

CANTERBURY ELEMENTARY
SCHOOL
STUDENT HANDBOOK
2024-2025



Our CES Student Handbook is available online at the Canterbury Public Schools Website under Canterbury Elementary School or at the following link:

<https://www.canterburypublicschools.org/wp-content/uploads/2022/09/CES-Handbook-2223.pdf>

You may also request a paper copy from the main office by calling

(860) 546-6744.

Once you and your child have reviewed the student handbook, please sign the attached form and send it back to your classroom teacher.

CANTERBURY ELEMENTARY SCHOOL

IMPORTANT TELEPHONE NUMBERS

<i>Canterbury Elementary School</i>	860 546-6744	FAX	860 546-6742
<i>Special Education</i>	860 546-1040	FAX	860 546-6294
<i>Superintendent's Office</i>	860 546-6950	FAX	860 546-6423
<i>Business Office</i>	860 546-6236	FAX	860 546-9881
<i>Dr. Helen Baldwin Middle School</i>	860 546-9421	FAX	860 546-6289

SCHOOL HOURS

<i>Buses Arrive</i>	8:15 a.m.		
<i>Classes Begin</i>	8:20 a.m.		
<i>AM Preschool</i>	8:30 a.m. - 11:15 a.m.	<i>PM Preschool</i>	12:15 p.m. - 3:00 p.m.
<i>Regular Day Dismissal</i>	3:10 p.m.		
<i>Early Dismissal Days (K-4)</i>	1:00 p.m.		

As supervision begins at 8:05 AM, parents and guardians who drive their children to school are asked to arrange to drop off their children after 8:05 AM.

Your cooperation is greatly appreciated.

If you have any questions or messages, please do not hesitate to call the school office at

(860) 546-6744.

PHILOSOPHY

We recognize that children are important and valuable members of our society. Through educational experience, the child is encouraged to develop a positive self-image that will prepare him/her to meet life's challenges. Each child deserves educational programs that meet his/her developmental characteristics, needs and interests.

MISSION STATEMENT

The mission of the Canterbury Elementary School, in partnership with home and community, is to promote interactive student learning through a positive, caring environment in which self-worth is enhanced and a life-long commitment to learning is developed.

GENERAL INFORMATION

Absences

Please call the school at 860-546-6744 in the morning if your child will be absent. Regular student attendance is essential to the educational process. CT General Statute 10-184 and school board policy requires you to inform the school if your child is to be absent for any reason. You must phone the school on the day of the absence by 9:00 a.m. to inform the school/nurse. A note from a physician may be requested.

The Connecticut State Board of Education, effective July 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This change in legislation will require Canterbury Elementary School to adjust some practices in how we report truancy. The state defines excused absences as follows: Parents/Guardians can excuse up to nine (9) student absences when the "parent/guardian approves such absence and submits appropriate documentation, i.e., a written note."

Any absences beyond nine are considered excused for the following reasons:

- *Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;*
- *Student's observance of a religious holiday;*

- *Death in the student's family or other emergency beyond control of the student's family;*
- *Mandated court appearance. This must be verified with written documentation;*
- *The lack of transportation that is normally provided by a district other than the one student attends;*
- *Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance; please note that family vacations are also deemed as unexcused absences unless they meet this criterion.*
- *Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.*

Unexcused absences are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted.

The law considers a child to be truant who has four (4) unexcused absences in one month or ten (10) unexcused absences in one year. When a child is truant, a meeting will be scheduled with the parent/guardian. If a parent fails to attend a truancy meeting, or fails to cooperate with the school to solve the truancy problem, the Superintendent may file a written complaint with the Superior Court (Conn. Gen. Statute 46b-149). DCF may also be contacted due to educational neglect.

Vacations

Vacations should coincide with scheduled vacations on our school calendar. Extended or different vacations are NOT in keeping with school policy. In the event that time must be taken, a note must be sent to the Principal. Advance assignments are not in keeping with school policy; therefore students are responsible for missed work and must confer with the teacher upon return to school for missed assignments.

