

ANDOVER ELEMENTARY SCHOOL

FAMILY HANDBOOK 2023-2024



Superintendent: Valerie E. Bruneau
Principal: Taylor M. Parker
Director of Special Education: Holly L. Maiorano

ANDOVER ELEMENTARY SCHOOL

FAMILY HANDBOOK



35 School Road
Andover, CT 06232
Phone: (860) 742-7339
Fax: (860) 742-8288

VISION STATEMENT

“AES will create a safe educational environment that establishes a foundation for students to become creative, moral, and compassionate people, kindling in them an enthusiasm for learning. In collaboration with parents and community, we will strive to foster the development of students to become responsible and productive members of our society.”

Website Address: www.andoverelementaryct.org

Any school staff member may be emailed using his/her last name followed by the initial of his/her first name plus: @andoverelementaryct.org (for example: parkert@andoverelementaryct.org).

BOARD OF EDUCATION MEMBERS

Michael Beckwith
Chris Bernard
Gerard Cremé (Chair)
Steven Fuss
Caitlin Greenhouse
Shannon Loudon
Celeste Willard

Term of Office
November 9, 2022 – June 30, 2025
April 30, 2020 – December 31, 2023
July 1, 2021 – June 30, 2025
July 1, 2019 – December 31, 2023
July 14, 2021 – December 31, 2023
July 1, 2019 – December 31, 2023
April 12, 2021 – June 30, 2025





Andover School District

35 SCHOOL ROAD
ANDOVER, CT 06232
TEL. (860) 742-7339
FAX (860) 742-8288
www.andoverelementaryct.org

Valerie E. Bruneau
Superintendent

Taylor M. Parker
Principal

Holly L. Maiorano
Director of Special Education

September 2023

Dear Parents of Andover Elementary School Students,

Parents and students are requested to review the contents of the Andover Elementary School Handbook to acquaint themselves with the various services, regulations, policies, school calendar, special events, and hours of school operation. Please put this handbook in a handy place as it will save calling the school if you are unsure of days off, late and early closing information, and many more day to day aspects of school life. Please sign below and have your child also sign to indicate that the information has been reviewed. Return the signed form to your classroom teacher.

Thank you for your cooperation.

Sincerely,

Taylor M. Parker
Principal

I have read and understand the contents of the Andover Elementary School Family Handbook.

Parent Signature: _____ Printed Name: _____

Date: _____

Student Signature: _____ Printed Name: _____

Date: _____

Please return by September 22, 2023.

**Andover Elementary School
35 School Road
Andover, CT 06232**

September 2023

To Whom It May Concern:

The Andover School District is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at school and on school grounds. This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in Andover Elementary School at the beginning of the school year.

Alternative methods will be employed prior to using a pesticide. In accordance with Public Act 99-165, whenever it is deemed necessary to apply a pesticide, it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificate(s). Children will not be allowed to enter an area where such an application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents or guardians of students who request advance knowledge of any pesticide applications. Individuals who wish to be notified in advance must fill out the form below and mail it to the address indicated. Notice will be made so as to be received no later than 24 hours prior to the pesticide application.

Questions regarding the Andover School District's policy for pesticide application may be addressed to Valerie E. Bruneau, Superintendent of Schools, at (860) 742-7339, ext. 304.

I hereby request that I be notified of any pesticide applications as required by Public Act 99-165.

Check as appropriate:

☐ Andover Elementary
Staff Member

☐ Parent or Guardian of
Andover Student

Date

Parent/Guardian/Staff Name – PLEASE PRINT

Address

City, State, Zip

**Please mail your request to:
Valerie E. Bruneau, Superintendent of Schools
Andover Elementary School
35 School Road
Andover, CT 06232**

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Andover Elementary School Staff 2023-2024

Superintendent of Schools: Valerie E. Bruneau

Principal: Taylor M. Parker

Director of Special Education: Holly L. Maiorano

Pre-Kindergarten
Pre-Kindergarten
Kindergarten
Kindergarten
Grade 1
Grade 1
Grade 2
Grade 2
Grade 2/3
Grade 3
Grade 4
Grade 5
Grade 6
Art
Music
Physical Education
Library Media Specialist
Spanish
Reading Specialist
Technology Integration & Math Specialist
Early Intervention Specialist
Special Education
Special Education
Speech and Language Pathologist
Occupational Therapist
School Psychologist
School Counselor
School Nurse
School Physician

