should call before 10:00 a.m. if they wish to pick up makeup work after school that day.

Promotion, Retention and Placement
A student shall be promoted from one grade to the next based on academic performance. Student promotion is dependent on each student’s mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention decisions are the responsibility of the staff and principal, after prior notification and discussion with parents. The final decision rests with Administration.

The following criteria may require retention:
- The student has scored one or more years below grade level on the SES’s standardized achievement tests.
- The student has failed to demonstrate competency on one or more areas of the most recent CT State Assessment.

The student has been recommended, based on prior performance in academic courses, by the teacher/team and principal.

Special Education
Any child identified as possibly needing special education and/or related services must be referred to a Special Education Planning & Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study, will be developed by the PPT with parental involvement. SES is committed to serving children with special needs under the Individuals with Disabilities Act (IDEA) requires that parents receive a copy of procedural Safeguards one time a year, upon initial referral, parent request for an evaluation, or due process hearing.

Extended School Year
Students may be directed to attend the extended school year program based on their individualized educational plan.

Transfers and Withdrawals
Students withdrawing from school must notify the office one-week in advance of their last day. At that time, they will be given forms for their parents to complete, including a formal written statement of withdrawal and release of records form.

When a student enrolls in a school in a new school district; the new school district shall provide written notification of such enrollment to the school district in which the student previously attended school. The school district in which the student previously attended school (1) shall transfer the student’s education
records to the new school district no later than 10 days after receipt of such notification, and (2) if the student’s parent or guardian did not give written authorization for the transfer of such records, shall send notification of the transfer to the parent or guardian at the same time that it transfers the records.

**Records**

Parents and students have the right to inspect and review the student’s education record; seek amendment of the student’s education records that the parent or eligible student believe to be inaccurate, misleading or otherwise in violation of the student’s privacy rights; consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that such disclosure is authorized under FERPA without consent; and file a complaint with the FPCO regarding the alleged failure by SES to comply with FERPA’s requirements.

If the student qualifies for free or reduced price meals and their parents are unable to view the records during school hours, upon written request one copy of the record will be provided at no charge.

Certain information about SES students is considered directory information and will be released to anyone who follows request procedures, unless the parent objects to the release of information and opts-out on the Consent and Acknowledgement Form. Scotland School will release to the Friends of SES, the names, addresses, phone numbers and grade levels of students, provided such information is used by the Friends of SES for its own school activities or school business. Student records are secured in a locked container and confidentiality is maintained on student information records. Under the Protection of Pupil Rights Amendment (PPRA) surveys, informational materials, physical exams, and personal information cannot be used for marketing purposes.

**Confidentiality of Student Information**

Confidential information, unless otherwise defined, is information the disclosure of which would, or would be likely to, constitute an invasion of personal privacy. Accordingly, confidential information concerning a student or student’s family must be protected by all personnel in public school districts, approved private programs for special education and Birth to Three, Regional Education Service Centers (RESCs), Regional Family Service Coordination Centers (RFSCCCs) and the Department of Education.

Confidential student information must be protected regardless of how or where the information is obtained, that is, whether it is obtained through oral, printed or electronic means, on or beyond school or agency grounds, and regardless of what type of record, record-keeping, or method of record-storage is used. The requirements of confidentiality apply to all student information including, but not limited to, academic, family, social, economic, and health information, and to information, which is provided orally or electronically, and not solely information contained in “school records.”

**Confidentiality Guidelines**

- Printed, electronic and oral information about students may be shared internally (unless otherwise prohibited by law) only with other personnel who have an explicit need to know for the benefit of the student, not for the benefit of the provider.
- Only information necessary to provide appropriate services to a student is to be shared.
- The recipient of student information will protect the information from disclosure (for example, a teacher who knows of a student’s psychiatric condition is not permitted to share that information with other teachers or anyone else other than appropriate school personnel, i.e., school health and mental health professionals).
• Parents should be informed that information made available by a parent will be shared with other agency personnel who need to know the information in order to provide appropriate services for their child and that all school personnel are obligated to protect student information from disclosure.
• The parameters of confidentiality and the school’s policies regarding internal and external communications should always be clearly explained to students and parents.
• Discussions concerning confidential information should take place in secure locations, not on playgrounds, in stairwells, halls, teachers’ room, public gathering places or parking lots, or elsewhere where others may overhear.
• Confidential written documentation or notes of oral confidential communications should be marked “confidential” and stored in secure locations. When in use, such documentation should be shielded from the view of others, and should not be left out unattended.
• Confidential information that must be mailed or carried should be placed in an envelope marked “CONFIDENTIAL.”
• Confidential information to be discarded will be shredded.

