Region 15 Elementary Handbook

2026-2027

Elementary School Handbook Table of Contents

Contact Information Phone / Emails / Website	3	**Emergency Drills**	10
School Security Visitors / Visitor Aware	3	**Video / Photo Release**	10
School Hours Regular / Delayed / Dismissal / BAS School Schedule Notifications	4	**Transportation** Bus Regulations & Guidelines / Alternative Transportation Request	11
Curriculum	5	**Health Services** Illness / Medications at School / Allergies / Sunscreen / Medical Appointment / Lice / Recess and Physical Education / Student Accident Insurance / Tuberculosis / Health Screenings	14
Standards Based Progress Reports	5	**Attendance** Student Illness and Attendance / Truancy / Tardiness / Early Dismissal / Attendance Procedures / Make up work / Trips During School / Retention	17
Field Trips	6	**Food** Lunch Program / In Classrooms	20
Special Education Resources Homebound Instruction, Speech/Language, Psychological/Counseling/Pre-School, OT/PT, Health Services	7	**Lost and Found**	22
Homework	8	**Legal Custody**	22
Dress Code Guidelines	9	**Visits to the School** Contacting Teachers & Students / School Visitor / Observing Students and Programs	22
Cell Phones & Connected Devices	9	**FERPA Student Records**	23
Toys / Electronic Devices	10	**School Climate** Expectations / Report Suspected Bullying Behavior / Sexual Discrimination & Harassment / Section 504 Notice / Notice of Non-Discrimination / Complaint Procedures	25
Birthday Party Invitations	10	**Green Cleaning Program**	28

ADDENDUM: Calendar, Reason for Absence Note, Transportation / Parking Specific to Each School

CONTACTING US

Gainfield Elementary School: (203) 264-5312 / GESoffice@Region15.org
Long Meadow Elementary School: (203) 758-1144 / LMESoffice@region15.org
Middlebury Elementary School: (203) 758- 2401 / MESoffice@region15.org
Pomperaug Elementary School: (203) 264-8283 / PESoffice@region15.org

SCHOOL WEBSITES

Gainfield Elementary School: *http://ges.region15.org*
Long Meadow Elementary School: *http://lmes.region15.org*
Middlebury Elementary School: *http://mes.region15.org*
Pomperaug Elementary School: *http://pes.region15.org*

ELEMENTARY STAFF SCHOOL EMAIL

All teachers have a Region 15 email account. A searchable listing of all email addresses may be accessed from our web page.

Region 15 is committed to open and ongoing communication with parents and the community. Email is an efficient means to this end. Please be aware that employees may not always have immediate access to their email and, at times, messages may be inadvertently blocked by our spam filter. As always, you may call by phone to speak with a Region 15 employee. Finally, please note that email may not be monitored when school is not in session.

VISITORS

Upon arrival, all visitors must report directly to the main office of the school. All visitors are required to scan their drivers license as part of this process. This system will track visitors, volunteers and vendors who come in and out of our schools. Following the sign-in process a visitor badge is printed and must be worn at all times while on school property.

- All visitors may only enter the school through the front door and must be buzzed into the building.
- All visitors must present photo identification and receive a visitor's pass.
- Under no circumstances may a parent or visitor enter a classroom without prior approval.
- Prior to leaving the school, all visitors must visit the front office and sign-out.
- Parents picking up students at dismissal time must remain in the designated pick up area and not enter the building.

To ensure the safety of our students and staff, security provisions are constantly reviewed and updated. Please see the description of the Board policy "Visits to School: Contacting of Teachers and Students in School" for related information.

SCHOOL HOURS

REGULAR SCHOOL DAY SCHEDULE

8:50 am ..... Student Drop Off Begins
9:00 am.....School Day Begins
9:05 am……..……..Student Marked as Tardy
3:30 pm .....Student Pick Up Begins

- **Regular School Day** – Used daily throughout the school year.

- **2 Hour Delay/ 3 Hour Delay** – Used in the event of an emergency such as inclement weather.

- **Planned Early Dismissal (1:00pm)** – May be scheduled on the school calendar for events like parent conferences or teacher in-service days.

- **Emergency Early Dismissal (12:05pm)** - This schedule will be used for emergencies like inclement winter weather when road conditions are unsafe as well as Heat Index Early Dismissals. The superintendent may need to use this schedule out of concern for the safety and welfare of students due to extreme heat. PLEASE NOTE: Lunch is not served on Emergency Early Dismissal Days.

When an unanticipated change is made to the school schedule, it is announced through the following means:

- **Emergency Phone Call System:** This system will call your emergency contact numbers and provide you with a pre-recorded message about the schedule change.
- **ParentSquare**
- **District Website (www.region15.org)**: The banner on Region15.org is one of the first places that schedule changes are posted.
- **Radio/TV Stations:** Information is also posted on many of the state's radio and television stations.

CURRICULUM

Region 15 is deeply committed to continuously strengthening our curriculum and instruction to ensure all students receive a rich, diverse, and rigorous academic program. We promote a balanced education that meets students' intellectual, social, and personal needs, fostering a lifelong love of learning. Our ultimate goal is to prepare students to be thoughtful, active citizens who thrive and lead in a multicultural, rapidly changing world.

Our curriculum is a living, evolving framework. Through continuous review and alignment with state and national standards, we ensure a seamless academic progression across all grade levels. Regular, collaborative communication across our classrooms and our schools strengthens instructional consistency, empowering our teachers to deliver powerful learning experiences that maximize student performance.

Teachers take an active role in curriculum planning, implementation, and progress monitoring. At the heart of Region 15's success is a standard- and concept-based curriculum paired with high-quality instruction and meaningful assessments.

Our K-12 curriculum teams actively support the articulation, development, implementation, and continuous evaluation of our programs. These teams build a robust "knowledge network" within our schools and across the broader community.

Additional information regarding our curriculum can be found on the Region 15 website.

STANDARDS BASED PROGRESS REPORT

Region 15 utilizes a Standards-Based Progress Report to communicate detailed information about your child's progress in all subject areas and in the area of social and behavioral development. The Progress Report is distributed three times a year with the exception of kindergarten, which is distributed twice annually.

The Progress Report provides information about performance in relation to the curriculum standards in each subject area. Progress is assessed using a variety of measures. The degree to which your child is meeting the expectations for the end of each trimester is noted using the code of 3, 2, or 1. The teacher comments provide information about the next level of learning for your child.

