



# Brookside Family Handbook



**Brookside's Vision:**

Brookside School is an inviting and supportive place of learning, which promotes opportunities for high achievement for all students. Teachers inspire daily with rigor and relevance, while students embrace the safety of their learning environment eager to achieve. Brookside places an emphasis on accepting its beautiful diversity and empowering all students on their journey towards lifelong learning.

**Brookside's Mission:**

Our mission at Brookside Elementary School is to provide educational experiences that allow all students to learn in a supportive and safe environment. Our school community challenges and inspires all students to demonstrate high levels of achievement, responsible citizenship, and a lifelong love of learning.

**We believe children learn best when:**

- They have learning goals, they know where they are in their learning journey towards those goals and they receive feedback on their progress.
- They are thinking, reading, writing, talking, problem solving and thinking creatively with their peers to develop a deep understanding of the content in order to demonstrate their learning.
- They have differentiated supports/extensions that match their individual learning needs and cognitively engage students to meet and exceed the expectations of the grade level standards.

**Brookside's Vision for Student Culture:**

Brookside students are committed and confident learners who embody resiliency to grow in a warm and accepting environment.



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## GENERAL INFORMATION:

### School Hours:

**Regular  
Day**

8:35-3:25

**Delayed  
Opening  
(2 hour)**

10:35-3:25

**Early  
Dismissal  
(2 hour)**

8:35-1:25

**Conference  
Night & Early  
Dismissal  
(90 minute)**

8:35-1:55

### District Calendar:

# Norwalk Public Schools 2023-24 School Calendar

Approved 6/13/2023

Aug 2023 (4 days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21NT	22NT	23cv	24PD	25PD
28KSE	29KSE	30	31	

Sept 2023 (19 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Oct 2023 (20 days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23EQ	24	25	26	27
30	31			

Nov 2023 (18 days)				
M	T	W	T	F
		1	2	3
6	7	8c	9CE	10
13	14c	15c	16cN	17c
20	21c	22EQ	23	24
27	28c	29c	30c	

Dec 2023 (16 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jan 2024 (21 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29EQ	30	31		

Feb 2024 (16 days)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26*	27	28	29	

Mar 2024 (20 days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13c	14CE	15c
18	19c	20c	21cN	22c
25EQ	26c	27c	28c	29

April 2024 (16 days)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29EQ	30			

May 2024 (22 days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13EQ	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024 (10 days)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13EQ	14EQ
17	18	19	20	21
24	25	26	27	28

July 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**KEY:**  
 ● First Day of School  
 □ Holidays, No School  
 □ Early Dismissal  
 □ PD/Staff Days, No School

KSE Kindergarten Staggered Entry  
 NT New Teachers Report  
 CV Convocation/All Teachers Report  
 PD Professional Development Day

C K-5 Conferences  
 CNICE K-5 Conferences, 90 Min. Early Dismissal  
 ED 2-Hour Early Dismissal  
 \*Kindergarten Registration Opens

IMPORTANT DATES	
Aug 21 & 22: New Teachers Report	Dec 25-Jan 1: Winter Recess No School
Aug 23: Convocation/All Teachers Report	Jan 15: Dr. MLK Jr. Day No School
Aug 24 & 25: Professional Development for Staff	Jan 29: 2 Hr Early Dismissal (PD for Staff)
Aug 28: First Day of School	Feb 19-23: Presidents' Day/Feb Recess No School
Sept 4: Labor Day No School	Mar 14 & 21: K-5 Conferences, 90 Min Early Dismissal
Sept 25: Yom Kippur No School	Mar 25: 2 Hr Early Dismissal (PD for Staff)
Oct 9: Indigenous Peoples' Day	Mar 29: Good Friday
Oct 10: Professional Development for Staff	Apr 10: Eid al-Fitr
Oct 23: 2 Hr Early Dismissal (PD for Staff)	Apr 15-19: Spring Recess
Nov 7: Professional Development for Staff	Apr 29: 2 Hr Early Dismissal (PD for Staff)
Nov 9 & 16: K-5 Conferences, 90 Min Early Dismissal	May 13: 2 Hr Early Dismissal (PD for Staff)
Nov 10: Veteran's Day	May 27: Memorial Day
Nov 22: 2 Hr Early Dismissal	Jun 13: 2 Hr Early Dismissal
Nov 23-24: Thanksgiving Recess No School	Jun 14: Tentative Last Day of School, 2 Hr Early Dismissal