Home Schooling Instruction
When a parent or guardian of a child provides to the superintendent of schools written notice that the parent or guardian is withdrawing the child from enrollment in a public school and will provide instruction for the child as required pursuant to section 10-184, the superintendent and the local or regional board of education shall accept such notice and shall deem the child withdrawn from enrollment in the public school immediately upon receipt of such notice.

Homeless Student Liaison
The McKinny Veto Act and State law requires every local educational agency to appoint a liaison for students who are homeless. The liaison will be responsible to ensure the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations to include migrant students. Scotland Elementary School’s liaison is the school psychologist.

Primary Program
Scotland Elementary School has a primary program for 3 & 4 year olds that operates five days per week. This program is funded by the Scotland Board of Education and a School Readiness Grant. Pick-up and drop-off for these students when transported by parents/guardians is in front of the early childhood wing. Please park cars in the designated loop and follow any posted signs. All other students should be dropped-off & picked-up outside the cafeteria. Please do not leave your vehicle running and/or unattended in this area at any time.

Primary Program Philosophy
Social, emotional, and cognitive growth is promoted through play. Parents are the child’s first and most important teachers, and our staff will involve parents in all aspects of their child’s education. The focus in the classroom is to facilitate each child’s development in a stimulating, but ordered environment where he/she makes choices and acts upon them. The Primary Program targets both the typical and non-typical learners. This inclusive model provides for the development of friendships and social interaction while providing opportunities to understand and accept human differences. Students between the ages of 3-6 are serviced by this program.
Physical Education

Quality physical education provides the unique opportunity for students to obtain the knowledge and skills needed to establish and maintain physically active lifestyles throughout childhood, adolescence and into adulthood. Regular participation in physical activity as a young person contributes to healthy bone and muscle development, reduces feeling of depression and anxiety and promotes psychological well-being. Students here in Scotland are provided daily opportunities to be physically active by participating in physical education and daily recess.

In order to have students achieve the goal of increasing their amount of physical activity daily it is important that they come to school in proper attire for active participation. Proper attire for recess would be loose fitting clothing and sneakers that fit snuggly. Proper attire for active participation in physical education includes the following: T-shirt, shorts or sweatpants, and sneakers. Please note in the gymnasium sneakers with black soles are not allowed.

Health & Wellness Guidelines

In order to promote student health and wellness, the board will develop plans, goals, and guidelines for:

1) Goals for nutrition education, physical activity and other school-based activities to promote student wellness;
2) Nutritional guidelines for all foods available on the school campus during the school day;
3) Guidelines for reimbursable school meals consistent with state and federal law; and
4) The plan for measuring implementation of these plans, goals, and guidelines is the School Wellness Plan. The plans, goals, and guidelines will be reviewed and updated as appropriate. Development and updating will include the involvement of parents, students, and representatives of the school food authority, the school board, school administration, and the public.

5) Health classes are provided to all children. Parents may request in writing for an exemption from HIV and Sex Education Classes.

Green Cleaning Program

Scotland School must provide an annual written statement-notifying staff and, if they request it, parents or guardians of enrolled students of the school’s green cleaning program. This year we anticipate using the following Green Seal Certified products: multi-surface degreaser, MSD-16, all-purpose cleaner, AP-64, and Restroom Cleaner, BC-20. If you have any questions or concerns please contact the school office.

Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided, as required by law. Parents, who want to be notified prior to pesticide applications inside their child’s school assignment area, may contact the principal. (The program uses the least hazardous means to control pests & unwanted vegetation.)
Asbestos and Other Environmental Hazards
Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building’s occupants. SES has on file the yearly inspection and plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. SES will protect children and adults from environmental hazards as advised by FEMA and local public health requirements.