3	2	1	NA
Student consistently demonstrates the skill, knowledge, or habit.	Student is in the process of developing the skill, knowledge, or habit.	Student is at the beginning stage of understanding the skill, knowledge, or habit.	The content standard is not addressed

*The Progress Report reflects any modifications or accommodations in grading, course content or student expectations specified by a 504 Accommodation Plan or an Individualized Education Plan (IEP). On traditional report cards, a child receives one grade for math, reading and so on. On a standards-based Progress Report, each subject area is divided into a list of skills and knowledge that students are responsible for learning. Student performance is evaluated for each standard.

We recognize that a child's behavior can have an impact upon his or her learning, and that school programs must teach and support the development of learning behaviors and citizenship. Information about behaviors and citizenship is provided in a separate section of the progress report. Performance in these areas is not factored into academic grades.

Your child's teacher will review their overall performance at the end of the school year and communicate whether or not your child has met the curriculum expectations in Reading, Writing and Mathematics.

FIELD TRIPS

Throughout the year students at each grade level attend various field trips to supplement our educational program. These trips are usually closely aligned with units of study. The trips provide an experience that is impossible to duplicate in school. Guidelines for these trips have been established and will be shared before each trip.

General guidelines are:

- A limited number of chaperones are needed for each trip. It is the responsibility of the classroom teacher to choose those staff or parents who will attend the trip.
- No parents can participate with the trip unless they are designated as a chaperone.
- These trips are integral to our educational program and must remain under the control of the teacher at all times.
- If your child is going to need medication during the field trip, YOU must contact the school nurse one week in advance of the trip to make arrangements.

- Please make sure that your child does not bring anything of value on a field trip such as electronic devices and only a reasonable amount of spending money.
- The school and district is relieved of any responsibility for damage or loss to the student's personal property.
- Financial support is available. Parents requesting funds should contact the building principal, the classroom teacher, or the school counselor.
- All school rules are enforced during a field trip including use of electronic devices.

SPECIAL EDUCATION RESOURCES

The Student Services Department serves students with special needs and consists of a Director and Assistant Director, secretaries, para-professionals and certified staff members including Special Education Teachers, Speech/Language Pathologists, School Psychologists and Counselors, Occupational Therapists, Physical Therapists, Social Workers, and Board Certified Behavior Analysts.

When recommended by the Planning and Placement Team, special education instruction and related services are provided to students, at all grade levels, by certified and/or licensed professional staff members. Programs for special-need students are designed to encourage participation in the regular school program whenever possible (least restrictive environment).

Homebound Instruction

Homebound instruction is available to students who are absent from school for 10 consecutive days weeks or more (due to a health condition) may receive homebound instruction. Appropriate documentation, including a physician note, is required. Homebound instruction may also be recommended through the Planning and Placement Team process. Please contact your child's school for more information and the Homebound Request packet.

Speech/Language Services

Students demonstrating a communication disorder which adversely affects his or her educational performance are provided service in either individual and/or small group settings through the Planning and Placement Team process. The Speech and Language Pathologist in each building works closely with classroom teachers and other staff involved with the student in an effort to facilitate communication skills and promote academic success.

Psychological & Counseling Services

Every school in the Region has both a School Psychologist and at least one School Counselor who are active members of the PPT. The district also employs BCBAs and two school social workers. Individual and/or group counseling is provided by them based on the individual student's needs. School Psychologists are also instrumental in the evaluation and diagnosis of

students with disabilities. These staff members also work as the liaison between the school and other community agencies working with the students and their families.

Pre-School

A Pre-Primary Learning Center is available for students from 3-6 years of age who have been identified through the Planning and Placement Team process. These students have developmental delays (intellectual, physical, social, emotional, or language) which will significantly impair their progress and adjustment in school. The children are given special instruction in order to develop their cognitive, perceptual, speech and language skills, as well as their self-help, social skills, and fine/gross motor coordination. Spots for typical peers are available for a fee. Please contact Student Services for more information.

Occupational & Physical Therapy

Some students with disabilities may require physical and/or occupational therapy services to enable them to benefit from their special education program that has been identified through the Planning and Placement Team process. These therapies are provided by fully-trained and licensed physical and/or occupational therapists. A prescription specifically written for each student must be approved by the student's attending physician before these services can be provided as well as recommended through the Planning and Placement Team process.

Health Services

The Health Offices in Region 15 are supervised by Registered Nurses who are the primary health care providers in the schools. The school nurse provides care for a student with emergency injuries and illnesses. If further care is required, the student is sent home and/or referred to their personal physicians. The school nurse also provides nursing care for students with special health care needs while at school, conducts state-mandated health screenings, monitors and provides appropriate nursing interventions for communicable diseases and maintains health information on all students in the school.

HOMEWORK

Homework is an important part of the instructional program. Although the classroom remains as the primary instructional center of our schools, homework assignments that are carefully planned, completed and corrected can have significant positive effects on learning. Homework assignments are designed to reinforce skills and concepts that have been taught in the classroom. No instruction should be necessary from parents. However, parents can support homework in the following ways: Ongoing independent reading is among the most important homework assignments your child can complete. Provide a quiet area, free of distractions and insist homework be done early, before your child becomes tired. Check homework daily to ensure it is complete and well done and offer assistance as needed. Let the teacher know of any special problems your child encountered.

In addition to formal homework, all students should spend 15 to 30 minutes daily reading for recreation. The full Board policy, Homework, may be read by clicking on “Board Policies” on the school website.

DRESS CODE GUIDELINES

A student's appearance has a direct impact on an individual’s pride and consequently, on academic behavior. Poor hygiene can be a health hazard to the individual and the rest of the class. Therefore, we encourage parents to play a strong role in deciding how their children dress and in ensuring that they are neat and clean whenever they come to school. Children may not wear any clothing that may be disruptive to the educational process. The following are examples of attire that may not be worn in the school during the academic school day or at school activities:

1. Attire or accessories that contain disruptive messages, obscene writing, or inappropriate pictures.
2. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco/nicotine products, weapons, or alcoholic beverages.
3. Clothing that is overly revealing, considering the age of the student (e.g. very short shorts, midriffs, and spaghetti straps).
4. Other attire or accessories that depict vulgar, illegal, racial, sexist, or other discriminatory viewpoints that could contribute to a hostile learning environment for students.
5. Shoes that are not safe including flip flops.

The full Board policy, Student Dress and Grooming, may be read by clicking on “Board Policies” on the school website.

