

# Parent and Student Handbook

2023-2024 School Year



## John G. Prendergast School

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We ask that the next page be signed and returned to school ASAP.

There is also an online parent sign off that can be found on the Prendergast School Homepage.

# HANDBOOK SIGNATURE PAGE

Your signature indicates that you have received, read, and discussed with your child the policies of the Ansonia Board of Education, as outlined in the Prendergast School Handbook.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Please complete this signature page and return to your child's homeroom teacher within a week of receiving this document.

## Media Release

On many occasions our students' pictures or names are in the newspaper or on television celebrating an important event at Prendergast School. Please give us your permission to allow us to photograph your child should they be chosen for this honor. Please sign the form below and return to school as possible

I do/~~do not~~ (circle one) give permission for my child, \_\_\_\_\_ to have his/her picture and/or name participating in a school activity in a local newspaper or on a local television station.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

## MISSION STATEMENT OF THE ANSONIA PUBLIC SCHOOLS

The mission of Ansonia Public Schools is to provide a learning environment that challenges and motivates all students to attain high standards of achievement and reach maximum individual potential.

In a partnership of mutual accountability with our community, parents, board of education and staff, we will prepare all students to become successful life-long learners in an ever-changing, technological and culturally diverse global society.

## MISSION STATEMENT OF JOHN G. PRENDERGAST SCHOOL

The mission of John G. Prendergast School is to establish a nurturing and challenging learning environment where the school, family, and community form a partnership to ensure each student can reach his or her maximum potential. As a result, all students will become confident lifelong learners and contributing members of a diverse society.

# PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “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. Both students and parents need to be familiar with the District’s Discipline Policy which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications. Copies of all policies are available on [www.anson.org](http://www.anson.org).

# PARENT INFORMATION

## PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held after school hours but every effort will be made to accommodate parent schedules.

In addition, there are two conference days assigned per year to meet with your child's teacher. One is in the fall and one is in the spring.

## PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## PARENT-TEACHER ORGANIZATIONS

The PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. For more information, please contact the PTO at [prendergastpto@hotmail.com](mailto:prendergastpto@hotmail.com)

## BIRTHDAY PARTIES

Each year parents request names, addresses and phone numbers of students for the purpose of parties and after school visits. This information is now considered confidential and cannot be shared.

If you wish to send in cupcakes for any occasion, please call or send a note to your child's teacher. Please do not plan elaborate parties with cake, ice cream etc. during the school day as this disrupts the educational learning process. Your child may bring a special snack for the class to share. It should be simple and easy to distribute. Please keep in mind that we only have a short time to celebrate. *Parents should not send in balloons, party favors or presents.* Parents must inform the teacher a few days in advance what you are bringing and the teacher will let you know of any food allergies.

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# EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

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## SCHOOL ATTENDANCE

Regular school attendance is essential to the intellectual, social and emotional growth and development of students. Therefore, it is the policy of this school to closely monitor school attendance for the benefit of the child and also to comply with state laws and Board of Education policies governing such matters. When problems arise, we will make every effort to enlist the cooperation of parents. Truant is defined as a student with four or more unexcused absences in any calendar month or ten unexcused absences within any school year. When necessary, the matter will be referred to the Juvenile Justice System and /or Department of Social Services.

“Absence” is when a student enrolled in Ansonia Public Schools is absent from school for more than one half or up to an entire day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. You can submit absences via email to: [prendattendance@ansonia.org](mailto:prendattendance@ansonia.org). MaryEllen Ahearn is our Attendance Clerk and she can be reached at 203-736-5080 at ext. 5005
- B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and are deemed to be in accordance with Connecticut State Department of Education guidance.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child. Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. 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 school work missed due to a legitimate absence. Students absent more than 16 days each school year shall be seriously considered for retention.

1) *Children should not be dismissed from school before the end of the school day.*

In cases where the child becomes ill and needs to be dismissed early, parents are required to sign a log. **Early Departure** is defined as a departure of a student from school any time prior to the scheduled end of the school day. Any adult signing out students early, must present ID and must be listed on the emergency contact list.