Pet/Animal policy
Pets and other animals are not allowed in the building during the regular school day. A special program may be offered at night although presenters need to fulfill ALL CT DEP standards.

School Safety/Accident Prevention
Student safety on campus and at school related events are a high priority of SES. Although SES has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the school’s code of conduct.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

Health Insurance
Students annually identified as being without health insurance will receive a form about HUSKY health coverage. Please complete this form and return to school if you are interested in health coverage for your child. Parents of each child must report annually whether they have health insurance.

The HUSKY Plan
HUSKY is Connecticut’s insurance program to provide affordable, comprehensive health insurance to children. It is available to children in families of all income levels. (Parents and guardians may be eligible also.) Husky Hotline: 1-877-CT-HUSKY (1-877-284-8759), or www.huskyhealth.com. There is also a Charter Oak Health Plan for uninsured adults. Call 1-877-722-8625.

Physical Examinations
All students must present evidence of a physical examination upon enrollment to SES. Health assessment shall also be required in Grade 6. All students in grades Pre K-6 will undergo vision screenings by the school nurse. Hearing screenings will be conducted for all students in grades Pre K–6. Postural screenings will be conducted for students in grades 5-6.

Immunizations
All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If students should not be immunized due to medical or religious reasons, the appropriate signed documentation must be provided by the parents/guardians:
- Connecticut Department of Public Health Medical Exemption Certification Statement
- State of Connecticut Acknowledgement Form
State of Connecticut Department of Public Health Religious Exemption Statement

The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella, Rubella and Hemophilus Influenza Type B.

In addition to the required immunization for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and eighth grade. The HIB Booster is now once again required for school entry. Schools are required to enforce at least one dose of HIB-containing vaccine given on or after the first birthday for all children under five years of age. Children 5 and older do not need proof of HIB vaccination. (Note: Primary HIB vaccine 3-dose series given at ages 2, 4 and 6 months.)

Parents of any children unable to have the mandated immunization prior to initial school entry and the boosters as required in later grades should contact the school nurse.

Nurse’s Office
If a child suffers a significant illness or injury during school hours, the nurse or the nurse’s designee will first attempt to contact the primary or custodial parent. If that parent is not able to provide transportation, staff will try other individuals listed on the student’s Emergency Information Card only if the parent or staff member determines that the child’s condition requires medical attention and/or exclusion from school. If the parent cannot be reached and school personnel do not feel that the child’s condition warrants dismissal, the child will return to class. Secondary contacts will not be called without the parent’s permission, unless the student cannot remain in school for medical reasons. When immediate medical or dental attention is required, and when parents or guardians cannot be contacted, the student will be transported to the nearest hospital.

*Under HIPAA (Health Insurance Portability Accountability Act) a notice of privacy practices must be disclosed. Scotland School protects all health information. Complaints can be filed with the School Nurse or Administration.

Automated External Defibrillator (AED): In an emergency situation appropriate school personnel will respond to incidents involving sudden cardiac arrest or life-threatening emergencies on school grounds. An AED is located in the School Nurse’s Office and in the main hallway.

Medication Policy
Medication should be given at home whenever possible. If a medication must be taken during school hours, the school must have a copy of the signed “Authorization for the Administration of Medicines by School Personnel” from the prescribing physician or dentist. Parents are responsible for obtaining a new Authorization at the start of each school year. The parent must supply the medication in a container on which the pharmacy has labeled the medication name, strength, dosage, time to be given, and the appropriate child’s name. Alternately, parents may come to school to administer medication themselves, if they so desire. Remaining medication that has not been picked up by an adult by the end of the school year will be discarded according to state and federal regulations.

The school maintains standing orders for Acetaminophen (Tylenol) and Ibuprofen (Motrin), which may be given as needed by school personnel once parent permission has been obtained. All other over-the-counter medications require the same authorization form as prescription medications. Students should apply skin
protection of SPF 15 or higher on a daily basis at home before school begins. DEET should only be used when public health authorities recommend use of insect repellent.

**H1N1 Flu**

If your child has both:
Fever (100°F) AND sore throat or cough.