MAJOR RELIGIOUS & CULTURAL HOLIDAYS	
Jun 29 Eid al-Adha	Mar 10 Ramadan begins
Sept 16 Rosh Hashanah	Mar 29 Good Friday
Sept 25 Yom Kippur	Mar 31 Easter
Nov 12 Diwali	Apr 22-30 Passover
Nov 23 Thanksgiving	May 5 Orthodox Easter
Dec 7-Dec 15 Hanukkah	Apr 10 Eid al-Fitr
Dec 25 Christmas	Apr 22 Earth Day
Dec 26-Jan 1 Kwanzaa	May 12 Mother's Day
Jan 1 New Year's Day	Jun 16 Father's Day
Jan 6 Three Kings Day	Jun 19 Juneteenth
Feb 10 Lunar New Year	June 22 LGBTQ Pride Day
Feb 14 Ash Wednesday	July 4 Independence Day

**Total Days**  
 Kindergarten: 181 days, Grades 1-12: 182 days

**\*\* Inclement weather days are added to the end of the school year.**





# ParentSquare

## Download the **ParentSquare** app today!

Stay involved with your student's  
learning and activities at school.  
From anywhere.



The ParentSquare  
app today!



Mark your calendar  
to download the  
ParentSquare app today!

## Arrival and Dismissal Procedures

### Arrival and Dismissal Procedures 2023-2024

#### Arrival & Dismissal Procedure for Primary Montessori Families:

- Park in the front lot off Highland Ave. (parking is not allowed in the bus lane or loading lane).
- Walk your child to /Pick-up from the classroom door located in the front playground area A-13 for Mrs. Deristel-Leger and A-11 for Ms. Josiger.

#### Arrival & Dismissal Procedure for Kindergarten Families:

- Use the curbside drop off system in the front lot off Highland Ave.
- Parent/Guardian remains in the vehicle while a staff member assists the child out of the car and walks to the door.

**OR**

- Park in the front lot off Highland Ave. (parking is not allowed in the bus lane or loading lane).
- Walk your child to/from the main entrance.
- **DO NOT CROWD the main entrance doors as they need to be accessible to bus students and accessible in the event of an evacuation/emergency.**



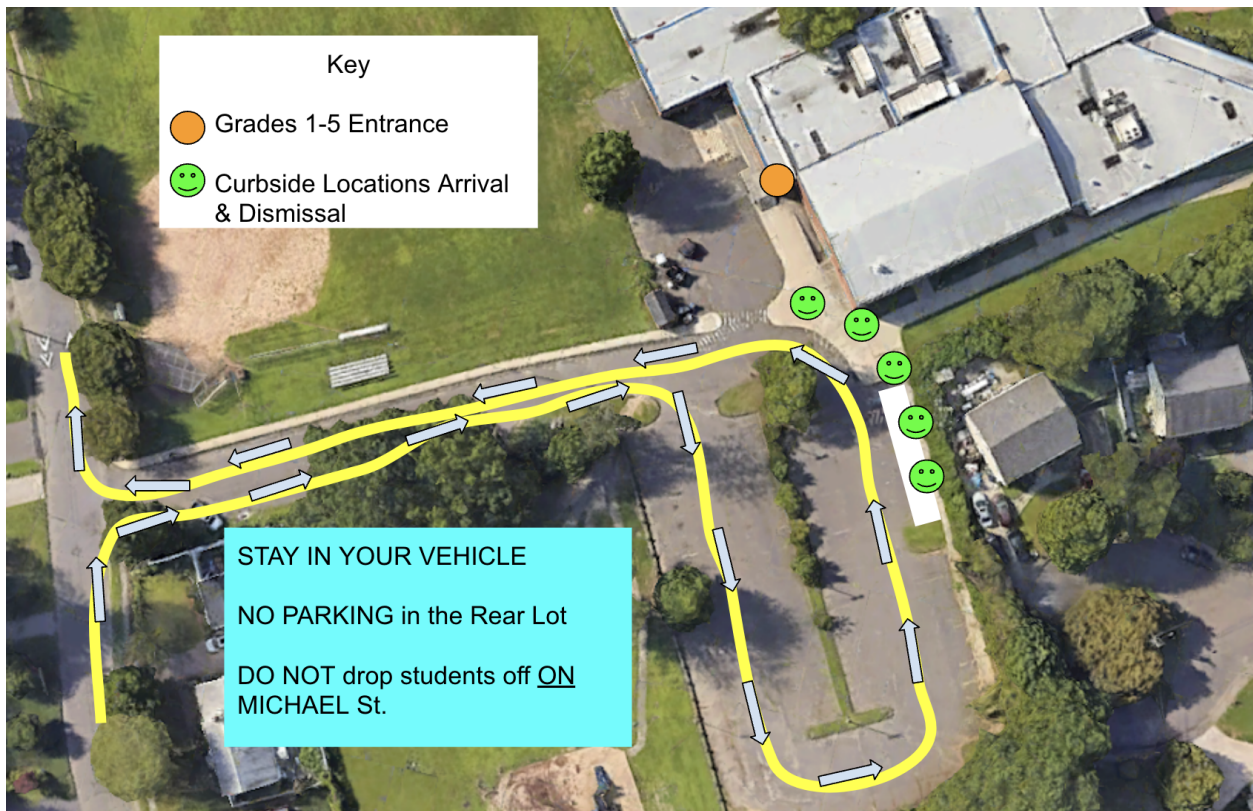
## Arrival and Dismissal Procedures 2023-2024