Tardiness

Students are tardy at 8:21 a.m. Students who have a pattern of being late for school may also be considered truant.

Early Dismissal or Late Entry During School Hours

Parents requesting early dismissal for their children are asked to make their requests in WRITING. Since attendance at school is most important, we ask that parents make requests only in emergency situations. Parents and guardians are asked to report to the CES front office when picking up their children. Students will be called for early dismissal after the guardian arrives at school. Students arriving late to school must be accompanied by an adult and signed in at the front office.

Please note that the school nurse will contact parents to pick up students who are sick. Parent/Guardian must sign student out. Sign out sheets are located on the counter in the front office.

Birthday/Celebrations

If you would like to have your child's birthday acknowledged at school in a special way, items such as pencils, note pads, crayons, book donation or other school items, are permissible. Food items are no longer acceptable due to an increase in allergies, medical conditions and safety issues. Your child's teacher can be a resource for suggestions.

Book Bags

Book bags are helpful in transporting school supplies, homework, library books and lunch/snack. Book bags with wheels are not allowed on the bus due to safety issues. Any juice or milk placed in the book bag must be in a sealed plastic bag to avoid damage to books/ materials and to contain the spill.

Books

The school furnishes books to all students. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to books will result in fines. Lost books must be paid for and replaced immediately. Fines must be paid to the office at the time of loss. Damaged or lost books must be paid for before the final report card can be issued.

Cell Phones

Students at CES are not allowed to have cell phones in school or on the bus. In the event of an emergency, the student may use the school phone to call home/parent/guardian.

Child Abuse/Neglect

School personnel are required by law to report suspected cases of child abuse/neglect to DCF (Department of Children and Families). Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect.

Closings/Delays/Early Dismissals

In the event of inclement weather or mechanical breakdown, school may be closed, delayed or require early dismissal. **Early dismissal time is 1:00 p.m.** Announcements will be made in the following manner:

- Radio Stations: WINY 1350AM, WTIC (96.5FM/1080AM)
- Television: WFSB 3, WTNH 8/My TV9, NBC 30
- **Blackboard:** If parents/guardians did not receive a sign-up sheet, they should call the office to give an email address, text message phone number or voice telephone number preference to be notified.

Delays

All school delays will be on a two hour schedule. School will begin at 10:30 a.m. Morning pre-kindergarten will not be in session. Also, it is important to note that under these circumstances, breakfast for students in grades K through 4 will not be served.

Computers: Acceptable Use

The school provides students and staff access to the internet. Guidelines have been established for the safe use of the internet. All student use of the internet within the school setting is monitored by an adult. If a student violates the guidelines, access privileges may be terminated, appropriate disciplinary action taken, and all future access denied. To use a computer, students are required to agree to and sign a contract called the Student Network Responsibility Contract. Network etiquette and digital citizenship includes:

1. Be polite. No abusive messages are to be sent.
2. Use appropriate language.

3. *Anything pertaining to illegal activities is strictly forbidden.*
4. *The personal address or telephone number of any person is not to be revealed.*
5. *E-mail messages are not to be forwarded or distributed without permission from the author.*
6. *The network is not to be used in such a way as to disrupt its use by others.*

Counseling/Support Services

Assistance is provided to students through a variety of programs and services. Students are counseled to satisfy their basic needs through more effective and responsible behavioral choices. Services are established through the Student Assistance Team (SAT), Planning and Placement (PPT), and/or parent/student request. Developmental guidance classes are made available to all students in grades 1 through 4.

Dress Code

In order to maximize concentration and minimize distractions, children should dress modestly and comfortably for school.