Then you must:
Keep your child home from school and childcare until at least 24 hours after they are free of fever, without the use of fever-reducing medicines. Your child might have the flu. Other symptoms can include runny nose, body aches, vomiting and diarrhea.

If your child has:
Fever (100°F) alone OR vomiting or diarrhea OR sore throat or new cough with no fever

Then you must:
Keep your child home from school and childcare until symptoms are gone for 24 hours.

**Sick Student Policy**

Fever- Children with a temperature of 100 orally will be excluded from class and sent home. Child may return to school when fever free for 24 hours, without the use of fever-reducing medicine (e.g. Tylenol, Motrin.) (This will help keep exposure to a minimum.)

Conjunctivitis (Pink Eye) - Child may return when discharge and inflammation of eyes have cleared or upon doctor’s approval.

Lice- Child is be isolated from others. Parents will be called to come pick up the child as soon as possible. Child must be treated with medicated shampoo and ALL the nits removed before reentry into school. Other children in the family and classroom will also be examined. The school nurse will examine the student before being readmitted.

Strep Infection- May return when free of fever and symptoms for one day AND at least 24 hours of appropriate antibiotic treatment.

Vomiting- Child’s parent will be notified and student will be sent home. Child must wait 24 hours before returning to school.

A full copy of the school physician’s standing orders is in the nurse’s office.

**Child Abuse**

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

Mandated reporters are required to report when, in the ordinary course of their employment, they have reason to suspect a child under the age of 18 has been abused or neglected or is placed in imminent risk or serious harm.
Superintendents, teachers, principals, paraprofessionals and other professional school staff are mandated reporters required by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services to include individuals with intellectual disability. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

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

Bullying

Bullying is defined as (a) the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student in the school district; or (b) a physical act or gesture by one or more students repeatedly directed at another student in the school district that (1) causes physical or emotional harm to such student or damage to the student’s property; (2) places such student in reasonable fear of harm to himself/herself or of damage to his/her property; (3) creates a hostile environment at school for such student; (4) infringes on the rights of such student at school; or (5) substantially disrupts the educational process or the orderly operation of the school.

Bullying shall include but not be limited to a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socio-economic status, physical appearance, or mental, physical development or sensory disability or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyberbullying is defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Bullying of a student by another student is prohibited. Such behavior includes any willful attempt or threat to harm another person, continuous teasing, joking or gestures, or any intentional display of force, which would give another person reason to fear or expect immediate bodily harm. Such behavior will result in disciplinary action to include suspension, detention or expulsion. This serves as the annual notification to students.

The following procedures will be used in handling bullying situations:

1. Students may anonymously report acts of bullying to teachers and school administrators.
2. Parents or guardians of students may file written reports of suspected bullying.
3. Teachers and other school staff who witness acts of bullying or receive reports of bullying must make an oral report to school administrators/school climate specialist within 1 school day and a written report within 3 days.
4. School administrators will investigate any written reports filed and review any anonymous reports. Within 48 hours after investigation, parents will be notified of school response and consequences. (The Safe School Climate Coordinator is the School Psychologist.)
5. Provide intervention strategies to school staff to deal with bullying to include annual training on bullying and suicide.
6. Parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed will be notified within 48 hours of completion of investigation.

7. All written reports will be kept on file. The school is required to report the number of verified acts of bullying annually to the Department of Education.

8. The School Climate Specialist is the Principal.

Scotland School will complete biennial assessments of their school climates, with the assistance of SDE, and will report the assessment results to SDE.

**Harassment**

Harassment is unwanted and unwelcome behavior based on sex, race, color, national origin, disability, or sexual orientation, which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Harassing conduct may be verbal, written, electronic, or physical.

The Scotland Board of Education has a zero tolerance policy for harassment based on sex, race, color, national origin, disability, or sexual orientation. Harassment is prohibited under Federal and State Law.

If you have questions, or believe that you or another person is a victim of harassment, contact either the Superintendent of Schools (District Equity Coordinator) or the School Psychologist (Building Equity Coordinator) by calling 860-423-0064.

**Sexual Harassment**

Sexual harassment is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment can be either verbal or physical.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent and includes acts such as rape, sexual assault, sexual battery and sexual coercion.