### Arrival Procedure for Grades 1-5 Families:

- Use the curbside drop off system in the rear parking lot off Michael St.
- Parents MAY NOT park in the rear lot. Rear lot is restricted for staff parking ONLY.
- **If parents are walking to the school on foot in the morning, you can either drop your child off in the front or back door depending on what works best for you. DISMISSAL IS DIFFERENT- read below.**

### Dismissal Procedure for Grades 1-5 Families:

- Use the curbside drop off system in the rear parking lot off Michael St.
- Follow the line and wait for your child to be loaded in the car.
- Parents MAY NOT park in the rear lot. Rear lot is restricted for staff parking ONLY.
- **If parents are walking to the school on foot, you will report to the main entrance area of the building to pick up your child. DO NOT CROWD the main entrance doors as they need to be accessible to bus students and accessible in the event of an evacuation/emergency.**





### **Late Arrival**

All students arriving at school after 8:50 am will need to be walked to the main entrance and get signed in to school.

### **Early Pick-Up**

If you need to pick your child up from school before the school day ends, you must notify the school in advance. Notification must be in writing by sending in a note with your child or by calling the main office (203-899-2830).

Requests made through ParentSquare directly to the teacher will not be accepted as teachers are expected to be teaching during the school day and may not see your message in a timely manner.

***Students will not be released “early” after 3:00 as this becomes a disruption to our dismissal procedures. If a parent/guardian arrives between 3:00-3:10 they will be instructed to wait until dismissal begins at 3:10.***

### **Reporting an Absence**

If your child must be absent from school the parent/guardian must notify the school by calling the main office (203-899-2830).

[Research](#) shows that **absences add up** and that good attendance is essential to student achievement and graduation. In contrast, missing too much school (chronic absence and truancy) can lead to school drop-out, academic failure, and juvenile delinquency.

State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.

If a student becomes truant, their school is required to have a meeting with the student’s parent/guardian within 10 school days. In this meeting, the school should work with the student and guardian to help the student return to school. Schools should also work with community agencies providing child and family services to address the student’s barriers to coming to school.

### **Program Closings/Delays/Early Dismissal**

When the school day changes due to inclement weather or an abundance of caution for a particular reason, parents are notified through the Norwalk Public Schools ParentSquare, social media, and website. Please be sure to keep your phone number, email address, and emergency contact information updated each time there is a change to any of these modes of communication.

Depending on the weather conditions and forecast, inclement weather decisions could result in the following:

1. **Delay:** All delays are two hours in duration.
2. **Closure:** All schools are closed for the day. All after-school activities and programs are canceled.
3. **Early Dismissal:** Schools open on time, but will end earlier than the regular school day, generally 2 hours before normal dismissal) times. All after-school programs are canceled. Early dismissals will be called by 10 am.
4. **After-school cancellation:** School opens and ends at the regular time but all afterschool programs are canceled.

To ensure the information you receive is accurate, we encourage all staff and families to rely on official NPS sources. School delays, closures, early dismissals and after-school cancellations are communicated in the following places:

- Norwalk Public Schools website: [www.norwalkps.org](http://www.norwalkps.org)
- Our automated School Messenger phone, email and text message system
  - [Click here for instructions on how to opt into SMS alerts](#)
- NPS Social Media:
  - NPS Facebook ([www.facebook.com/norwalkps](http://www.facebook.com/norwalkps))
  - NPS en Español, Facebook ([www.facebook.com/NPSenEspanol](http://www.facebook.com/NPSenEspanol))
  - NPS Twitter ([twitter.com/norwalkps](https://twitter.com/norwalkps))
- NPS Info Line recording: (203) 854-4123
- Local TV, radio and online media outlets

On days when weather may impact the school day, we ask that parents and guardians check these sources frequently for information. Parents and guardians should always make sure their child's school has up-to-date contact information on file. Although rare, changing conditions may require that a delay is changed to a cancellation, or that an early dismissal is called after the school day begins. We will make every effort to avoid changes, but there are times when it cannot be avoided.

Any school days closed for inclement weather will be made up after the last day of school in June.

We know that school closings, delays and early dismissals can be a challenge for families and staff. While it's important that our students get as much



learning time as possible, the safety of staff and students is always our first priority.