CELL PHONES & CONNECTED DEVICES

Students are not allowed to access cell phones or connected devices, such as smart watches, while in school. If it is imperative for a child to have a device for after school purposes, it must remain in the child’s backpack and turned off. It is the responsibility of the parent to explain this to the child. If the device is taken out and/or used during the day it will be confiscated by staff and a parent will have to come to school to get it back. If a student has a watch on, it is expected that it will only function as a watch and not as a connected device. See below for more information about connected devices.

The school is not responsible for lost or damaged cell phones/devices.

TOYS AND ELECTRONIC/CONNECTED DEVICES

In general, toys should not be brought to school since they are often disruptive and the school board cannot be responsible if toys are broken or lost.

- Trading cards and similar items should be kept at home.
- Toys that can present a danger to self or others such as skateboards, baseballs and bats are not allowed in school under any circumstances.
- Only soft, nerf-type sports equipment is allowed; other sports equipment must get approval before use.
- If a student misuses any electronic device as defined in our Region 15 Appropriate Use of Technology contract, they will be asked to put it away or to turn it over to the teacher or administrator if the use is repeated. If you have any questions or would like to request a special exception for your student, please reach out to your building principal.

The school is not responsible for lost or broken toys/electronics.

BIRTHDAY PARTY INVITATIONS

Thank you for being sensitive to the fact that children left out of invitations have hurt feelings. Birthday invitations may not be distributed at school. It is also the Board of Education policy that we cannot provide addresses and/or phone numbers of students.

SCHOOL SECURITY AND SAFETY

Region 15 elementary schools have developed and implemented a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Our elementary schools, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan.

Our schools have developed, in coordination with the District, and maintains, an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

FIRE DRILLS AND EMERGENCY RESPONSE DRILLS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will

incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. The signal for a fire drill is a constant noise on speakers. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Local law enforcement and other local public safety officials can evaluate and provide feedback on fire drills and crisis response drills. (The full Board policy, Fire Drills, may be read by clicking on “Board Policies” on the school website.)

VIDEO/PHOTO RELEASE

Videotapes, photographs, and audiotapes are sometimes used in school to record and capture special events and/or the work of students and staff. These videotapes, photographs and audiotapes, in whole or in part, may be used publicly (on Region 15’s website, in newsletters, on cable TV, on social media platforms, etc.) for communication purposes and to showcase our schools. If you do not want your child to be photographed or identified in any materials that may be viewed publicly, please contact the building principal immediately in writing. Given concerns over student and staff privacy, legal rights and potential disruption to the instructional process, students are not permitted to record (video and/or audio) other students, staff members or other persons on school property during the instructional day except as authorized by a staff member as part of a school-sponsored activity.

TRANSPORTATION

REGULATIONS & GUIDELINES FOR STUDENT BEHAVIOR ON SCHOOL BUSES

Consistent compliance with these rules, regulations and guidelines will encourage safe and satisfactory operation of our transportation system. These rules can be found on the district website at bit.ly/3Y0CbdS.

Board of Education Bus Rules

The Bus Driver

1. The driver is, at all times, in charge of the bus and all pupils riding therein while the pupils are being transported to and from school. If needed or desirable, the bus driver has the authority to assign students to specific seats. He/she is required to enforce all rules and regulations adopted by school authorities for the conduct of pupils on the bus.
2. Under no circumstances will a bus driver leave the bus unattended while students are on the bus.
3. Any pupil who violates bus rules will be reported to the school principal by the bus driver. Should a serious disruption occur on the regular bus route, the driver may return to the school and make a report to the school principal or the person in authority. Under no

circumstances will a pupil be discharged from the bus other than at his/her assigned stop or at the school.

4. There is to be no smoking, including smoking using an electronic delivery system (e.g. e-cigarettes) or vapor products with or without nicotine by bus drivers on the school buses or school property.

The Students

1. Pupils must remain seated while the bus is in motion. When the bus is stopped, pupils may change seats only with the permission of the bus driver.
2. Conduct on the bus should be substantially the same as in the classroom.
3. No indecent or profane language is permitted on the bus. Rowdyism and loud talking are not allowed.
4. Food shall not be permitted on the bus.
5. Unnecessary talking with the bus driver is prohibited.
6. Throwing any object on the bus is specifically prohibited.
7. Pupils must not extend their arms or heads out of the bus windows.
8. Bus windows shall not be opened without the consent of the bus driver.
9. Pupils shall assist in keeping the bus clean, sanitary, orderly, and shall refrain from abusing the bus, its cushions, or other equipment.
10. When entering or leaving the bus, pupils shall avoid crowding or in any way disturbing others.
11. No pupil shall leave the bus, except at his/her designated stop, without permission from proper school authorities.
12. Pupils shall only enter and leave the bus by the front door except in the case of an emergency.
13. Pupils must be on time, and at all times, cooperate in keeping the bus on schedule.
14. After exiting, pupils shall not cross in front of the bus until signaled to do so by the driver.
15. When seated, pupils must, at all times, keep their feet out of the aisles of the bus.
16. Pupils may not change buses except for extraordinary, essential, reasons. Such requests must be in writing by the parent and signed by the administration in advance. This signed request will then be given to the bus driver.
17. Students must stand ten feet off the road where the school bus stops.
18. Students must not walk toward the bus until it stops completely.
19. Students will only be picked up at designated stops.
20. There is to be no smoking, including smoking using an electronic delivery system (e.g. e-cigarettes) or vapor products with or without nicotine by students on the school buses or school property.
21. The Appropriate Use of Technology policy applies to the bus as well as in school and students are expected to keep any electronic devices stowed away while on the bus. Any use of phone, chromebooks, or other devices will result in a violation of the rules and result in a possible consequence.

Sanctions

1. Any pupil who violates any of the above regulations will be immediately reported to the principal by the bus driver.
2. Upon receipt of the notice of violation, and after verification, the principal shall notify the pupils' parents.
3. Pupils who commit violations may be forbidden by the school principal, either temporarily or permanently from riding the bus to school. Parents will then have the full responsibility for ensuring that pupils arrive on time.
4. Any students who inflicts damage on the bus will be held financially responsible for the cost of that damage.