Sexual harassment is against state and federal laws. Any student who believes that he/she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, administrator or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

Every child has the right to feel safe, valued and comfortable in school. No person’s behavior should ever make persons feel afraid or embarrassed because of their color, religion, country in which they were born, sex or any disability they may have. Complaints concerning discrimination or any form of harassment should be directed to the Superintendent of Schools. Filing of complaints will follow the Harassment Grievance Process.

**Student Complaints/Grievance: Due Process**

A student or parent, who has a complaint, should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event causing the complaint. If the outcome of the conference is not satisfactory, a conference with the Superintendent can be requested within 10 calendar days following the principal conference. If the
outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education in accordance with Board policy.

A complaint concerning the placement of a student with disabilities regarding special education and services should be referred to the Superintendent.

**Grievance Procedure**

In accordance with Title IX, Title VI, Section 504, Title II, and State law, the Scotland Board of Education prohibits discrimination, including harassment, based on sex, race, color, national origin, disability, or sexual orientation.

Any student or employee of Scotland Elementary School, or third party, who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any SES educational program or activity, may file a complaint with the Title IX/Equity Building Coordinator (school psychologist) or the District Title IX/Equity Coordinator (Superintendent of Schools). The Board will investigate whenever it has notice of possible discrimination, regardless of whether someone has filed a complaint. The Board prohibits retaliation against any individual who files a complaint or participates in an investigation.

The following outlines the procedures for filing a complaint and the Board’s investigation:

1. A formal written complaint should be filed in a timely manner with the Title IX/Equity Building Coordinator. If you need assistance filing a written complaint, please contact the Coordinator. With your complaint, include the name of any people you would like interviewed and any relevant documentation, if applicable. If a student is filing the complaint, the Coordinator will inform the student’s parents within 24 hours.
2. The Coordinator will interview the complainant and, if different, the student victim within the next two school days.
3. Steps will be taken to protect the complainant/victim, including developing an interim safety plan, pending the final outcome of the investigation.
4. After gathering information from the complainant/victim, the Coordinator will inform the alleged harasser of the charges and interview the alleged harasser within two school days.
5. The Coordinator will investigate and resolve the complaint within five school days if possible, but no more than ten school days.
6. During the investigation, the Coordinator is a neutral fact-finder. Techniques used during the investigation will include reviewing documentary evidence submitted by both parties and conducting interviews with witnesses.
7. The Coordinator will use the preponderance of the evidence to determine whether discrimination occurred.
8. At the end of the investigation, parties will be notified of the outcome of the complaint. If it is found that discrimination or harassment occurred and/or a hostile environment exists, action will be taken to stop any harassment, prevent its recurrence, and remedy its effect on those impacted. Appropriate steps to end discriminatory harassment will be taken. This may include separating the victim and harasser, providing counseling for the victim and/or harasser, and/or taking disciplinary action against the harasser. Strategies to eliminate any hostile environment will be identified and implemented. These steps should not penalize the victim.
9. Either party may appeal the findings to the Title IX/Equity District Coordinator by stating a reason for why he/she disagrees with the findings within ten school days from receipt of findings.
10. The Equity District Coordinator, upon receiving a written appeal, will have ten school days to resolve the appeal of the complaint.
Search and Seizure
The right to inspect desks, lockers, and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student’s desk or locker under the following conditions:

- There is reason to believe that the student’s desk or locker contains contraband material OR the probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interest of students and school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school related activities.

Dangerous Weapons and Instruments
No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Violators will be subject to arrest and prosecution as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school activity will be expelled from school.

Expulsion
The Board of Education may expel a student from school privileges if after a full hearing, the Board determines that a student’s conduct endangers persons, property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent as appropriate, may condition such readmission on specified criteria.

Suspension
The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Out-of-school suspensions will be generally prohibited and the maximum length of in-school suspensions will increase from five (5) to ten (10) days. Suspensions shall be in-school unless during a hearing held pursuant to subsection a of section 10-233c of the general state statute, the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension.
Transportation
School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory behavior on the bus may result in suspension of transportation or such other disciplinary action that is appropriate for misconduct. Cameras have been installed on all school buses and are used to investigate student disciplinary issues.