### **Staff Directory**

- Visit our website <https://bes.norwalkps.org/> (our website is new and currently under construction)

### **Transportation**

Transportation is provided based on a family's officially registered address at the school. Students living outside of the state-required eligibility limits will receive transportation. Based on Board Policy transportation is not provided to caregivers, after-school programs, or work locations.

Transportation is provided for:

- Students in Kindergarten through Grade 3 who live more than 1 mile from the school
- Students in Grade 4 through Grade 8 who live more than 1 1/2 miles from the school
- Students in Grade 9 through Grade 12 who live more than 2 miles from school
- Eligibility limits are measured from the property line of the family's home shortest distance to the property line of the school, not door to door.

A walking linear measurement wheel is used to measure the distance in feet and is then converted to mileage. A car odometer reading or GPS navigation are not state-accepted tools for measuring eligibility as tire size, wheel base, and odometers vary on vehicles.

If you are not certain of your eligibility please contact our school office for further information.

Students are required to be at bus stops 15 minutes prior to the scheduled arrival time, this is to ensure ample time for the routes. A bus can arrive up to 15 minutes after the scheduled arrival time and still be considered "on time" at the school. During the first few weeks of school, it is important for students to adhere to this policy. As the weeks go by and the community becomes adjusted to the opening of school the actual arrival time will be closer to schedule.

Please keep in mind that although we do our best to keep open lines of communication with families, routes are subject to change at any time without prior notification.

Correspondence and requests may be sent in writing to:

Norwalk Public Schools Transportation Office  
125 East Avenue - P.O. Box 6001 Norwalk, CT 06852

If you need additional information, you may contact the Norwalk Public Schools Transportation Office at 203-854-4074 or send an email to [transportation@norwalkps.org](mailto:transportation@norwalkps.org).

### **Transportation Frequently Asked Questions [Webpage](#)**

How do we register for the bus?

- The Norwalk Board of Education will transport eligible students from their home area to their districted school based on the student's officially registered address. Eligible students are automatically assigned a scheduled stop upon registering for school. No additional steps are necessary.

Where is my bus stop?

- To better serve families, NPS is introducing a new search tool to access bus route information. It is called WebQuery and can be found on the Office of Transportation's Bus routes website [found here \(click\)](#)

Are there cameras on the buses?

- To ensure the safety of students and staff, our school buses are equipped with a digital video camera system. School administration has access to view video footage upon request.

Can I track the bus?

- Durham School Services, Norwalk Public Schools' main home-to-school service contractor, provides an easy-to-use parent tracking app called Durham Bus tracker. More information and a link to download are found on the Office of Transportation's Bus Tracking website [found here \(click\)](#).

Can we use a different bus stop?

- The NPS transportation service is only for home-to-school travel and cannot transport a student to a different address other than the one the student is enrolled with.

How do we request an additional bus stop or verify eligibility for the bus?

- The assignment of bus stops each year is based on several factors such as Local, state, and federal safety standards. As well as on the number and residence of eligible students, bus capacity, and bus route configuration. For further information on the request process and to

obtain forms please visit the Office of Transportation's [Forms website found here \(click\)](#).

## **Behavior & Conduct**

### **School-wide Behavior Expectations**

- At Brookside, we practice being K.I.N.D or
  - **K**indness to self and others
  - **I**nclude others
  - **N**ever give up
  - **D**o your best.
- Students are expected to do so in their community at large as well as the classroom, recess, hallways, bathroom, cafeteria, & bus
- An updated version of the Be Kind Behavior Matrix will be released shortly. It will be distributed once it has been finalized for the 2022-2023 school year.

### **Behavior Policy**

- An updated version of the Norwalk Public Schools Code of Conduct will be released shortly. It will be distributed once it has been approved by the Board of Education.

## **PARENT INVOLVEMENT:**

### **Parent & Guardian Contact Information**

- It is imperative that we be able to contact you in case of illness or another emergency.
- Please call the main office at 203-899-2830 if you change your:
  - phone number
  - email address
  - work phone number
  - emergency contact

### **Parent Involvement (PTO, SGC, Workshops)**

#### **Parent Teacher Organization (PTO)**

- Ways to stay connected with the PTO
  - Join our Brookside Elementary School PTO Facebook and Instagram page at
    - Brookside Elementary school PTO and Class Dojo
  - Volunteer for one of our school events/functions
    - If interested, email us at [Brooksidehelpers@gmail.com](mailto:Brooksidehelpers@gmail.com)
  - Email us at [Brooksidepto123@gmail.com](mailto:Brooksidepto123@gmail.com) for any questions, becoming a board member or more information