Waiting for and Boarding School Buses

1. Children should be at the bus stop on time and should start early enough so that running to catch the bus is unnecessary. If the child has to walk to a bus stop where there are no sidewalks, he/she should walk facing the cars.
2. While at the bus stop, children should stand and wait in safe areas, not running into, or playing in the streets. They should not push, shove, fight, or engage in other disorderly behavior. Private property at the bus stop should be respected.
3. As a bus approaches, children should form a line and wait until the bus comes to a full stop before boarding. Unless special seats are assigned by the driver or principal, pupils should sit in the nearest seat available upon entering the bus and move toward the window to allow others to sit in the seat.
4. Parents or guardians are not permitted on the bus at any time.

Leaving the Bus and Going Home

1. Crossing the road is the most dangerous time. Traffic should stop but DON'T depend on it.
2. Pupils should get off promptly as soon as the bus comes to a full stop. They shall cross in FRONT of the bus away from the bumper so that they can be seen by the driver. The children should stop and wait until the driver gives the signal to cross, then DOUBLE CHECK both ways themselves, to make sure. They should walk across quickly and not stop, run, or turn back. If something is dropped, they should leave it until they get an adult to help pick it up. If pupils have to walk beside the bus after getting off, they should keep well away from it. If they can touch the side of the bus, they are TOO CLOSE.

A Message from the Superintendent of Schools

Dear Parents:

The operation of a school bus, especially over our local roads is a difficult task which requires care and concentration. Nothing should occur on a bus which distracts the driver from his or her prime role, which is to operate the vehicle safely. Consequently, the school bus guidelines have

been designated in such a way as to describe exactly the kind of behavior that is expected of students and to impose penalties when a student does not meet the standards. The schools, the bus company employees, and parents must work together to guarantee safe transportation. We ask each parent to review the bus rules with his or her child. All of us have a stake in bus safety, and we thank you for your help.

Mr. Joshua Smith
Superintendent of Schools

ALTERNATIVE TRANSPORTATION REQUEST

Under normal circumstances, Region #15 arranges to have your child picked up and dropped off at a location near his or her house. In some instances, however, we recognize that parents may desire to have a child picked up and dropped off at a babysitter or a daycare facility. It is not the responsibility of Region #15 to provide this transportation. However, when the babysitter or daycare facility is within the attendance area of the elementary school, and when transportation can be arranged at no additional cost to the Region, we will attempt to provide this transportation. If you wish to have your child picked up or dropped off somewhere other than their regular bus stop, you must complete and submit a transportation form which is available from the school and must be submitted to the school secretary at least 5 days before the requested change takes place. A copy of the form is available in the main office, or may be downloaded from our web site. All special requests must be location consistent for five consecutive days.

HEALTH SERVICES

The Health Office at our Elementary Schools is planned to provide care for emergency injuries and sickness, to educate the students in the field of good health habits, to prevent and control communicable diseases, to provide general health examinations and services, and to work with parents and teachers to provide a healthful physical and emotional environment for all students. The Health Office is supervised by a registered nurse and equipped to provide emergency care for injuries and sickness that occur at school. If further care or treatment is required, the parent is called and the child is sent home or to a doctor. Injuries incurred at home should be seen by a physician. Physical examinations are required for new entrants into kindergarten and all other students new to the region from out of state or country. The State of Connecticut has specified certain immunizations and screenings that must be complete in order to attend school. These items are noted with an asterisk on the blue physical form sent home to you. The full Board policies, Physical Assessments and Students Immunizations, may be read by clicking on “Board Policies” on the school website.

ILLNESS

Children who are ill or show signs of becoming ill should not be sent to school. Your child cannot perform his or her best when ill and we do not want to spread those germs to others. If a child becomes ill at school, parents will be notified and should provide immediate transportation.

Parents should ensure that the nurse's office has current emergency data for accident or illness in case there is no one at home. Please call the Health Office each day that your child is being kept home. Children with a fever of 100 degrees or higher, who are vomiting or have diarrhea must stay home 24 hours, medication free, after the duration of the illness. Emergency data forms will be sent home every year for updating. Please notify the nurse of subsequent changes. Whenever your child will miss school due to illness you must call the attendance line at your school by 9:00 am.

MEDICATIONS AT SCHOOL

Parents must make arrangements with the nurse if it is necessary for a child to have medication during school hours. All medications must be brought to school by the parent or other responsible adult and they must be in the original prescription container. A special form that requires a parental signature and physician's orders and signature, must be completed and filed in the Health Office before any medication can be administered to the student. This includes non-prescription medications such as cough medication. No more than a 45 school day supply of medication for a student shall be stored in school. If your child is on medication during the school day and is going to need medication during a field trip you must contact the school nurse one week in advance of the trip to make arrangements. Students may only carry their own medications when their doctor's order is written that they may do so. New medication orders must be written for each school year. (The full Board policy, Administration of Medications by School Personnel, may be read by clicking on "Board Policies" on the district's website www.region15.org.)

ALLERGIES

Region 15 has a Food Allergy Management Plan as mandated by the State of Connecticut, due to the increasing number and severity of food allergies in children. This plan outlines information for the student with a life threatening food allergy, as well as guidance for their parents/guardians, teachers, nurses, and others who will interact with the student. If you would like a copy of this plan, please contact the school nurse. In order to maintain a safe and healthy environment for all students, only non-food items can be used for incentives, rewards, and celebrations. The following are some ideas for parents wishing to send in something for their child's birthday: donate a book in the child's name to the classroom library, stickers, pencils, bookmarks, erasers.

SUNSCREEN

Effective July 1, 2019, any child aged 6 or older can have and self-apply sunscreen as long as there is written parent permission. Due to the potential for allergens in the sunscreen or slippery surfaces, the school health office is the designated location for sunscreen application.

MEDICAL APPOINTMENTS

Pupil medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school.

LICE

Region 15 has a NO NIT/NO LICE policy. If your child has lice or nits, please notify the Health Office. Your child will need to be picked up from school if the lice/nits are found in your child's head. They should not return to school and are not able to ride the bus until all nits/lice are removed and the child is cleared by the nurse.

RECESS AND PHYSICAL EDUCATION

Children are expected to come to school properly clothed for weather conditions. Whenever possible, students will go outdoors for recess each day. For an excused absence from physical education for more than two consecutive periods during the school year, a doctor's excuse, in writing, is necessary. If the doctor's written excuse states "until further notice" a second written note from the doctor is required for re-entry to physical education classes.