Leslie Barone
Amber Carbone
April Lionberger
Carrie Gilbert
Amanda Beloin
Charlene DelMastro
Jennifer Hebert
Tegan Ruschmeier
Jennifer McGoldrick
Allison Bech
Katie Dixon
Lisa Hopkins
Jaime Webber
Jessica Waine
Julie Gourdet
Jon Moynihan
Melissa Loteczka
Anna Glowacki
Krysta Cariboni
Kirstina Frazier
Jennie Morrell
Katherine Hartnett
Jennifer LaRosee
Sabrina Hosmer
Rachel Medrek
Kara Ormsby
Bethany Wolff
Karen Zito
Dr. Christopher Bentley

Office Staff

School Secretary
Administrative Assistant
Business Manager

Rosemary Crandall
Diane Kane
Terri Smith

Instructional Assistants

Amy Godwin
Maribeth Holer
Deborah Ivey
Amy Knox
Kathy LeGrand
Joyce Nalette
Sheri Palmer
Jamie Tilden-Bailey

Custodians

Steve Campbell (Head Custodian)
Scott Ledoux
Nick Eckert

Food Service

Anne Merry (Manager)
Marissa Grant

ANDOVER ELEMENTARY SCHOOL PERSONNEL

2023-2024



Leslie Barone
Bachelor of Arts, Anthropology
University of Connecticut
Master of Science, Special Education
Central Connecticut State University



Allison Bech
Bachelor of Arts, American Studies
Muhlenberg College
Master of Science, Reading/LA
Eastern Connecticut State University



Amanda Beloin
Bachelor of Science, Elementary Ed.
Bachelor of Arts, English
Eastern Connecticut State University
Master of Science, Special Education



Amber Carbone
Bachelor of Science, Early Childhood
Education and Psychology
Eastern Connecticut State University
Master of Science, Early Childhood Ed.
Sixth Year, Reading and Language Arts
Central Connecticut State University



Krysta Cariboni
Bachelor of Science, Education
Master of Science, Reading/LA
Central Connecticut State University



Charlene DelMastro
Bachelor of Arts, Early Childhood
Education and Psychology
Master of Science, Reading/LA
Eastern Connecticut State University



Katie Dixon
Bachelor of Science, Psychology
Eastern Connecticut State University
Master of Arts, Elementary Education
University of St. Joseph



Kirstina Frazier
Bachelor of Science, Elementary Ed.
Stetson University
Master of Science, Education
University of New England



Carrie Gilbert
Bachelor of Arts, English
Eastern Connecticut State University
Master of Arts, Elementary Education
University of Hartford



Anna Glowacki
Bachelor of Arts, Geography Tourism
Central Connecticut State University
Master of Arts, Education
University of St. Joseph

ANDOVER ELEMENTARY SCHOOL PERSONNEL

2023-2024



Julie Gourdet
Bachelor of Arts, Music
Miami University
Master of Science, Elem. Ed Music K-12
University of Bridgeport



Katherine Hartnett
Bachelor of Science, Elementary/Spec. Ed.
Bachelor of Arts, Sociology
Keene State College
Master of Science, Education



Jennifer Hebert
Bachelor of Science, Education
Eastern Connecticut State University
Master of Arts, Education
University of St. Joseph
University of New England



Lisa Hopkins
Bachelor of Science, Management
Nichols College
Master of Arts, Education
Sacred Heart University



Sabrina Hosmer
Bachelor of Arts, Communication Disorders
and Psychology
Master of Arts, Speech/Language Pathology
University of Connecticut



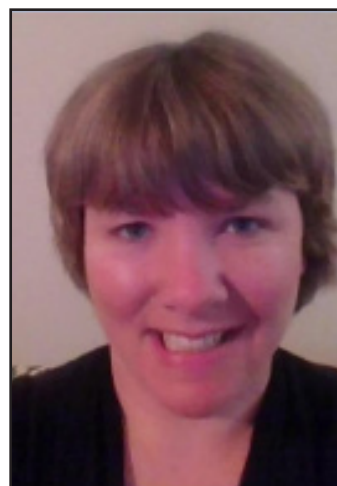
Jennifer LaRosee
Bachelor of Arts, Special Education
Master of Arts, Special Education
Southern Connecticut State University



April Lionberger
Bachelor of Science, Recreation & Leisure
Ithaca College
Master of Science, Elementary Education
Central Connecticut State University



Melissa Loteczka
Bachelor of Arts, History & Social
Science & Elementary Education
Master of Arts, Reading/LA
St. Joseph College



Jennifer McGoldrick
Bachelor of Arts, Psychology
Gordon College
Master of Arts, Early Childhood Education
University of Phoenix



Jennie Morrell
Bachelor of Science, El. and Special Ed.
Master of Science, Reading/LA
Eastern Connecticut State University