- **What is the PTO and what does the PTO do?**

- The PTO is made up of Brookside parents/guardians and staff. We work together to assist with various school activities, functions, events, fundraisers, provide financial assistance where needs are identified within the school, foster community atmosphere, and support the mission and vision of the school and school district.
- **What does the PTO do with the money they raise?**
  - Fund special events, donate to the music, art, library and PE programs
  - Fund teachers' classrooms with school supplies
  - Fund field trips, educational assemblies, and enrichment programs
  - Fund end-of-the-year celebrations and fifth grade graduation
  - Most of all, support the wonderful Brookside staff
- **How can you help?**
  - There are so many ways to be involved with the PTO! Help support our school fundraisers and events through participation, join our monthly meetings and share ideas, and there are always opportunities to volunteer. We welcome and need plenty of help with school events and fundraisers. Be an extra set of hands on-site or join the special event committees. Your level of involvement can be whatever you want it to be.

### **School Governance Council**

- School Governance Councils provide an opportunity for Connecticut schools to engage with families and community members in the essential dialogue about student achievement and preparing all students for success.
- School Governance Councils were created by the state's education reform law (Public Act 10-111) to enable parents, school staff, students (where appropriate) and community leaders to work together to improve student achievement. School Governance Councils serve in an advisory capacity and are charged with assisting the school administration in making programmatic and operational changes to improve the school's achievement.
- [Click here](#) to find the Connecticut State Department of Education SGC guidance

### **NPS Family Center**

203-854-4100

FamilyCenter@norwalkps.org

Norwalk Public Schools is pleased to partner with the Human Services Council to open the NPS Family Center. The NPS Family Center is centrally

located in the Human Services Council building at 1 Park Street in Norwalk, near the historic Norwalk Green and convenient to city bus lines.

Norwalk's commitment to engagement, inclusion and access comes to life through the NPS Family Center, for both current families and those new to the city. Providing an easily accessible spot for family-facing school services, the NPS Family Center helps establish lasting relationships and meaningful family engagement throughout a student's academic career.

Staffed by current NPS employees, the Center provides access to a wide variety of services for all families. Open year-round, the Center is a warm, friendly and welcoming environment, providing easy access to register students, get information, voice concerns and resolve issues. NPS's special education ombudsperson, fluent in both English and Spanish, helps families access services and programs. By collaborating with other city agencies and community partners, the centralized location streamlines services for families across the city.

### **Parent-Teacher Conferences**

- Parent teacher conferences are scheduled by the district and listed on the district calendar on the following dates
- Your student's teacher will review a portfolio of work as well as the standards based report card to discuss growth over time, goals, and supports specific to your child.

### **Scientific Research-Based Instruction Program**

- Parents whose students who qualify for SRBI programming will receive notification in writing
- Scientific Research-Based Intervention or SRBI, is a systematic process that provides a continuum of assessments and research-based interventions to improve educational outcomes for all students. SRBI is designed to ensure that all students receive appropriate instruction by providing critical information about students' instructional strengths and needs and using this information to create effective, research-based, instructional interventions. The ultimate goal is to increase student success through general education programs and to reduce the number of students who require special education.

### **School-wide Events & Assemblies**

- Events & Assemblies that parents are invited to will be communicated through ParentSquare and hard copy fliers sent home with students.
- Individual students will be recognized at assemblies for working hard to improve themselves and for demonstrating any or all of the BE KIND



motto pillars at Brookside. Parents will be invited to attend Community Meeting if/when their child is being recognized being KIND at Brookside

### **SPECIAL PROGRAMS:**

#### **Montessori Pathway at Brookside**

- Brookside Elementary School offers a Montessori Pathway for our students ranging from the early childhood Primary classroom (ages 3-6) to the Lower Elementary classroom (ages 6-9). The Montessori classroom is a child-centered community made up of mixed-ages all sharing the same classroom. In a multi-age setting, the children learn from each other and they learn because of each other. Children are encouraged to choose from a rich variety of developmentally appropriate tasks and are guided by their teacher. Materials and activities are attractively arranged on low, open shelves to invite students into the activity. The children are given individual and small group lessons with the materials. The children take part in the activities of daily life such as watering plants, washing, sweeping, arranging flowers, and preparing food, nurturing a sense of accomplishment and pride. The unique, hands-on Montessori materials for mathematics give young children the opportunity to explore mathematics from the concrete to the abstract, making mathematics accessible and understandable. Students learn to express themselves through a multi-sensory approach to learning letters and their sound relationships to begin composing words, sentences, and whole stories using a moveable alphabet. Our Montessori program encourages parents to be involved in school activities and to have a strong relationship with the teacher to best support the child's natural development and interests. The Brookside Montessori classrooms are caring communities eager to embrace the unique and special gifts of every child.