ATTIRE: *Halter tops, crop tops, tube tops, spaghetti straps, tank tops, short shorts, short skirts, and tee shirts with offensive pictures, inappropriate and/or profane words are not allowed.*

FOOTWEAR: *Sneakers are the safest and most comfortable footwear for school. High heels, platform shoes, clogs, flip-flops and slip-on or backless sandals are not allowed and are unsafe for normal elementary school activities and outdoor recess activities. Please make sure your child wears sneakers or flat-heeled shoes to school that are secured to the foot with laces, buckles or Velcro. These non-slip shoes prevent injuries and protect the feet. Sneakers are required for physical education class.*

SEASONAL: *Children should arrive at school with proper outerwear. This includes boots, winter coats, mittens and hats for the cold weather. Boots are worn outside only so please provide a change of footwear for indoor use.*

**A lost and found table is located in the foyer just inside the front door. If your child has misplaced something, have him/her check for it there. It is a good practice to label your children's clothing. Unclaimed items are donated to the Salvation Army after Parent/Teacher Conferences and at the end of the school year.*

Early Dismissal Days

Early dismissal days are scheduled at various times during the school year. Students who are being picked up will be dismissed at **1:00 p.m.** Buses will dismiss from **1:05 p.m. to 1:30 p.m.**

Fire Drills

To comply with fire laws, fire drills are held monthly. (Although a Safety Drill may be substituted 3 times per year.) Students will practice the drill during the first few days of school. During a fire drill, students will exit the building in a quiet orderly manner. If a student is not in the classroom, he/she should follow the directions of a staff member to leave through the nearest exit.

Gum Chewing

Gum is not permitted. Careless disposal of gum presents sanitation and cleaning problems, as well as costly repair.

Invitations

Students may **NOT** bring invitations to school to distribute unless ALL students are invited.

Leaving the School Grounds

Once students have arrived at school, they must remain until such time as the students have been released for the day. If a student leaves the school grounds during normal school hours, parent and/or police will be notified. Students may be disciplined as a result.

Library

Books signed out by a student are the responsibility of the student until such time as the books are checked back into the library. Students are financially responsible for damage to and/or loss of library materials. Any student who fails to return library books/materials or does not pay for lost or damaged materials will be denied borrowing privileges. Payment for lost or damaged materials must be made before the final report card can be issued. Students may go to the library during 8:00 a.m. to 8:30 a.m. instead of recess. A quiet atmosphere shall be maintained and any student who fails to follow the rules of the library will be denied its use.

Lost and Found

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Unclaimed items are placed within the foyer at the front entrance. After a reasonable amount of time, these items may be discarded.

Non-Discrimination Statement

It is the policy of the Canterbury Board of Education that the Board shall not discriminate on the basis of gender, race, color, national origin, and/or disability in the educational programs or activities which they operate. This protection extends to employees, as well as, students.

Inquiries concerning compliance with Title IX (gender discrimination) or Section 504 of the Rehabilitation Act (disabilities) may be referred to the Director of Pupil Services, Canterbury Public Schools, 45 Westminster Road, Canterbury, CT 06331. Additional inquiries concerning compliance with Title VI (discrimination based on color or national origin) may also be referred.

Notes Required

In order to protect the welfare of students, notes from parents are required on several occasions.

- 1. If the student is being picked up from school.*
- 2. If a student is being picked up from school by someone other than the parent/guardian.*
- 3. If a student is going to another student's house after school, BOTH students are required to bring in a note giving parental permission.*
- 4. If students want to remain after school for any activity, they are required to have notes from parents or guardians granting permission to participate in the activity in question. Students should be picked up promptly after the activity has been completed. Students may not stay/attend events (or practice) unless accompanied by an adult.*
- 5. If students are to be excused from physical education class (See Physical Education), a note from the physician is required.*

Open House

An Open House will be held at the beginning of the school year. The intention is for families to visit the place of their child's formal education and meet his/her new teacher.

Parent-Teacher Conferences

*Parent-teacher conferences are regularly scheduled two times per year. **Conferences are scheduled for October 24th and October 25th and on March 20th and 21st for the 24-25 school year.** Students in PreK to Grade 4 receive three report cards. Additionally, there may be meetings scheduled for students followed by the Student Assistance Team (SAT), 504 and Special Education students. Throughout the year, however, parents may make appointments for*

conferences with teachers, the social worker, school psychologist, or principal by phoning the school office. Students experiencing difficulty in academic, behavioral, attention, or social area(s) may also meet in a Student Assistance Team (SAT), 504 or Planning and Placement (PPT) meeting. We strongly encourage parents/guardians to attend all meetings that pertain to their child. Parents are welcome to schedule additional conferences, as needed.