2) *Children are expected to arrive at school on time.* Tardy students should sign in at the main office and submit a note to secretaries from a parent or guardian, stating the reason for being late. The parent or guardian will be notified if a child is frequently late for school. **Tardy** is defined as the arrival of a student to school any time after the scheduled start of the school day.

## CANCELLATION / DELAYED OPENING / EARLY DISMISSAL OF SCHOOL

When bad weather conditions are present, parents and teachers will be advised of a late opening, early dismissal or cancellation via Parent Square. Parent Square is our Parent Communication System. Please make sure you have signed up to receive our school messages. It is crucial for you to always keep an updated phone number and email on file. On delayed opening days, all morning classes will begin 2 hours after the normal starting time (this will be at **10:30 A.M.** for Prendergast School), and the bus runs will be made 2 hours later than usual. Bus runs will be delayed for 2 hours and



your child's bus will arrive about 2 hours later than the usual pickup time, but they will always put students' safety first. Breakfast will not be served on a delayed opening. See the Time Schedule below for school times.

You may also find information on WTNH Channel 8, WFSB Channel 3, and radio stations WEZN 99.9FM, WTIC 1080AM/96.5FM, WICC 600AM and WELI 960AM.

## TIME SCHEDULE

Regular Day Schedule	Grades K-5	8:30 a.m. – 3:05 p.m.
Early Dismissal Schedule	Grades K-5	8:30 a.m. – 12:15 p.m.
Two Hour Delay Schedule	Grades K-5	10:30a.m. – 3:05 p.m.

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## TRANSPORTATION: BUS USAGE

- The daily A.M. and P.M. bus routine must be consistent all week. (Using different routines i.e. Monday, Wednesday, Friday to Grandmother's house and Tuesday, Thursday to home, IS NOT PERMITTED). This is to help ensure your child is on the proper bus daily.
- Children **cannot** use a different bus to visit a friend.
- Children will be dismissed on his/her proper bus daily unless a **written note** states otherwise.

The complete Board policy regarding transportation #3541 can be found at [www.anson.org](http://www.anson.org)

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand or change seats while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.

8. Passengers shall not eat or drink on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal and/or assistant principal and/or designee, the student passenger, and the parent(s) may be required.
2. The principal and/or assistant principal and/or designee may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

## **TRANSPORTATION: SAFETY COMPLAINTS / PROCEDURES**

All complaints concerning school transportation safety are to be made to the Business Manager at Central Office. A written record of all complaints will be maintained and an investigation of the allegations will take place.

## **ARRIVAL/DISMISSAL**

There are several concerns regarding the safety of students being dropped off at school in the morning and picked up in the afternoon. Please be aware of these safety regulations:

The lane in front of Prendergast School is designated **FOR SCHOOL BUSES ONLY**. Do not park or drop students off in this area. Parents should drop their children off at the doors at the side of Prendergast near the basketball courts.

### **Arrival**

- Parents who drop off students are to form a line of cars following the loop around the basketball court and side parking lot. Please do not line up before 8:10, as it prevents staff from entering the parking lot and we now have Pre-K drop off and they will also need access to the car line.
- Doors for walkers and bus students will open at 8:15..
- When you come to the end of the parking lot, you will now see a sign that states Pre-K drop off to the left and K-5 drop-off to the right. \*\*\*If you have both a pre-k student and a K-5 student(s), you

may bring your K-5 students to the pre-k drop off and walk them over to the main walker door after you drop off your Pre-K student.

- Cars are to stay in line and drop off students along the sidewalk. Staff is present along the entire sidewalk and will let you know when it is safe to allow children out of the car.
- Please say goodbye to your child in your vehicle to reduce backing up traffic.
- PLEASE DO NOT DROP OFF YOUR CHILD & MAKE A U-TURN TO AVOID STAYING IN LINE.
- PLEASE DO NOT DROP OFF YOUR CHILD & BYPASS OTHER CARS WAITING TO DROP OFF.
- PLEASE DO NOT DROP OFF STUDENTS IN THE FRONT OF THE SCHOOL DURING ARRIVAL TIMES.
- The doors will close at 8:30AM. Parents will have to bring students to the main foyer to be admitted as late.