#### **Co-teaching Classrooms**

- Brookside Elementary School is inclusive and supports the diverse learning needs of all learners. We offer a co-taught classroom in Kindergarten to fourth grade with expansion plans to add one additional grade each year until every grade level can offer a co-taught experience. Inclusive co-taught classrooms are filled with diverse learners, each of whom has strengths and challenges. Inclusion gives kids a way to talk about how everyone learns in their own way. There are many benefits of a co-taught classroom that are good for all learners. Students with individualized education plans work alongside their peers in our co-taught classrooms with the benefit of having both a general education and a special education teacher throughout the

school day. Our co-taught teaching teams work collaboratively to create specially designed lessons and supports tailored to their students unique strengths and interests. The lower teacher-to-student ratio in a co-taught classroom allows for more small group instruction that is individualized and targeted to ensure students make progress. Related services are often provided in a push-in model versus a pull-out model allowing students to feel a greater sense of community in their classroom environment.

### **NEW! Dual Language Pathway**

- Our Dual Language Pathway is designed as a Two-Way program which supports our inclusive mindset. The new Dual Language Pathway offers a bilingual, biliterate, and bicultural experience for both native English and native Spanish speaking students as they acquire both the English and Spanish language simultaneously. The first classroom opened in 2022-2023 for Kindergarten age students and will add an additional classroom each year until every grade level can offer a Dual Language experience. Students will begin their pathway at the Kindergarten year and remain with the cohort until the end of grade 5. West Rocks Middle School offers a Dual Language experience that our Brookside students can choose to continue their Dual Language pathway through grade 8.

### **DISTRICT & SCHOOL POLICIES:**

#### **Non-Food Celebrations**

Brookside participates only in non-food celebrations due to the following BOE policy **6142.101**

- Foods Brought Into School
  - The district shall encourage families to pack healthy lunches and snacks and to refrain from including beverages that do not meet the requirements of state statute or foods that do not meet the Connecticut Nutrition Standards. The district shall develop guidelines to help ensure that food brought from home to be shared with other students is appropriate. Classroom snacks shall feature healthy choices that meet the state requirements for allowable beverages and the Connecticut Nutrition Standards.
- Sharing of Foods
  - Schools shall discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns with allergies and other restrictions on some children's diets.

### **Free and Reduced Lunch**

All schools will offer FREE breakfast and lunch daily during 2023-2024 for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the Community Eligibility Provision (CEP).

- You do not need to do anything.
  - You do not have to pay any money or fill out any forms.
  - You do not need to send your child to school early for breakfast.
- Breakfast will be part of the school day.

### **Recess Policy**

Brookside follows this BOE policy **5144.04**

- Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.
- Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.
- This restriction shall not apply to students who are receiving in-school suspension.

### **Homework Policy**

- Board policy requires the assigning of homework to help students become self-directing, independent learners. The homework policy and homework assignments must be clearly understood by the student. It should supplement a well planned lesson and be as individualized as possible realizing students accomplish tasks at varying rates of speed and in varied situations. **Teachers have the responsibility to communicate with parents of the children who fall behind in completing assignments.**
- Assignments should not be given that require completion during regularly scheduled school vacations. Long term assignments may span regularly scheduled school vacations; however, such assignments should not be due immediately following such a vacation. The following

time guides should not preclude long range assignments that teach students to budget time over a period of days.

See BOE policy below **(#6154)**

- It is the belief of the Norwalk Public Schools that students will be provided with:
  - meaningful opportunities to practice and transfer their learning.
  - homework that is developmentally and instructionally appropriate.
  - differential instruction and assignments for English language learners, as well as an honoring of the objectives of Individual Education Plans (IEP) and/or 504 Plans where appropriate.
  - a model on how to do each homework assignment and the expected outcome for each assignment before the students leave the class. It should be clear and articulated, with a specific and significant goal.
  - long term projects that are broken up across clearly identified phases and separate grades (Individual sections, i.e. planning, outlines, first draft, etc.)
  - homework should never be assigned as a punishment nor should it be removed as a reward.
  - When assigned, homework should be a three-way partnership among students, parents and teachers. Parents need to provide students with a time and place to carry out their assignments either at home or at a designated study-related facility. Teachers should ensure that the time students spend doing homework is beneficial to their learning and development. Students should feel that homework is a form of self-improvement and gain intrinsic satisfaction from it.

## **HEALTH & SAFETY:**

### **Safety Drills**

Norwalk Public Schools utilizes the Standard Response Protocol (SRP) found on the [I Love You Guys website \(click\)](#)

- Easy to understand. Easy to implement.
  - A uniform, planned, and practiced response to any incident is the foundation of a safe school. Safe business. Safe community. The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to personal safety.
  - The SRP's development is ever-evolving, created with extensive collaboration between experts such as first responders, public safety, school, districts, and communities. Its tactics are

data-driven, researched and based on experience and contemporary practices.