TUBERCULOSIS

New State of Connecticut regulations state that a student may be required to have a TB test under the following circumstances: If a student has traveled to a high-risk country, stayed for at least a week with substantial contact with a high-risk population. or if a student has had substantial contact with someone from a high risk country, or if a student has had contact with someone suspected of having TB or if a student had contact with anyone who has been in a homeless shelter, jail, prison, uses illegal drugs, or has an HIV infection. Before you travel to a country which may present a high risk of TB, you may wish to contact our school nurse, to determine if your child will need to have a TB test before being able to resume their program at school.

SCREENINGS

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

Annual Vision screenings - Grades 1 - 6 inclusive, and grade 9
Audiometric screenings - Grades 1 - 3 inclusive, grades 5 & 8
Postural screenings - Grades 5 - 9 inclusive

STUDENT ILLNESS AND ATTENDANCE

Children who are ill or show signs of becoming ill should not be sent to school. Contact the student health office at your child's school regarding any additional questions and/or questions regarding other infectious conditions not listed below. Although your child's presence in school is important, returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

Guidelines for when your child should not attend school and for when they can return:

- Fever 100° or Above - keep your child home until their fever has been gone for 24 hours without the use of fever-reducing medications
- Vomiting and/or Diarrhea - keep them home for 24 hours after the last incident
- Strep Throat: 24 hours after the first dose of antibiotics; fever-free for 24 hours, and feeling well enough to participate in school.
- Conjunctivitis (aka Pink Eye): Antibiotic treatment for 24 hours or three doses and no drainage from the eye.
- Students with the following illnesses are not permitted to ride the bus or return to school until cleared by the school nurse:
    - Lice: Appropriate treatment must be completed. A no-nit policy is enforced. Call the school nurse for the Region 15 guidelines before returning to school.
    - Impetigo: Treatment for 24 hours with the affected area covered.
    - Varicella (aka Chicken Pox): Until the last eruption has crusted over.

ATTENDANCE AND TRUANCY

Connecticut General Statute 10-184 states that, “Subject to the provisions of this section and section 10-15c, each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.”

Regular attendance is important to your child’s success in school. If your child is going to be absent, please call the attendance line to leave a message informing the school of the reason for your child’s absence.

Failure to inform the school of your child’s absence will result in a call to verify your child’s whereabouts. Without a reason for your child’s absence, or if the reason is not excused as described below, your child’s absence will be recorded as unexcused. Four or more unexcused absences per month or ten or more unexcused absences per year will result in an intervention by school personnel, including a meeting with the parents and possible referral to our attendance board.

The State of Connecticut has developed new guidelines for schools which are designed to more closely monitor and document student attendance and absences. Board of Education policy, based upon these State regulations, requires a written, signed parent explanation for each incidence of absence. An incidence of absence is a single group of absences such as a day out for illness or four days for an illness.

A written note must be received within ten days of the absence. This note must contain a reason for the absence and a parent/guardian signature. Emails are not acceptable as they do not contain a formal signature. A form is available on the school's website.

Upon returning to school, your child will be expected to arrange with his/her teacher(s) to make up any work that has been missed. If your child is absent from school for at least three (3) consecutive days, you may call the school to request work, which shall be made available for pick up at the main office.

Tardiness: Punctual attendance is important, and parents and guardians are responsible for assuring that students arrive to school on time. Students arriving late to school will need to be signed-in at the main office by an adult. For safety reasons, we cannot have unescorted children entering the building and signing themselves in to school. We will be monitoring late arrivals closely and tardiness will be reflected on attendance records. A pattern of tardiness will not be accepted, and school personnel will take appropriate actions in such cases.

Early Dismissal: Except for illness or emergency situations, students are expected to be in school for the entire day. Students who must leave early are requested to have a signed note giving them parental permission. The student should present this note to the teacher in the morning. Parents must go to the office and sign out students who are leaving early. Parents or guardians must take responsibility for the student's safe transportation home. We will be monitoring early pick-ups closely and it will be reflected on attendance records. Students leaving early will have it reflected on their attendance record. (The full Board policy, Attendance and Truancy, may be read by clicking on "Board Policies" on the school website.) See the table on page 18 for more information.

REGION 15 ELEMENTARY SCHOOLS' ATTENDANCE PROCEDURES

Tardy	**Dismissed Early**	**Attended Not Credited**	**Absent**	**Excused vs. Unexcused**
Arrives after 9:10 AM and before 12:20 PM But present at least 3 hours, 30 minutes Note: Students are not marked Tardy if their bus arrives late.	Leaves after 12:10 PM But present at least 3 hours, 30 minutes (No records kept if a student leaves between 3:25 and 3:40)	Comes to school but attends less than a total of 3 hours and 20 minutes Ex. Goes home sick before 12:10 PM	Does not report to school all day	<u>Absence 1-9</u>: Any reason that the student's parent or guardian approves. <u>Absence 10+</u>: *Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length). *Observance of a religious holiday. *Death in the family or other emergencies beyond the control of the student's family. *Mandated court appearance (documentation required). *The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). *Extraordinary educational opportunities (pre-approved by admin)

MAKE-UP WORK (For procedures related to Trips see Section below):

It is the responsibility of parents to ensure their child attends school except when too ill or in those specific situations defined by State of Connecticut law and Board of Education policy-See Table Above. It is expected that students will make up essential work missed during illnesses or absences: If a student is absent for one or two days then makeup work will be given to the

student by the teacher upon his/her return to school If a student is absent for at least three consecutive days, parents may call the school to request work, which shall be available for pick up at the school office All makeup work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make up work must be completed within one week upon return to school.

TRIPS DURING SCHOOL

We strongly urge you to plan trips around the school vacation schedule. No matter what make-up work is done, you cannot duplicate the classroom experience that is lost. It is impossible to replace the instruction, discussions and activities, which take place. Some students experience much difficulty catching up with their class when they return.

If you find that you have no option but to take your child out of school for an extended period you must:

- Notify, in writing, the principal before you make arrangements for a trip.
- Absent days will be marked excused or unexcused based on the information on the above attendance procedures.
- The teacher will NOT give work to a child before the trip. Upon your return, your child will receive missed assignments.
- All make-up work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make-up work must be completed within one week upon return to school.

RETENTION

It is the policy of the Region 15 Board of Education that the decision regarding the placement, promotion, or retention of each student in grades kindergarten to 12 will be consistent with his/her academic progress, mental development, social adjustment in relation to peers, physical well-being, and general emotional stability. For more information, See Region 15 Board of Education Policy #P5123.

Region 15 Food Services

Food Service Daily Menus

Menus can be easily accessed online through the Region 15 Food Services Page

Food Services Payment Options

Payments Options: Families may pay for meals purchased in the cafeteria through MySchoolBucks or through a check deposited to your student's account.