Bus concerns are to be reported in writing directly to the principal. The principal will meet with the bus driver and when necessary, the parents. Parents requesting transportation to and from day care provider’s residence need to be submitted in writing to the principal. Requests will be considered based on availability of bus space.

Transportation Incident Consequences
The school bus is an extension of the school day and all students are expected to behave as they would in the school building. When a behavioral incident occurs the bus drivers will write Bus Incident Reports. The seriousness and frequency of incidents on the bus during the school year will be considered in issuing consequences. All consequences will be issued by the school administration.

All bus Incident Reports will be sent home with students for parent/guardian signatures. Signed forms need to be returned to the principal the next school day. Upon receiving one written bus referral, a student will discuss the incident with the school principal. The parent will be called and bus referral will be sent home for parental/guardian signatures. The signed bus referral needs to be returned to the principal the next school day.

Receipt of the second bus referral in the same school year will result in a one-day suspension from the bus. Receipt of a third bus referral in the same school year will result in a three-day suspension from the bus. The student and a parent must meet with the school principal before the student will be permitted to ride the bus after serving the bus suspension.

Repetitive behavioral issues are safety issues for everyone on board the bus. The principal may suspend a child from the bus for the remainder of the year if he/she becomes a safety issue.

Special Programs
Physical Education – A formal PE class is provided 1-2 days per week. Children should wear sneakers and appropriate clothing for this class.

Art – A formal class is provided on a weekly basis.

Music – Children receive general music instruction one period a week. Grades 4-6 also have opportunities to participate in chorus, school band and instrumental lessons.

Speech/Language – The Speech Therapist works with specific classrooms to enhance the language skills of students.

Occupational/Physical Therapy – Therapists are contracted to work with children requiring this service.

School Psychologist – Is available to work with students. Testing services, individual short and long-term counseling and group support work is available.

Scientifically Research-Based Intervention (SRBI) – Student Teacher Assistance Team is a meeting of teachers and principal to assist students having difficulty in academic performance or appropriate social behavior. SRBI meetings are usually called by a teacher for assistance with recurrent concerns. The
teacher notifies the parent regarding concerns and invites them to a meeting. Parents who have concerns about their child’s school performance should contact the teacher then the principal. SRBI is the first step in early intervention process to assist students in need.

School Partnership- This program sponsored by a cooperative grant and the Discovery Center which allows our fifth through sixth grade students a unique experience with fifth through sixth grade students at another school.

After School Programs- Students have the option of participating in the following after school programs:

- Drama, chorus, and student council—grades 4, 5 & 6
- Garden club—all grades

**Student/Employee Substance Abuse Policy**

The Scotland Board of Education recognizes that both students and employees should be drug-free so that the most effective learning experiences may take place. This policy is an integral part of SES’s drug, alcohol and tobacco prevention program and represents one component of the district-wide effort to respond effectively to drug, mood altering substance and alcohol related activities that may occur at school or school activities.

Any SES student or employee is in violation of this policy if on the school bus, grounds, during school session or anywhere at a school sponsored activity, is under the influence of alcohol, drug or mood altering substances or unlawfully manufactures, possess, uses, dispenses, distributes, sells or aides in the procurement of alcohol, narcotics, restricted drugs, mood altering or any substances purported to be restricted substance or drug paraphernalia. Such student or employee shall be subject to discipline up to and including intervention following the provisions and procedure outlined in the administrative regulations.

Drug and alcohol awareness, education and prevention programs for students and employees shall be adopted and maintained, teaching that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The student program shall address legal, social and health consequences of drug and alcohol use and provide information about effective techniques for resisting per pressure to use illicit drugs and alcohol.