- Safety drills are practiced at least once per month and are described below



**Hold** is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



**Secure** is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



**Lockdown** is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



**Shelter** State the **Hazard** and **Safety Strategy** for group and self protection.



## **Mandated Reporting**

CT law requires that any certified personnel, school nurse, or paraprofessional in the school system "who has reasonable cause to suspect or believe" that a student has been abused or neglected or is in danger of being abused or neglected must make an **oral report** to the Department of Children and Family **within 12 hours** followed by a **written report to D.C.F. Children with Allergies and Medical Conditions**

## **Physical Examination and Immunization Record**

Per the State department, all students are required to have a health examination and immunization listed on this parent cheat sheet for families [found here \(click\)](#)

Our school nurse (203-899-2830) or the NPS Health Services Department (at 203-854-4129) can be reached regarding specific questions about your child's health

## **Medication Information**

Medication may be administered during school hours when there is a properly completed "Authorization for the Administration of Medicine by School Personnel" form on file in the school nurse office. This form must be signed by an authorized provider and the student's parent/guardian. All medications (prescription and over-the-counter) and supplements are subject to this requirement.

Medications should be delivered to the school nurse in the original, properly labeled, unopened container.

Medications should be brought to school and picked up by a responsible adult. Any medication not picked up within one week following termination of the order or by the last day of the school year, whichever comes first, will be destroyed.

[Click here to be directed to NPS Health Services forms.](#)

## **Allergies**

Norwalk Public School Health Services provides [Food Allergy Management Plan Guideline found here \(click\)](#) and listed below:

Reference: CT General Statutes §10-212c as amended by Public Act No. 12-198

1. The parents/guardians of a child diagnosed with a life-threatening food allergy will notify the school of the allergy, providing as much information about the extent and nature of the food allergy as is known,

as well as any known effective treatment for the allergy. Such information is to be shared/updated at least annually by the parent/guardian.

2. The parent/guardian will provide the school nurse with the appropriate emergency medications and authorization forms, medication administration instructions, and action plan as ordered by the child's physician. The parent/guardian will be responsible for keeping all medications up-to-date, i.e., replacing expired medications.
3. Appropriate school staff will be trained in the management of students with life-threatening food allergies, including: preventative strategies to minimize a child's risk of exposure to life-threatening allergens, the recognition of signs and symptoms of allergic reactions, emergency procedures in the event of an allergic reaction, administration of medication including but not limited to cartridge injectors (EpiPens).
4. Epinephrine should be available to all students at risk of anaphylaxis and, in all cases where it is administered, 911 must be called immediately.
5. When considered developmentally appropriate, and with the authorization of the prescriber and parent/guardian, a student's right to carry emergency medications, i.e. EpiPen, will be supported. In addition, self-management of a food allergy, if developmentally appropriate, is encouraged.
6. Known food allergens shall not be used for classroom projects/activities, e.g., arts and crafts supplies.
7. An Individualized Health Care Plan and Emergency Care Plan shall be developed for each child with a life-threatening food allergy.
8. If appropriate, a 504 Plan may be considered for the child with a life-threatening food allergy.
9. Children with life-threatening food allergies are encouraged to wear a medic alert bracelet provided by the parents/guardians.
10. Children with life-threatening food allergies shall only eat food provided by his/her parent/guardian or deemed safe by his/her parent/guardian. They should not share food or utensils with other students at lunch, snack, or any other meal time.

11. School personnel shall not be responsible for determining those foods or ingredients in foods that are safe. Only the parent/guardian shall make the determination of food safety for his/her child.
12. A general strategy to omit shared celebration foods (particularly at the elementary level where young children may not be able to discern appropriate, allergen free food choices), shall be implemented. On occasion, with the oversight of building administration and communication to the parent/guardian, food products may be included in building wide celebrations.
13. Appropriate hand washing procedures shall be implemented for students and staff in contact with an allergic child, especially after eating snack, lunch, or other meals. (The use of hand sanitizer is not effective in removing the residue of know allergens.)
14. If needed, a table in each school cafeteria shall be designated as an “allergy-free table.” This table shall be cleaned before each lunch period and between lunch shifts.
15. Risk of cross contamination in the elementary school classroom is of particular concern. Therefore, while managing student privacy/confidentiality, parents/guardians of students in the class of a child with a life-threatening food allergy shall be notified of the offending allergen, as appropriate. Sensitivity by all is encouraged.
16. The consumption of food should be primarily limited to the cafeteria, lunch room, faculty lounge, or other approved areas, including classrooms during supervised snack time. On occasion, the consumption of food may also occur in classrooms as part of a curriculum-based activity or in conjunction with the celebration of a particular holiday or event. In such cases, the parents/guardians of the children who will be participating in the activity or celebration will be given prior notice and will be afforded the opportunity to provide their respective children with an alternative to the food that is to be a part of the curriculum-based activity or celebration or ask that they not be required to participate in the activity or celebration to the extent that it involves food.
17. When students with life-threatening food allergies attend an off campus field trip, there shall be coordination with the teacher, school nurse, and parents/guardians regarding safety precautions and the administration of emergency medications. Access to communication with emergency personnel shall always be available.