MySchoolBucks

For your convenience, an easy online payment system is offered to fund and view your student's meal account at **MySchoolBucks.** Each family can create an account. Login and account information is available on the MySchoolBucks website. ***Please note there is a service fee associated with this service.***

Checks

Checks can be made payable to: **Region 15 Food Service Program** to be deposited into your student's account.

- Elementary School: Place all check(s) in a sealed envelope clearly marked with the student's name. Teachers will collect these envelopes in the classroom and send them to the cafeteria staff daily.

In the event that your student's account is "overdrawn", he or she will continue to receive his or her meal and any outstanding balance will be deducted later from new deposits. You can check the balance in your student's account by going to the MySchoolBucks website.

- Breakfast (includes milk) $2.60
- Hot lunch and Daily Alternate Meals (includes milk) $3.85
- Milk only $0.75

Free and Reduced Meal Applications

Free or reduced priced meals are available to all families. Families eligibility will be based on USDA income guidelines. Applications for free or reduced meals are on the Region 15 Food Services webpage and can be obtained anytime during the school year from the Food Services Department or the Main Office. Any questions about the Food Service Program should be referred to Meghan Sullivan, Director of Food Services at 203-758-8259, ext. 1026, or via email: Meghan.Sullivan@Region15.org.

FOOD IN CLASSROOMS

Over the past several years schools around the country have focused upon two interrelated needs of children. An increasing number of children are coming to school with food allergies. These allergies have increased in their severity and in the number of foods that affect students. Policies have evolved to protect these students, both in and outside of the classroom. These policies included the banning of certain food items in particular classrooms and the creation of an allergy "free" table at lunchtime. In addition, an increasing number of children in the nation and the school are identified as obese or overweight. This weight issue is caused by a sedentary lifestyle and the eating of too many high calorie foods.

Therefore Region 15's practice is: "In order to maintain a safe and healthy environment for all students, we expect that only non-food items be used for incentives, rewards, and celebrations."

The staff at Region 15 elementary schools all observe the following procedures:

- There will be no use of food in the classroom as part of instructional activities or class-sponsored celebrations. (Example: candy or other food treats for Valentine's Day)
- There will be creative and thought provoking activities as part of instructional lessons or class sponsored celebrations. (Example: weighing, measuring, art activities for a Fall celebration).
- Each grade-level has established their own way of celebrating and making students feel special.
- Every grade level has a snack time during the day. These snacks are brought from home and should be nutritious. Students may not share their snacks with other students.

LOST AND FOUND

All clothing should be marked with your child's name. Lost items are placed into the Lost and Found box. The box can be checked by students or by parents. Unclaimed items are given to charitable organizations at different times in the year. The school cannot assume responsibility for valuables brought in by students.

LEGAL CUSTODY

If you are divorced and have legal custody of your child, please send us a copy of the legal decree. This way we can ensure that your child is only released to his or her legal guardian. Without such a decree in our files, we must legally release a child to either parent.

VISITS TO THE SCHOOL

SCHOOL VISITORS

In order to promote a safe and productive educational environment for all students and staff, the Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors must report directly to the main entrance of the school. All visitors are required to scan their drivers license as part of this process. This system will track visitors, volunteers and vendors who come in and out of our schools.

Following the sign-in process a visitor badge is printed and must be worn at all times while on school property. Prior to leaving the school all visitors **must** visit the front office and sign-out using the Visitor Aware system. Front office staff will be available to answer questions and provide assistance as needed.

The safety of our students is our highest priority and the Visitor Aware system helps provide a safer environment for our students.

OBSERVING STUDENTS AND PROGRAMS

The Board of Education requires that any person wishing to observe any student and/or program must obtain, at least three school days prior to the requested observation, approval from the Principal or his/her designee of the respective school.

CONTACTING TEACHERS AND STUDENTS IN SCHOOL

To ensure a safe and orderly environment in our schools, the Region 15 Board of Education has established a policy on school visitations, contacting of teachers and contacting of students in the school. The Board of Education, through the administration, reserves the right to limit teacher and/or student contact during school hours in accordance with administrative regulations:

1. Any individual desiring to contact teachers or students in person or by telephone during the school day must do so through the school's main office.
2. Only in cases of emergencies, and with the permission of the Principal or his or her designee, shall a teacher or student receive phone calls during class or be called from class to answer the telephone. Other necessary calls will be taken by school personnel and passed on to the teacher or student.
3. No teacher or student shall be contacted by a party from outside the school system during school hours unless:
    a. Such contact is clearly part of the school program and is authorized by the Principal, and
    b. Such contact is requested in writing by parents and authorized by the Principal, or
    c. The individual(s) requesting contact with teachers or students has/have the legitimate legal right to do so during school hours.
    d. Contact conducted by such a person or persons must be authorized by the Principal.
4. Private legal or business matters about which a teacher or student may be concerned should be taken up after school hours by the teacher or student or at home under the supervision of the parents.

(The Board policy, Visits to School: Contacting of Teachers and Students in School, may be read by clicking on "Board Policies" on the school website. Additional administrative regulations are available from the principal.)

FERPA STUDENT RECORDS

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending

post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents 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 parents or eligible students believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision 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 parents 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 that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

(5) Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

SCHOOL CLIMATE in POMPERAUG REGIONAL SCHOOL DISTRICT #15

Pomperaug Regional School District #15 is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. To further foster safe, engaging learning environments in every Region 15 school, a District Safe School Climate Committee has been established, as well as a Safe School Climate Committee in every building.

The District Safe School Climate Plan represents a comprehensive approach to address bullying, teen dating violence, and cyberbullying, as well as "mean behavior," and sets forth the Board of Education's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying, harassment, or mean behavior.

The District Policy for Bullying Prevention and Intervention and Safe School Climate Plan is Policy 5131.2 and can be found on the Region website under Policies.

District Safe School Climate Coordinator: Jeromy Nelson, JNelson@Region15.org

Building Principals at each school coordinate their Safe School Climate Committee.

To report a Suspected Bullying Behavior or Suspected Teen Dating Violence Incident:

All suspected incidents of Bullying or Teen Dating Violence may be reported through a Suspected Bullying Behavior or Teen Dating Violence Online Reporting Form or a downloadable Suspected Bullying Behaviors or Teen Dating Violence Reporting Form. Reporting forms can be found on the district and school websites under: Contact Us. All reports may be made anonymously and are available to students, parents/guardians, staff members and others who wish to report an incident. School Employees should file reports with the school principal. Parents/Guardians and students may file with the school principal or any other school employee.