**DO NOT WALK YOUR CHILD INTO THE BUILDING USING THE FRONT DOORS.** The front entrance is for bus students.

## Dismissal

**Student Pick-up System** – The following procedures will be in place for the 2023-2024 school year:

We will be using the dismissal program, Pikmykid. Each student will be given a tag on their backpack. This tag will serve for both the purpose of carline pickup and bus dismissal. Parents will also receive a car tag for EACH child. Please be sure to display these cards in your front windshield when coming to pick up your child.

Please be sure to login to Pikmykid using the app and set your child's primary dismissal mode. If any changes for daily pickup need to be made, you will set the daily change through the app.

Each day at 2:55, all students (K-5) being picked up will be sent to the assigned walker area.

As you pull into the walker line, you will use the Pikmykid app to announce your arrival. A staff member will then virtually place you in carline order to pick up your child(ren).

Beginning at 2:57, staff members will walk the students to the cars, confirm the numbers match, open the doors and load the students into the vehicle as the vehicles enter the student loading area. (Parents must remain in their vehicles. If parents need to adjust straps or seat belts they should pull forward into a parking space or onto the street so as to not block traffic.)

If you do not have the number for your child, please see the staff member outside and they will place your student in the pickup cue.

If a different adult will be picking up your child(ren), please be sure to delegate the adult through the Pikmykid App. This will alert the school that you have given permission for an alternate adult to pick up your child.

## [Pikmykid Parent Resources](#)

Parents are not allowed to enter the school during dismissal.

Other Reminders:

- Parents should not begin to line up in the lane before 2:30 pm. We have Pre-K pick up and other staff members that may need to leave and exit the parking lot.

- Vehicles cannot park in the pick-up lane or turn around circle (turn around circle can be used to adjust booster seats etc.). Police will be monitoring and ticketing those who park in the fire lane.

-Parents must stay in the lane and should not attempt to go around other vehicles.

- If your child is being picked up by another family, you must delegate the adult through the Pikmykid app. It will also be helpful to send a note in with your child indicating your permission for them to be picked up by the other family and you must indicate the other family's pick-up number on the note.

## VISITORS TO SCHOOLS

In the event that you have to enter the building, visitors must show ID before entering the building. Once ID has been approved, visitors will report to the main office upon entering the building where they must sign in and receive a visitor's pass. This is for the protection of the children.

We will do our best to have a staff member meet you at the door if you are simply dropping off items or picking up.

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## INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Ansonia Public School assumes no liability from disputes arising from such contract.

When returning emergency forms please be sure to check yes or no on the health insurance question.

Payment of medical bills for students injured on school property or when engaged in school-sponsored activities shall be the responsibility of the parent or the student's insurance company.

### **Prendergast School is a Peanut-Free school**

30 minute lunch periods are provided daily. Children are expected to use good manners and show respect for others. Children are required to stay in seats and use "restaurant manners". They are expected to act in our lunchroom as they act at their table at home

Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers students a nutritionally balanced lunch daily. Free breakfast and lunch are available to all students.

Research studies show that increased breakfast participation is associated with better academic test scores, daily attendance and class participation. With this in mind, the Ansonia Board of Education has instituted a universal (free) breakfast program for the elementary schools.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

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## 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. The Ansonia Public Schools cannot be responsible for, nor can it ensure against damages or losses to personal property arising on school property and/or at school-sponsored activities and trips. Items having a value for one individual usually have an attractive appeal for others. Nevertheless, valuable items can disappear during the school day. Children should not bring valuable items to school.