Counseling and rehabilitation programs will be provided to students and employees as described in administrative regulations. As a condition of employment, employees shall abide by the terms of this policy and shall notify the Board of Ed of any criminal drug statute conviction for a violation occurring in the workplace within five days of the conviction. The federal agency which grants funds to the Board of Ed, will be notified of the conviction within 10 days and appropriate personnel action will be taken against the employee within 30 days as set forth in the administrative regulations.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein. The Board will review its program bi-annually to determine its effectiveness, to implement changes to the program if needed and to ensure that sanctions set forth in the administrative regulations are consistently enforced.
Suicide Prevention

Any student may seek assistance for himself or a friend, through any staff member. When a student makes a statement of suicidal thinking or when it appears that a suicide attempt is possible, staff members are required to report this information to the principal or designee who will in turn, notify the student’s family and appropriate resource services. As a precaution, students will be closely supervised and will be released only to parents, guardians or another responsible adult. If parents cannot be reached, the case will be treated as a medical emergency and arrangements will be made to transport the student to a proper medical facility. There will be a written report, summarizing all conferences and recommendations. The Student Assistance Team will meet if there needs to be changes in the student’s program. Failure on the part of a family to take seriously and provide for the safety of the student in case of potential suicide will be considered emotional negligence and such cases will be reported to the Department of Children and Families.

Code of Conduct Responsibilities

Students are responsible for conducting themselves properly in a responsible manner, appropriate to their age and level of maturity. SES has authority over students during the regular school day and while going to and from school on school transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school related misconduct, regardless of time or location.

Positive Behavior Support (PBS)

Positive Behavior Support (PBS) is a proactive, comprehensive system designed to provide opportunities to all students to achieve social, behavioral and learning success. It is a school-wide discipline system that includes teaching strategies to support appropriate student behaviors to create a positive school environment. PBS decreases reactive management by developing teaching skills and reinforcing school-wide expectations and integrating academic and behavioral initiatives.

Scotland School has successfully completed the Positive Behavioral Support (PBS) Training Series. The four main tenants of the school-wide behavior expectations include Respectful, POSitive, SAfe & Responsible. This is represented in the slogan “ROAR”.

A Minor & Major Form will be used to handle behavior issues. Three minor infractions will equal a major referral to the office for administrative action. However, certain behaviors will result in immediate referral to the office as a major violation. For minor and major referrals there are consequences ranging from loss of a privilege to suspension. PBS also uses individual and school-wide rewards and incentives to celebrate student success in school as well. We recognize outstanding behavior at our monthly PBS Character assemblies.

PBS Classroom Incentives

Teachers and staff will hand out tickets for individual positive behaviors. These tickets can be used as currency at the School Store, as well as a means to “purchase” prizes in the classroom.

Each classroom will have a marble jar. This jar holds the marbles that the students earn together as a class for their behavior. Teachers will create their own rewards for filling the classroom marble jar.

PBS Procedures

Recognizing the need to be fair, firm and consistent when students are referred to the office for disciplinary measures, the following will be the discipline action followed by the administrator:
1st – Counseling, review of rules and discussion of classroom or school management plan.
2nd – Counseling, review of rules and discussion of classroom or school PBS Plan. Consequences decided on a case-by-case basis, to include loss of recess or other privileges.
3rd – Parents will be notified via the telephone or by letter (i.e. Office Referral Form). Decision of consequences made on a case-by-case basis.
4th – Submit conference form for SRBI Team referral with student, teacher and parent. (Ongoing minor and major behavioral concerns)
5th – In school suspension may result. Decision will be made by an administrator.

The hierarchy of the above mentioned plan would be implemented according to the severity of the student’s behavior. Teachers should follow this procedure in their classrooms prior to sending a child to the office. Severe violation of school rules will result in immediate disciplinary action to include possible suspension or expulsion.

### Some of our Expected ROAR/PBS Values at SES

| Respetful | Respect adults and follow directions w/o arguing  
|          | Respect classmates and those around me  
|          | Take care of school property  
|          | Be accountable for your own behavior  
|          | Use appropriate language  
|          | Recognize personal space  
|          | Enter/exit a room quietly and orderly  
| Positive | Treat all in a positive/polite manner  
|          | Be kind and considerate  
|          | Be truthful  
|          | Help others  
|          | Always represent SES in the best light  
| Safe     | Enter & exit in orderly manner  
|          | Recognize personal space in line/benches  
|          | Walking feet only  
|          | Hands, feet and body to yourself  
|          | Wash/dry hands when before leaving bathroom  
|          | Always flush the bathroom toilet  
|          | Use all equipment appropriately  
|          | Shoes always tied  
| Responsible | In café—keep table clean, place trash in barrel, return tray to dishwasher window  
|          | Always report any unsafe behavior  
|          | Use appropriate language at all times  
|          | Line up quietly when exiting a room/class  
|          | Report any unsafe or inappropriate behavior  
|          | Follow adult directions the first time  
|          | Dress appropriately for the weather  
|          | Quiet when walking in hallway  
|          | Be kind to others  
|          | Close locker at the end of the day  
|          | Pack up and be ready to board the bus at dismissal  