Personal Belongings

Parents are asked NOT to send children to school with personal belongings, including toys. Electronics are not allowed.

Pets

Live animals are not allowed at school except in the case of educational study. Permission from administration must be obtained prior to bringing an animal to school.

PTO

The Parent Teacher Organization provides our students with many enriching experiences. This group of dedicated parents joins together in organizing opportunities to enhance the school experience of our students. Parents may choose to join this dedicated group by contacting the PTO Co-Presidents through the CES Office.

Promotion/Retention

It is the philosophy of the Board of Education that all students are placed in instructional programs in which they can achieve academically, as well as, emotionally, socially and physically. Any student being considered for retention will be followed by the Student Assistance Team (SAT). Parents are a part of this process. Ideally, the decision concerning the child's placement will be made jointly by the team and the parents with the best interests of the student serving as the primary criteria in the decision making process. If the parents disagree with the team's recommendation, Board policy allows the administration to make the final decision.

Factors considered in determining promotion or retention include: age, academic ability and achievement; work and study habits; social and emotional maturity; physical development; attendance/tardy record; and behavior.

Release and Transfer of Records

If you are planning on moving out of the Town of Canterbury, you should notify the school office before you move so that the necessary papers may be completed. Cumulative health records will be forwarded to the district to which a student is transferring. Educational records will be forwarded to the district to which a student intends to enroll. These records may be sent with or without consent on behalf of transferring students in order to ensure compliance with the Buckley Amendment. In such cases, parents would be notified and receive a copy upon request.

The following individuals are permitted access to records without consent: administrators and other professional staff members, board of education members and persons with whom the school board has contracted to perform certain tasks (i.e. attorneys, auditors, consultants).

Report Cards

Report cards are issued at the end of each trimester, or approximately a 60 day session (in December, March and June).

Safety Drills (Lockdown)

Safety Drills are held throughout the school year to practice a lock down situation. During this time, all doors are locked and NO ONE may enter or leave until the drill is over.

School Lunch

Menus are sent home monthly. Students may purchase lunch or milk alone (price to be determined). Students may prepay for lunch for the next week on Friday. In the event that your child needs to be provided lunch, he/she will be given lunch with payment expected on the next day of school.

Breakfast is served daily for \$ 1.75 (\$.30 reduced). Breakfast is free for those who qualify for free lunch.

Sexual Harassment Policy

It is the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment. The Canterbury Public Schools has policies to protect your child from physical and sexual insults, threats and abuse. This is against the law. Any such incidents should be reported to school personnel.

Snacks/Nutrition

Nutrition is one of the most significant factors in the development of a healthy child. We encourage you to provide a nutritious and easy to eat snack for break. We discourage candy, cookies, cakes, gummy snacks, pudding and granola bars as there is not an opportunity for students to brush their teeth. Snacks should be limited to one item of food that can be consumed in a short period of time (10 minutes). Please send only 1 small snack and a non-sugary drink. Milk may be purchased for \$.50.

The following is a list of some nutritious snacks that you might send with your child:

Fruit

Whole grain crackers

Cheese slices or cubes

Fresh cut-up vegetables (celery, carrot sticks, pepper slices, cucumbers)

Small portions of unsweetened cereals (Cheerios, Chex, etc.)

Popcorn, tortilla chips, rice cakes

Juice boxes of 100% (Please place in a plastic bag to prevent damage from spillage.)

*Nuts, peanut butter, almond butter**

**Not permissible in a nut/peanut free classroom due to food allergies.*

*** Any products containing peanuts or other nuts, peanut oil, etc. are not allowed in the nut/peanut free classrooms. Please check the labels.*

Student Insurance

Students injured on school property or during school activities are NOT covered by school insurance. Parents of students who do not have health plans are encouraged to participate in the student insurance program, which is available at a nominal cost. When students insured under this plan are injured at school, they will be given a claim form from the nurse's office. These forms must be completed by parents and presented to the respective physicians or hospitals. The school merely acts as a medium in supplying the insurance forms, and assumes no liability for any subsequent negotiations with the company.