18. Food consumption on daily school bus transportation is prohibited.

**With regard to glycogen storage disease:** The school nurse shall develop an individualized health care plan and glycogen storage disease action plan for the student with glycogen storage disease. The plan will provide for food or dietary supplements to be administered by the school nurse or her/his designee; and shall not prohibit a parent/guardian or a person designated by the parent/guardian from providing food or dietary supplements on school grounds during the school day.

### **Pediculosis (Head Lice)**

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact and much less frequently by sharing clothing or belongings onto which lice or nits may have crawled or fallen. The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small. Head lice survive less than 2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp.

The following are steps which can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in very hot water (at least 130°F) for 5-10 minutes
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle, and then dry the items using the high heat drying cycle.
- Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks.
- Vacuum the carpets and furniture, particularly where the infested person sat or lay.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.
- Check all persons in the household. Examine the scalp and hair,

especially around the nape of the neck and behind the ears, for lice and nits (eggs). Nits are attached to the hair shaft about ¼” from the scalp; they may be gray/brownish in color, oval-shaped, and they are very small. They are sometimes mistaken for dandruff.

Ask your health care provider what remedy he/she recommends for treatment of head lice. Follow the directions of over-the-counter and prescription treatments carefully. Many products suggest re-treating the person after 7-10 days.

### Procedure for Screening/Exclusion of Infested Students

The goal of the school nurse with respect to pediculosis is to contain transmission, provide appropriate health information for treatment and prevention, and minimize school absence.

#### Procedure:

Any student suspected of having an active case of pediculosis will be referred to the school nurse. The nurse will check the child and if lice or potentially viable nits are found, the student will be referred to the parent/guardian for appropriate care. The nurse will recommend that the parent/guardian seek professional advice concerning treatment. She or he will also educate the parent/guardian about additional measures which should be taken to help prevent the spread of lice to other members of the family and to help prevent the reinfestation of the student.

The school nurse will check any siblings of the student in the school and/or notify the school nurses of siblings in other schools. The respective school nurses will check the siblings for evidence of pediculosis.

The school nurse may take the following steps:

- Notify the principal.
- Notify the school nurses of siblings.
- Screen the entire class for pediculosis, if deemed necessary. Depending on the severity and extent of the problem, the school nurse may consider screening a “team” or grade.
- A class may be screened in the classroom or the health room using window light or artificial lighting. Any student suspected of having pediculosis should be carefully rescreened before a definitive determination is made.
- Using hands or tongue blades, the nurse makes parts in the student’s hair, paying particular attention to the nape of the neck and behind the ears. Tongue blades should be discarded or hands should be washed



after checking each student.

- The nurse should invite the teacher to be screened when doing a class check.

The Center for Disease Control reports that “current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for head lice to reduce the number of lice infestations among school children.”

With this in mind, it would only be in the most extreme circumstances that extensive pediculosis screening would be done. The school nurse will consider the circumstances of each unique situation to determine the need and extent of further screening. These factors include the scope of infestation and the amount of new infestation following the initial outbreak.

Measures that may be taken in school to manage pediculosis transmission include:

- Having students put their hats in the sleeves of their coats
- Avoiding activities involving any exchange of clothing or headgear
- Avoiding activities involving close head-to-head contact
- Storing students' outerwear in plastic bags when problems persist
- Cleaning audiometer head equipment between each use during hearing screening

Depending on the extent of the infestation in a particular class, a letter may be sent home advising the parents/guardians of the pediculosis problem. The purpose of this notification would be to inform and educate. Information regarding preventative measures and treatment approaches will be shared. Parents/guardians should report any new cases of lice found on their children to the school nurse.

#### Follow-up:

When a student returns to school after treatment for pediculosis, he/she must first report to the school nurse. The nurse will screen the child in the health office and determine if appropriate treatment measures were taken. Since the American Academy of Pediatrics and the National Association of School Nurses discourage the use of “no nit” policies for readmission to school, the nurse will consider several factors to make a determination about readmission including, but not limited to, the treatment used and the proximity of nits to the scalp. If conditions are found to be satisfactory, the nurse will clear the child for admission to class. Depending upon the severity

and frequency of the infestation, the nurse may want to make periodic checks after a student's readmission to ensure complete eradication of lice.