**Minor**
Positive Behavioral Intervention Support

**Form #1**
(Retain in teacher file)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Playground</td>
</tr>
<tr>
<td>Time:</td>
<td>Library</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Grade: PK K 1 2 3 4 5 6</td>
<td>Bathroom</td>
</tr>
<tr>
<td>Referring Staff:</td>
<td>Hallway</td>
</tr>
<tr>
<td></td>
<td>Arrival/Dismissal</td>
</tr>
<tr>
<td></td>
<td>Classroom</td>
</tr>
<tr>
<td></td>
<td>Other Bus</td>
</tr>
</tbody>
</table>

### Behavior

| Inappropriate language | Obtain peer attention |
| Physical contact | Obtain adult attention |
| Electronic violation | Obtain items/activities |
| Disruption | Avoid peer(s) |
| Property misuse | Avoid adult |
| Purposefully not following directions | Avoid task or activity |
| or rules | Don’t know |
| Other | Other |

### Possible Motivation

### Violation Number

| 1st Minor Violation | Loss of privilege |
| 2nd Minor Violation | Time Out |

**Please Note:**

A 3rd Violation equals a Major Violation

<table>
<thead>
<tr>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference with student</td>
</tr>
<tr>
<td>Parent contacted</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Others involved in incident:

<table>
<thead>
<tr>
<th>None</th>
<th>Peers</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Substitute</td>
<td>Unknown</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

**Teacher Comments:**

__________________________________________________________________________________________________________________________________________

**Parent Section (Please sign form below)**

**Parent Comments:**

__________________________________________________________________________________________________________________________________________

____ I need to talk to the students’ teacher.

____ I need to talk to the administrator

**Parent Signature: ___________________________**

**Date: ___________________________**

**White copy- Teacher (Signed)**

**Yellow Copy- Parent**

**Pink Copy- Teacher**
Major
Positive Behavioral Intervention Support
Office Referral Form #2
(Submit to office)

Student Name: __________________________

Date: ____________ Time: ________________

Teacher: ________________________________

Grade: PK K 1 2 3 4 5 6

Referring Staff: _________________________

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Possible Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive language</td>
<td>Obtain peer attention</td>
</tr>
<tr>
<td>Fighting/Physical aggression</td>
<td>Obtain adult attention</td>
</tr>
<tr>
<td>Overt Defiance</td>
<td>Obtain items/activities</td>
</tr>
<tr>
<td>Harassment/bullying</td>
<td>Avoid peer(s)</td>
</tr>
<tr>
<td>Electronic violation</td>
<td>Avoid adult</td>
</tr>
<tr>
<td>Lying/Cheating/Threat</td>
<td>Avoid task or activity</td>
</tr>
<tr>
<td>3rd Violation</td>
<td>Don't know</td>
</tr>
</tbody>
</table>

Other __________________________________

<table>
<thead>
<tr>
<th>Administrative Consequence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of privilege</td>
<td>Individualized instruction</td>
</tr>
<tr>
<td>Time in office</td>
<td>In-school suspension</td>
</tr>
<tr>
<td>Conference with student</td>
<td>Out of school suspension</td>
</tr>
<tr>
<td>Parent contacted</td>
<td>Other</td>
</tr>
<tr>
<td>Bus Suspension</td>
<td></td>
</tr>
</tbody>
</table>

Others involved in incident: None Teacher Peers Substitute Staff Unknown Other

Teacher/Administrator comments: ____________________________________________

Parent Section (Please sign form below)

Parent Comments: __________________________________________________________

______ I need to talk to the students' teacher.
______ I need to talk to the administrator

Parent Signature: ____________________________ Date: _______________________

White copy- Office (Signed) Yellow Copy- Teacher Pink Copy- Parent Goldenrod Copy- Office

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Have a Great 2017 – 2018 School Year!