Student Records

Students' records are confidential and cannot be disclosed to unauthorized people without parental/guardian consent. Parents/Guardians may review or request copies of their child's confidential records. All requests must be in writing. Requests will be accommodated within a reasonable period of time. A school professional must be present at all reviews.

Transportation to School

School transportation is available for every child attending Kindergarten through Grade 4. It is asked that you accept the responsibility of seeing that your child is ready when the bus arrives at your stop. Parents of all students are notified via the mail in August regarding bus schedules for the upcoming year.

When children return home, it is expected that an adult will be there and visible. If there is no adult home, the child will be returned to school. We will then contact you to pick up your child at school.

Visitors

We are proud of our school and welcome adult visitors. As student safety is of great concern, all visitors must report to the office and display their driver's license. Faculty and staff members have been asked to direct people without visitor identification to the office. Parents and guardians who are dropping off or picking up their children from school must also report to the office so their children may be dismissed from class. Parents/Guardians are not to go to, or accompany, their child to/from their classroom without making an appointment with the teacher or through the main office.

BEHAVIORAL EXPECTATIONS

We are very proud of the behavior of our students here at Canterbury Elementary School. We consider our school community to be a family in which all the adults take responsibility for all of our students. We make every effort to support parents/guardians as they teach their children to respect others and make good decisions regarding those actions. We have high expectations for behavior in our building and are pleased that our students commonly meet those expectations. With that goal in mind, we ask for the support of parents in maintaining this distinction as you talk to your children about honesty, integrity, respect for others and making good choices. If we work together, we can assure that they will grow up to be honorable, trustworthy, and respected citizens. With that goal in mind, we expect all students to follow the following school rules while at school, on the bus and/or at the bus stop. They focus on the following:

RESPECT

RESPONSIBILITY

HONESTY

KINDNESS

SAFETY

We will reinforce, throughout the year, what the rules mean and what they look like in every setting during the school day. Generally, we will teach them the following:

- 1. All students are expected to keep their hands, feet, bodies and other objects in their own space.*
- 2. All students are expected to speak kind words to each other.*
- 3. All students are to treat themselves, others and property with respect.*

On The Bus

It is important for every child to help the driver get you to school or home safely by following the school rules of Respect, Responsibility, Caring, Safety and Honesty!

School Rules Also Apply On The Bus

- 1. Listen and follow the bus driver's direction.*
- 2. Remain seated while the bus is moving. Do not move until given permission by the driver.*
- 3. Sit in the assigned seat.*
- 4. Use a quiet voice so the driver can drive safely.*
- 5. Be kind to the other students around you.*
- 6. Keep all objects and your body in your own space.*
- 7. Sharp objects such as pencils, pens, and scissors must not be taken out of one's backpack on the bus.*
- 8. Keep all of your body inside the bus.*
- 9. Keep the bus neat.*
- 10. No eating. All food must be kept inside your backpack while on the bus.*
- 11. Enter and exit the bus in a single line.*
- 12. Exit the bus seat by seat in an orderly manner.*
- 13. Use the front door, except in an emergency.*

Cafeteria Rules

1. *Students will remain seated at their tables until dismissed.*
2. *Students will stay in their own space.*
3. *Students will quiet immediately when signaled by the teacher (clapping, whistle, lights out, microphone, “v” gesture, verbal comment).*
4. *Students will use quiet voices, good table manners and be polite.*
5. *Students will clean up their table/space and floor areas around the table.*
6. *Students will eat their own food only and dispose of leftovers properly.*
7. *Students will not share food.*
8. *Silverware will be recycled and put in the proper receptacle.*
9. *Students will line up quietly and walk safely to the classroom, recess or special.*
10. *There will be a designated peanut/nut free table. Only students with a peanut/nut free lunch may sit at the table after obtaining permission from the duty person.*