Children are not allowed to bring toys and games to school unless specifically invited to do so by the classroom teacher. Items which are brought to school without the permission of the teacher will be taken away from the child and returned at the school's discretion. TOY GUNS ARE NOT ALLOWED IN SCHOOL UNDER ANY CIRCUMSTANCES.

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## ELECTRONIC DEVICES AND GAMES AND TOYS (including Cell-Phones)

Students are not permitted to possess such items as pagers, radios, MP3 players, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, unless prior written permission has been obtained from the principal or his/her designee. Children are not allowed to bring toys and games to school unless specifically invited to do so by the classroom teacher. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Conduct and Discipline Policy



# CELL PHONE USE

The use of cell phones during the academic day disrupts and interferes with the educational process. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used during school hours. Parents, upon appearing at school, will be given the confiscated devices. Repeated violations of this policy will result in more severe disciplinary action, which may include suspension. For further information please see Board policy 5131.81 available at [www.anson.org](http://www.anson.org).

## POSSESSION AND USE OF CELL PHONES AND/OR WEARABLE TECHNOLOGY

Students may possess privately owned technological devices including cell phones, iPads, iPods, tablets and other such devices with internet access not listed where the screen is under 11" in size and wearable technology. Except to the extent required by a student's Individualized Educational Plan and 504 plan and/or for other reasons approved in writing by the building principal, all students are prohibited from using privately owned technology devices during instructional time.

Students may bring cell phones and/or smart watches to school but must ensure that they are turned off or on silent mode and placed in a district issued cell phone locker upon entering class.

Students are prohibited from using cell phones, wearable technology, and similar devices in the school bathrooms.

In addition, the use of privately owned technology devices for an improper purpose is prohibited. Improper purposes include, but are not limited to:

1. Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
2. Gaining or seeking to gain unauthorized access to Board Technology Resources; • Damaging Board Technology Resources (including district provided pouches);
3. Accessing or attempting to access any material that is obscene or contains pornography;
4. Cyber bullying;
5. Using such device to violate any school rule, including the unauthorized recording, listening into, streaming, or broadcasting (photo/audio/video) of another individual without the permission of the individual or a school staff member, or
6. Taking any action prohibited by any Federal or State law.

School rules related to the use of cell phones, including but not limited to refusing to utilize district-issued cell phone pouches, follow directives to place their cell phones in the classroom collection

area and/or relinquish their cell phones to the administration, will receive appropriate disciplinary consequences of a progressive nature which may include the following:

First Offense: The administrator or designee takes the cell phone and holds it until the end of the school day.

Second Offense: The administrator or designee takes the cell phone and contacts the parent/guardian to discuss the incident and to schedule the retrieval of the phone. The student will also receive a detention after school

Third Offense: The student will be issued In-School Suspension (ISS) and the phone will be retrieved by the parent/guardian.

An accumulation of disciplinary infractions, included those related to cell phone misuse and defiance, may lead to suspension or possible expulsion if chronic non-compliance is evident.

#### Cell Phone Locker:

- Cell phone use by students is prohibited during the school day. In order to maximize learning, the district has purchased cell phone lockers. Each classroom in grades 3-5 will have a locker. Upon arrival at school, students will place their cell phone in the locker in an assigned space. Once all cell phones are in the locker, it will be locked and kept by the teacher. At the end of the day, cell phones will be returned.

## USE OF THE PHONE

Students are not allowed to use the telephone during the school day. If a student needs to contact a parent or guardian during the school day, a school administrator will grant permission for emergency calls to be made from the main office.

## Technology

Students will have access to ChromeBook laptops or Tablets in their classroom. Each student will be assigned a device to be used on a daily basis. The family acknowledges that the above mentioned device is the property of the Ansonia Public School System and agrees to the following terms and conditions.

- The device is to be used for academic use only.
- The family is responsible to replace the device due to malfunction by misuse, neglect, loss, or theft.



# VIDEO RECORDERS ON SCHOOL BUSES / SCHOOL CAMPUS

The district has installed video recording equipment on some school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration and bus company personnel. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas and hallways. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy.