To report a Suspected Bullying Behavior or Suspected Teen Dating Violence Incident

All suspected incidents of Bullying or Teen Dating Violence may be reported via a Report of Suspected Bullying Behaviors or Teen Dating Violence reporting form via:

(1) A fillable Suspected Bullying Behavior or Teen Dating Violence Reporting Form: Parents/Guardians and students may file with the school principal or any other school employee.

(2) May be reported through a Suspected Bullying Behavior or Teen Dating Violence Online Reporting Form. All reports may be made anonymously and are available to students, parents/guardians, staff members and others who wish to report an incident. Online reports are automatically delivered to the schools' safe school climate specialist.

To download an incident reporting form or to make an online report, please go to Contact Us on the district or school website.

504 Notice of Parent/Student Rights Under Section 504 (Board Policy #5150)

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a

physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Region 15 Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, student, parents/ guardians and members of the public who participate in school sponsored programs. In this regard, the Region 15 Public School prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing.

In addition, any student and/or parent/guardian wishing to file a complaint on these issues or regarding any form of discrimination (including harassment) on procedures which are outlined in the Board's Administrative Regulations, Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act may do so. These regulations accompany Board policy #5150 and Notification of Rights Under Ferpa Continued Pomperaug Pathfinder 2018-2019 38 are available online at http://www.region15.org/policies or upon request from the main office of any district school. Any complaints of discrimination and/or harassment based on disability will be handled in accordance with these procedures. If a complaint involves allegations of discrimination or harassment based on other reasons, such complaints will be handled under other appropriate policies (e.g. Policy #5156, Sex Discrimination/ Harassment; Policy #5155, Non-Discrimination Policy).

A student, parent, guardian or other individual may also file a complaint with the Office for Civil Rights, U.S. Department of Education, ("OCR"):

Office for Civil Right, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109 (617) 289-0111

Anyone who has questions or concerns about this policy, or would like a copy of the Board's grievance/ complaint procedures related to claims involving a disability, may also contact Jessica J. Sciarretto, Director of Student Services, and Section 504/ADA Coordinator for the Region 15 Public Schools, P.O. Box 395, 286 Whittemore Road, Middlebury, CT at jsciarretto@region15.org, Tel: (203) 758-8259 ext. 2.

NOTICE OF NONDISCRIMINATION (Board Policy #5155)

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability – (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited whether by students, Board employees or third parties subject to the control of the Board.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability – (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited whether by students, Board employees or third parties subject to the control of the Board.

Complaint Procedures

If the complaint involves an allegation of discrimination or harassment against a student based on disability or sex, the complaint should be referred to the Board's student policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ACA) (Policy#5150 for claims of discrimination and/or harassment based on disability) and Title IX/Sex Discrimination/Sexual Harassment (Policy #5156 for claims of discrimination and/or harassment based on sex). All other complaints by a student or parents/guardians alleging discrimination against a student on the basis of the other protected characteristics listed herein should file a written complaint with the building principal for the student's school or the following individuals:

Dr. Carrie Chiappetta Assistant Superintendent Title IX Coordinator 286 Whittemore Road P.O. Box 395 Middlebury, CT 06762-0395 cchiappetta@region15.org Tel. (203) 758-8259 Ext. 1014		Dr. Jessica Sciarretto, Director of Students Services Section 504 or Title II of ADA Title IX Coordinator 286 Whittemore Road P.O. Box 395 Middlebury, CT 06762-0395 jsciarretto@region15.org

		Tel. (203) 758-8259 Ext. 1013

GREEN CLEANING PROGRAM

Regional School District 15 is committed to providing our students, faculty and staff, with a safe, clean and aesthetically pleasing environment conducive to learning. Regional School District 15, in compliance with the requirements of Public Act 09-81 regarding green cleaning products in schools, has developed the following information and program regarding the use of cleaning products used in our facilities. This program is ongoing and the intent is to reduce the exposure of building occupants to potentially hazardous products, equipment or procedures, which could adversely affect human health, the environment both indoors and outdoors.

The Act requires the following information be made part of the written program:

- The name and description of the cleaning product
- The location and how the cleaning product will be used
- The schedule of when the product will be used

A method to prevent any staff, faculty, parent or guardian from bring into the facility a product intended to clean, deodorize, sanitize or disinfect. **No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.**

A designated person for further contact and overall responsibility of managing the program is Mr. Joseph Martino, Director of Finance & Operations. He can be reached at (203) 758-1743.

CT GREEN CLEANING PRODUCTS IN SCHOOLS LAW SUMMARY (CT Public Act 09-81; CT General Statutes Section Nos. 10-220 and 10-231 g)

Requires school districts to implement a green cleaning program to clean and maintain their schools by July 1, 2011.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state-owned buildings. DAS currently requires that environmentally preferable cleaning products used in state-owned buildings be independently certified by one of two third-party certified organizations: Green Seal or Eco Logo.
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose cleaners, bathroom cleaners, glass cleaners, floor finishes, floor strippers, hand cleansers and soaps.

4. Disinfectants, disinfecting cleaners, sanitizers or other antimicrobial products regulated by the federal Insecticide, Fungicide and Rodenticide Act are not covered by this law.

Requires the State Department of Education and State Department of Public Health to amend the school facility survey (ED050) on or before April 1, 2010.

Requires school districts to provide school staff and, upon request, parents or guardians of students enrolled, a written copy of the school's green clean policy by October 2010 and annually thereafter.

Requires the school district green clean policy to include:

1. The types and names of environmentally preferable products being used
2. Locations of application of these products
3. Schedule of cleaning
4. The name of the supervisor in charge of green cleaning

Requires the school district green clean policy to contain the statement: "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."

Requires school districts to provide a written copy of the green clean policy to parents and guardians of students who transfer to a school and to any staff hired during the school year.

Requires the school district green clean policy and information provided on the school facility survey (ED050) about indoor air quality issues to be posted on each school's and/or the board of education's website.

Description of Product Names of Preferred Cleaning Materials

As required under Public Act 09-81, only products barring the ***Green Seal or Eco Logo*** will be used. Products covered in this program include general purpose bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps.

Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the Federal Insecticide, fungicide and Rodenticide Act (FIFRA) are not covered by this law.