Playground/Recess Rules

1. *All the General School Rules should be followed.*
2. *Students will play safely.*
3. *Students will play cooperatively and fairly.*
4. *Students will play in assigned areas and away from the building/windows.*
5. *Students will leave the playground only when given permission.*
6. *Students will treat each other respectfully and display good sportsmanship; using kind words and using a loud voice in an emergency only.*
7. *During an emergency, the Canterbury Public Schools Emergency Operations Plan will be followed.*

Recess Rules:

1. *No chasing or playing tag.*
2. *No fighting. Keep your hands to yourself. No physical interactions.*

3. *No inappropriate language, including name calling/teasing.*
4. *Imaginative play must not include “pretend weapon play” of any kind.*
5. *No gymnastics allowed.*
6. *Feet first only coming down on the slide.*
7. *No playing tag on the play scape.*

Possible Consequences:

Loss of Recess Time

Loss of Game Privileges

Thinking/Walking Laps

To the Principal’s Office

Bullying Policy

In accordance with state law, it is the policy of the Canterbury Board of Education that any form of bullying behavior, whether in the classroom, on school property, or at a school sponsored event, is expressly forbidden.

For the purposes of this policy, “Bullying” means:

(A) the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or

(B) a physical act or gesture by one or more student repeatedly directed at another student attending school in the same school district, that:

(i) cause physical or emotional harm to such student or damage to such student’s property,

(ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property

(iii) creates a hostile environment at school for such student,

(iv) infringes on the rights of such student at school, or

(v) substantially disrupts the education process or the orderly operation of a school.

“Bullying” includes:

A written, oral or electronic communication or physical act or gesture

-based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyber bullying is defined as:

Any act of bullying using the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board’s policy on student discipline.

Discipline

A student who violates the school rules shall be subject to a response from staff, including the principal. We focus on restorative practices, meaning that we discuss what went wrong and how to make it right. We talk with students, and they with each other, to resolve conflict.

Possible actions including, but not limited to:

Verbal Warning

Self-Reflection/Processing

Conference with student

Silent Lunch

Time Out

Thinking/Walking Laps

Notification to Parents/Guardians

Detention - Afterschool

Written Notification/Warning

Referral to Social Worker/School Psychologist

Parent/Guardian Conference

Major infraction in conduct will result in appropriate steps including in and out of school suspension and expulsion, per board policy and Connecticut law.

Detention

A detention may be assigned anytime a student is involved in an infraction of school rules. The detention is served after school, during lunch, or at recess if behavior warrants such action.. Parents/Guardians will be notified and must make arrangements for transportation. Students may not participate in school events until the detention is served.

Out of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Searches

The principal may search belongings as warranted by concern.

Vandalism

The parent or guardian of any minor child, who willfully cuts, defaces or otherwise injures in any way any property shall be held liable for all such damages. The parent or guardian is liable for all property belonging to the school system lent to the student and not returned upon request.

Threats

All threats are taken seriously and immediately investigated. If evidence suggests that threatening statements or behaviors have occurred, disciplinary action is taken and the Superintendent is notified. The CT State Police may also be notified.

Weapons

Possession or use of a knife, gun, laser pointers, water gun, air gun, paintball gun, flame thrower or any other object that might be considered a weapon is prohibited. Students found to have possessed a weapon on school grounds or a school sponsored activity must be expelled according to the Gun-Free Schools Act, 20 U.S.C. Section 8921.

HEALTH POLICIES

If you have any questions or messages, please do not hesitate to call the nurse at

(860) 546-6744.

Accidents and Illness

A school nurse is available for incidents that occur during school hours. All accidents occurring in the school building or on the grounds must be reported to the school nurse. Under normal circumstances, a student who becomes ill during school hours will be sent with a pass to the nurse from the teacher in charge. If, in the opinion of the nurse, the student is too ill to remain in school, she will notify the parents. Parents are expected to provide transportation. If applicable,

Annual Health Update

*Complete the Health Update form annually for your child, including specific illness, medical problems, medications and allergies. The school nurse will review the information at the start of school and contact the parent if necessary to develop a health plan for school. Please update the school immediately if your child develops a new allergy or health concern. **Always keep the school informed of phone number changes at home, work or cell (including emergency contact). This is most important should your child become ill or injured at school. We must be able to reach you or someone who may act for you.***

Glasses/Medical Assistance Devices

If your child uses glasses or any other medical assistance devices (hearing aids, mouth guards, etc.) please make sure he/she brings them every day. Children whose vision or hearing is compromised for even one day lose vast amounts of instruction time.