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## REQUIRED STUDENT ATTIRE

The Ansonia Board of Education has instituted a required uniform attire policy for students in Grades K-12. Please refer to the policy #5132.1. It can also be accessed at this web address:

[https://resources.finalseite.net/images/v1569336786/ansonioorg/vzgcez0fjiiio6nxk19wo/Uniform\\_Dress\\_Code\\_51321.pdf](https://resources.finalseite.net/images/v1569336786/ansonioorg/vzgcez0fjiiio6nxk19wo/Uniform_Dress_Code_51321.pdf)

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## DANGEROUS INSTRUMENTS / WEAPONS

Children are not permitted to bring firearms, knives, boomerangs, slingshots, and other potentially dangerous items to school. Such items will be confiscated immediately and discipline consequences will be determined by the principal or assistant principal and/or designee. The complete Board policy #5131 can be found at [www.ansonio.org](http://www.ansonio.org).

## Possession, Use, Distribution or Sale of Tobacco, Alcohol, or Drugs

The possession or use of cigarettes, tobacco, vape pens, alcoholic beverages, inhalants or controlled substances by students, while at school or attending school sponsored events is expressly forbidden. Such items will be confiscated immediately and discipline consequences will be determined by the principal or assistant principal and/or designee.

## 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 locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. 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 interests of students and the 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. The complete Board Policy regarding search and seizure 5145.12(a) can be found at [www.anson.org](http://www.anson.org).

## CHILD ABUSE

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 Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive 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 the parents and appropriate social agencies in all cases.

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.

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## GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written

statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

## ASBESTOS

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. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

## FIRST AID / ACCIDENT

The school is responsible for the immediate first aid for those accidents and sudden illnesses which occur on school premises during school hours or during a school-sponsored activity, but it is not responsible for subsequent treatment. First aid is emergency treatment only and involves rendering assistance and temporary relief until the pupil can be taken home and the services of the family physician obtained. The school does not assume responsibility for the care of accidents and illnesses occurring at home; however, nurses will review such accidents and illnesses at the discretion of the principal.

## MEDICATION IN SCHOOL

No medication including over-the-counter medications such as aspirin, ibuprofen, acetaminophen, etc. shall be administered without the written authorization of a licensed physician, advanced practice registered nurse or physician assistant and the written authorization of a parent or guardian. Such authorization shall be submitted on the Ansonia Board of Education Medical Authorization Form H-12 (appendix B) or facsimile thereof.

**A child cannot bring medication into school; all medicines must be brought to school by an adult and received by the nurse or a principal or designee.**

## PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

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# PRENDERGAST SCHOOL HOMEWORK POLICY

Homework procedures are established by classroom and unified arts teachers. The following guidelines are in the new Homework policy #6154. All parents should be familiar with these procedures. If there are any questions, please refer to the [www.ansonio.org](http://www.ansonio.org) web site. Teachers will send home an explanation of their homework procedures.

## MAGNET SCHOOLS

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district

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# BEHAVIOR MANAGEMENT

The following is the Prendergast School Behavior Management Program. Our goal is to teach our children to accept responsibility for their behavior and that there are positive as well as negative consequences for that behavior. We believe that this program will create a climate which fosters self-esteem, respect for others and personal accountability.

## Prendergast School's 6 Pillars of Character

TRUSTWORTHY

RESPECT

RESPONSIBILITY

FAIRNESS

CARING

CITIZENSHIP

### REWARDS FOR:

#### Following school rules:

- § Special Privileges
- § Certificates
- § Positive Parent Contact
- § Class Awards
- § Special Achievement Awards

### CONSEQUENCES FOR:

#### Failure to follow school rules:

- § Verbal warning/apology when appropriate
- § Loss of privilege/Teacher Detention
- § Time-out in class (student may return to group when ready)
- § Time-out out of the classroom. Followed by a call or note from the teacher.
- § Phone call made to the parent by teacher and child.
- § Child sent to principal. Parents may be required to come to school for a conference or their child may be suspended from school.