Schedule:

Daily	Weekly	Monthly	Semi Annual	Annual	As Needed
D	W	M	SA	A	AN

Product Description	Product Name	Manufacturer	Use Location	Schedule
All Purpose Cleaner	ES70	Enviro Solutions	Classrooms, walls & desks	D
Multi-Purpose Cleaner	ES72	Enviro Solutions	Classrooms, hallways, floors, glass, carpets, grout, bathrooms, cafeteria tables	D
Glass Cleaner	ES77	Enviro Solutions	Windows, mirrors, chrome	W
Degreaser	ES75	Enviro Solutions	Kitchen/Food Grade Approved	D
Neutral Cleaner	ES84	Enviro Solutions	Flooring	D
Disinfectant Cleaner	ES64	Enviro Solutions	Bathrooms, cafeteria tables, classrooms, sinks & showers	D
Carpet Extraction	ES87	Enviro Solutions	Carpeting	AN
Carpet Spotter	ES88	Enviro Solutions	Carpeting	AN
Heavy Duty Spray & Wipe	ES74	Enviro Solutions	Desks, walls, etc.	W
Bio Active Odor Control	ES920	Enviro Solutions	Bathrooms	W
Bio Active Odor Eliminator for Washrooms	ES100	Enviro Solutions	Washrooms	D
Betco Prelude Floor Finish	BT-54739	Betco Prelude	All VCT	AN
Betco Green Earth Floor Finish Stripper	BT-54139	Betco Prelude	All VCT	AN
Moisturizing Foam Hand Cleaner	29930	Deb Stoko	Bathrooms/Classrooms	D
Refresh Azure Foam	51311/0009	Deb Stoko	Bathrooms/Classrooms	D
Clear Foam Wash	CLR1L-AUS	Deb Stoko	Bathrooms/Classrooms	D

Product Description	Product Name	Manufacturer	Use Location	Schedule
Dishwashing Liquid	ES79	Enviro Solutions	Art Room	D
Hand Sanitizer	In An Instant-Non Alcohol	Simoniz USA, Inc.	Classrooms, Nurses Office, Hallway	D
Hand Sanitizer	Non Alcohol Foaming Hand Sanitizer	Buckeye International	Classrooms, Nurses Office, Hallway	D
Foam Hand Cleaner	GOJO Green Certified Foam Hand Cleaner	GOJO Industries	Classrooms	D
Floor	AF-1438 5 GL Green Orgn Floor Sealer	Afflab	Floors, Hallway & Classrooms	SA
Floor	ES-82-18 5 GL Barricade Floor	Enviro Solutions	Floors	SA
Floor	ES-90-6-6/Qts Clean Cut Wax	Enviro Solutions	Floors	SA
Floor	ES-90-18 5GL Clean Cut Wax S	Enviro Solutions	Floors	SA
Floor	ES-92-6 6Qt RTU H202 Carpet	Enviro Solutions	Floors	SA
Floor	ES-98-18 5GL No Zinc UHS Floor	Enviro Solutions	Floors	SA
Air Freshner	ES-120-6 BIO Active Air Freshener	Enviro Solutions	Restrooms, Locker Rooms	W
Degreaser	ES-210-20 BIO Act Grease Trap	Enviro Solutions	Kitchen	W
Grout Cleaner	ES-54-6 6Qts/cs Enviro Grout CL	Enviro Solutions	Kitchen/Bathroom	W
Floor Restorer	Burnishing Cream	Enviro Solutions	Floors, Hallway & Classrooms	W
ionator	exp hand held- ACVAI1003	Activeion Cleaning Solutions	Cafeteria Tables	D

AUDIT PROCESS

Regional School District 15 will annually review the uses of all cleaning products and cleaning equipment used in our facilities as part of the Green Cleaning Program.

Annually all custodial staff will be audited on their uses of cleaning products to ensure compliance with this program. Should the audit identify deficiencies, the appropriate staff will be retrained on the proper uses of said cleaning products or equipment.

TRAINING

Custodial staff will receive training in the safe use of all cleaning materials as required under the CT OSHA Hazard Communication regulation. Staff will receive appropriate training before any new product is introduced into the program.

Asbestos Management

POMPERAUG REGIONAL SCHOOL DISTRICT 15 NOTICE TO PARENTS, FACULTY AND STAFF, September 2019

A formal asbestos management program has been in place at Regional School District 15 since 1986. The purpose of this program is to identify any Asbestos-Containing Building Material

(ACBM) that may be in our schools and to take steps to make sure this material does not present an exposure hazard to the students, faculty, or staff.

The asbestos management program is implemented through asbestos management plans. A separate plan has been developed for each of the following facilities:

Gainfield Elementary School
Long Meadow Elementary School
Mary Johnson School / District Offices
Memorial Middle School
Middlebury Elementary School
Pomperaug Elementary School
Pomperaug High School
Rochambeau Middle School

These management plans identify the locations of the ACBM in our schools, and detail our ongoing management program. The management plans also include descriptions of previous asbestos inspections and our plans for repair or removal of damaged asbestos-containing materials.

Under our asbestos management program, the ACBM listed in the management plans is inspected every six months to assure early detection of problem areas. Furthermore, each building is completely re-inspected once every three years by a Connecticut-licensed asbestos inspector to make sure that all ACBM is properly identified and that the asbestos management plans are up to date.

An asbestos management plan is maintained in each school office. Additionally, a complete set of management plans is maintained in the Superintendent's office at 286 Whittemore Road, Middlebury, Connecticut. These plans are available for review during normal business hours.

Regional School District 15 has designated Mr. Robert Dionne as the person responsible for ensuring that the requirements of our asbestos management program are properly implemented. Mr. Dionne can be contacted at 203 758-2470.

Integrated Pest Management Plan

In compliance with Connecticut State Public Act #99-165, "An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers", Regional School District #15 hereby advises you that policies concerning the use and application of pesticides, herbicides, and insecticides are in use and available for review in the main office at each school.

Region 15 has developed three policies relating to this Public Act: 1) General Pest Control, 2) Rodent Control, and 3) Ornamental Turf Control. Each policy describes the procedures for applying pesticides and herbicides, and the brand names of the products to be used.

You have the right under the law to register your name as one to be notified in the event that an application of these controlled substances becomes necessary at your school. If an emergency condition requires immediate use of one of these substances, the school will attempt to notify you as soon as possible to advise you of the event. To receive notification of these applications, you must request registration of your name in writing and send it to the Principal of your school.