Health Screening

As mandated by state law and provided for by the Board of Education, the school nurse will arrange for yearly health screenings. Hearing screenings will be done for students in grades K-3. Vision screening will be done for students in grades K-4. Parents will be notified by the school nurse if a student fails a screening with a written referral for the medical provider recommending further testing.

Immunizations

*As mandated by Connecticut law, new students entering school must have written proof of required immunizations on file in the health office **prior** to starting school. Preschoolers are required to have the influenza vaccine yearly between August 1st and Dec 31st.*

Medications

*If it is necessary for a student to receive medication (prescription or over-the-counter) during school hours, the medication must be delivered to the school nurse by a parent or guardian, along with an Authorization for the Administration of Medicine By School Personnel form completed by the physician and signed by the parent/guardian. All medication must be in an original, pharmacy-labeled container and stored in the health office. Medications are dispensed by the nurse or a trained designee. Unused medication must be picked up by the last day of school or it will be disposed of by the school nurse. Acetaminophen (Tylenol) may be administered only with the written permission of the parent/guardian on the Annual Health Update form. **Please do not send cough drops, chap stick or individual hand sanitizer to school with your child.***

Physical Education

Physical education is required of all students. To be excused from gym classes for a period of time, parents must submit a written request from the physician to the nurse detailing the activity restriction, including date to return to full activity. A note from a parent/guardian requesting a student be excused from gym for one day must state the reason and may or may not be approved by the school nurse, depending on the findings at the time. More than one day requires a physician statement. All students are required to wear sneakers during PE Class.

Physicals

*Students entering school for the first time and in Kindergarten are required to undergo a physical examination by a legally qualified medical practitioner prior to starting school. Physicals must be current within 12 months, the documentation completed on the State of CT "blue" Health Assessment Record with all starred * items completed by the physician. Forms are available at the school and from the medical provider. CT HUSKY information is available from the school nurse.*

Reporting Illness and Absenteeism

Please call the school to report a student absent by 9:00 AM each day. The parent will also report the reason for the child's absence to the school nurse, who may advise as to the current policies regarding exclusion for communicable diseases or illness. The school number is (860) 546-6744. A physician's note may be required for frequent or prolonged absence.

When To Keep A Child Home From School

Keep children at home when they have the following signs of illness: severe cough, sore throat, fever 100.0 or higher, abdominal cramps, nausea, vomiting, diarrhea, skin rashes, earache or

crusty/red eyes. If symptoms persist, parents should contact their physician. Student may return to school when they are free of symptoms, without medication, for 24 hours. If in doubt, call the school nurse for assistance. If you have any questions or messages, please do not hesitate to call the nurse at (860) 546-6744.

HOMEWORK

Students are expected to:

- 1. Listen carefully when your teacher is giving homework directions.*
- 2. Ask questions if you don't understand something.*
- 3. Do your best!*
- 4. Think about what you need to do and how long it will take you. Organize your materials and plan your time to do it wisely.*
- 5. Get your assignments done and back to your teacher on time.*
- 6. Read on every school night.*
- 7. Be sure that when you are absent you talk to your teacher when you get back to school about making up any work that you missed.*
- 8. Remember that this is your responsibility!*

Families can encourage student success by:

- 1. Arranging a suitable workspace with appropriate tools for homework.*
- 2. Please contact your child's teacher should you have any questions or concerns.*

RECEIPT OF STUDENT HANDBOOK

I, _____, received and reviewed the 2024-25 Canterbury Elementary School Student Handbook. I understand the contents and will abide by school procedures. If I have any questions regarding the content, I will contact my child's teacher.

Signature: _____

Child's Name: _____

Date: _____

Please detach this page and return to your child's teacher upon receipt and review of the handbook.