#### Physical contact:

- § Severity will determine the consequence.

Any flagrant act of disrespect to others, use of obscenities or act of defiance will be dealt with immediately by the adults who are supervising.

PRENDERGAST SCHOOL PEOPLE TAKE PRIDE IN ALL THEY DO

# RULER

Prendergast School will be using the RULER approach as we help students understand their emotions. RULER is a systemic approach to Social Emotional Learning (SEL) developed by the Yale Center for Emotional Intelligence. Our staff, students and parents will be learning about RULER daily to help them in their day to day interactions with others.

RULER stands for:

Recognizing Emotions

Understanding Emotions

Labeling Emotions

Expressing Emotions

Regulating Emotions

Each day, teachers will do a short lesson on RULER which will help set the conditions for a classroom that will be ready to learn. As educators, we know that students cannot learn if they are overly excited, sad, anxious, worried, etc. RULER helps students and teachers recognize their emotions and then prepare to deal with them in a constructive way.

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## TEACHER DETENTION

A student may receive a detention monitored by a teacher for the following:

- Failure to complete daily assignments on a consistent basis.
- Failure to complete homework assignments.
- Failure to bring a note home from school.
- Disobeying classroom rules.
- Carrying electronic games or devices (iPods, phones, mp3 players etc.).

## AFTER SCHOOL DETENTION PROCEDURE

The following procedure is to be followed in regard to keeping children after school:

- 1) Parents will be given 24 hours notification before a child will be kept after school.
- 2) The form must be signed and returned to school.
- 3) If a child fails to return a form signed by a parent, a second form and/or phone call will be sent home informing parents that the child will be kept after school.
- 4) If a second form is not returned, the matter will be referred to the principal.

# IN-SCHOOL SUSPENSION PROGRAM

Prendergast School, with the approval of the Ansonia Board of Education, has instituted an In-School Suspension Program.

A student may be placed in In-School Suspension for the following reasons:

- Continuous or repeated disruption of the educational process
- Fighting, threatening, unnecessary physical contact, throwing snowballs at people and cars
- Cursing
- Defacing Prendergast School in any manner
- Violation of school rules

## IN-SCHOOL SUSPENSION PROCEDURES

- Students will enter in-school after a teacher has completed an assignment sheet.
- Students will not leave the room for supplies. Every supply that is needed, including a pencil sharpener, is in the in-school room.
- To leave for the bathroom, the student will sign out with the in-school monitor.
- Students will not talk to each other.
- Once an assignment has been completed, the in-school monitor will initial the assignment sheet.
- Students will be working AT ALL TIMES.

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## BULLYING

The Ansonia Board of Education (the "Board") is committed to creating and maintaining an educational environment within the Ansonia Public Schools (the "District") that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly

operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which:

- (1) causes physical or emotional harm to an individual;
- (2) places an individual in reasonable fear of physical or emotional harm; or
- (3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, 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 and 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.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and student shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

## HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.



# SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A grievance alleging sexual harassment by a student or staff member may be presented by a student and/or parent to the Title IX Coordinator, Mrs. Patricia Boyle, Director of Human Resources, 42 Grove St., Ansonia, CT. 06401 or by telephone at (203) 736-5095. Grievance forms are available from central office for this purpose. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

The Title IX Coordinator will investigate the grievance and issue a written report. If the complainant is not satisfied with the results of the investigation, s/he may appeal to the Superintendent. The Superintendent may conduct an investigation and will then respond to the grievance in writing.

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## FIELD TRIPS/ SPECIAL ACTIVITIES

Students who continually disrupt the educational process will not be allowed to participate in special activities, i.e. field trips, parties, special programs, etc.

When students go on field trips, and parents attend as chaperones, children are expected to stay in school for the remainder of the day, as instructional activities are still being taught. Parents should not be signing students out of school after a field trip.

Many teachers will ask parents or caregivers to volunteer to be chaperones for special trips. Please be aware that teachers will make every effort to allow all parents a chance at this honor, but depending on the amount of available chaperones, not all will be able to attend every field trip. This will be done on an individual basis and is up to the teacher's discretion.

Although field trips are an integral part of the academic program, they are offered as an extension to student learning. If it is determined that a child is unable to participate due to health or behavioral concerns, the child will attend a full in-school academic program.

A student with In-School or Out-of-School Suspension for fighting (in the building or on the way to or from school) may not be allowed to go on field trips. This will be for the half year in which the incident occurred.

## FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

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## BOARD OF EDUCATION POLICIES

*[NOTE: Some of the following policies have been condensed for space purposes. The entire policies are available in the Superintendent's Office at 42 Grove Street.]*

### NOTIFICATION OF RIGHTS UNDER FERPA

#### For Ansonia Public Schools

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) *The right to inspect and review the student's education records within 45 days of the day the Ansonia Public Schools*

*receives a request for access.*

Parents or eligible students should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.*

Parent or eligible students may ask Ansonia Public Schools to amend the record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Ansonia Public Schools decides not to amend the record as requested by the parent or eligible student, Ansonia Public Schools will notify the parent or eligible student of the decisions and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Ansonia Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Ansonia Board of Education; a person or company with whom Ansonia Public Schools has contracted to perform a special tasks such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. Upon request, Ansonia Public School discloses

education records with consent to officials of another school district in which a student seeks or intends to enroll.

(4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ansonia Public Schools to comply with the requirements of FERPA.* The name and address of the office that administers FERPA is: Family Compliance Office

U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

NOTE: *As of October 30, 2009, Federal law states that schools must provide to military recruiters, with the consent of parent or student, the same student information that they provide to colleges and employers ("directory information"), unless we receive written objection by parent/guardian. This information includes list of names and contact information for students seventeen years and older.*

## NOTICE OF NONDISCRIMINATION

In compliance with Title VI and Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1987, and other pertinent state and federal statutes, the Ansonia Board of Education adopts the following policy of nondiscrimination.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ansonia Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, religious creed, sex, age, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in its programs and activities.

The following vocational programs are offered:

- Technology Education I, II and III, Technical Drafting, Computer Aided Drafting I and II, and Graphic Arts.
- Business Mathematics, Business Computer Applications, Accounting I, Business Law, Computer Applications, Consumer Economics, Economics, Workplace Awareness and Entrepreneurship.

### SECTION 504 OF THE REHABILITATION ACT OF 1973 TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 504 and Title II prohibit discrimination on the basis of disability. The Board is committed to providing an educational environment free from discrimination and harassment.

A student may be eligible for accommodations under Section 504 if the student has a physical or mental impairment which substantially limits one or more major life activities. A student with a qualifying disability under Section 504 must receive those accommodations, modifications, and/or services which are needed to ensure that the student receives an educational opportunity equal to that afforded to non-disabled

students. Either parents/guardians or school personnel may refer a student for determination of eligibility under Section 504.

Any person with a complaint concerning discrimination with regards to services or facilities under Section 504 may file a grievance with the Board's Section 504 Coordinator. Grievance forms are available from central office for this purpose. The person submitting the grievance must include: the name(s) of person(s) or group making the complaint; whether the person(s) represents an individual or group; whether the person(s) making the complaint has discussed the problem with the site administrator; and a summary of the complaint and a suggested solution(s). The Section 504 Coordinator will have ten (10) school days to mail a reply to the complainant. If the complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within ten (10) business days, the complainant may request an impartial due process hearing to review the complaint.

The Board shall not coerce, intimidate, threaten, retaliate against or interfere with any person who attempts to assert a right protected by the above law and will cooperate with investigating and enforcement proceedings under Section 504, as well as the ADA, Title IX and Title VI.

Any person having inquiries concerning the Board's compliance with the regulations implementing Section 504 is directed to contact the Board's Section 504 Coordinator

Stefanie Savo , Director of Special Services  
42 Grove Street, Ansonia, CT 06401  
(203) 736-5095