ANDOVER ELEMENTARY SCHOOL PERSONNEL 2023-2024



Jon Moynihan
Bachelor of Science, Physical Education
Plymouth State College
Master of Science, Physical Education
Central Connecticut State University



Tegan Ruschmeier
Bachelor of Science, Elementary Education
Bachelor of Arts, English
Master of Science, Special Education
Eastern Connecticut State University



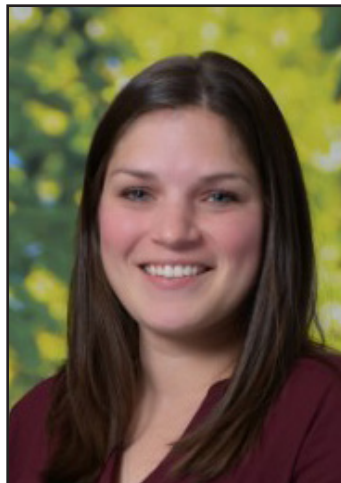
Jessica Waine
Bachelor of Fine Arts
University of Hartford
Certificate, Art Education
Central Connecticut State University



Jaime Webber
Bachelor of Science, Elementary Ed.
College of Charleston, SC
Master of Arts, Special Education
University of St. Joseph



Rachel Medrek, Occupational Therapist
Bachelor of Arts, Physics
Reed College
Master of Science, Occupational Therapy
Tufts University



Kara Ormsby, School Psychologist
Bachelor of Arts, Psychology
Western New England College
Master of Education, School Psychology
Certificate of Advanced Graduate Studies
University of Massachusetts



Bethany Wolff, School Counselor
Bachelor of Arts, Psychology
Master of Education, School Counseling
Indiana University of Pennsylvania



Karen Zito, School Nurse
Associate's Degree, Nursing
Cape Cod Community College
Bachelor of Science, Health Sciences
Johnson State College

ANDOVER ELEMENTARY SCHOOL PERSONNEL

2023-2024



Amy Godwin
Instructional Assistant



Maribeth Holer
Instructional Assistant



Deborah Ivey
Instructional Assistant



Amy Knox
Instructional Assistant



Joyce Nalette
Instructional Assistant



Kathy LeGrand
Instructional Assistant



Sheri Palmer
Instructional Assistant



Jamie Tilden-Bailey
Instructional Assistant



Anne Merry
Food Service Manager



Marissa Grant
Food Service

ANDOVER ELEMENTARY SCHOOL PERSONNEL

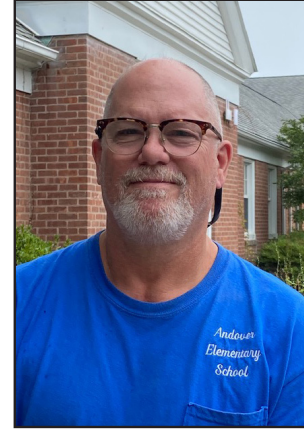
2023-2024



Steven Campbell
Head Custodian



Scott Ledoux
Custodian



Nicholas Eckert
Custodian



Theresa Smith
Business Manager



Diane Kane
Administrative Assistant



Rosemary Crandall
School Secretary

ANDOVER ELEMENTARY SCHOOL PERSONNEL

2023-2024



Valerie E. Bruneau

Superintendent

Bachelor of Science, History and Social Studies
Southern Connecticut State University
Master of Science, Elementary Education
Southern Connecticut State University
Sixth Year, Educational Leadership
Southern Connecticut State University
Ed.D., Educational Leadership
University of Bridgeport



Taylor M. Parker

Principal

Bachelor of Science, Elementary Education/Math
Central Connecticut State University
Master of Science, Teaching and Learning
Colorado State University
Sixth Year, Educational Leadership
Central Connecticut State University



Holly L. Maiorano

Director of Special Education

Bachelor of Science, Elementary and Special Education
Central Connecticut State University
Master of Science, Special Education
Southern Connecticut State University
Sixth Year, Intermediate Administration and Supervision
University of Connecticut

ANDOVER 2023 - 2024 ACADEMIC CALENDAR

22					20					18					16					20				
August/September					October					November					December					January				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
28	29	30	31	1	2	3	4	5	6			1	2	3					1	1	2	3	4	5
4	5	6	7	8	9	10	11	12	13	6	7	8+	9+	10	4	5	6+	7	8	8	9	10	11	12
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
18	19	20	21	22+	23	24	25	26	27	20	21	22+	23	24	18	19	20	21	22+	22	23	24	25	26
25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29	29	30	31		
Aug 28 - 29 Staff Development August 30 School Begins 4 Labor Day - No School 22 Early Dismissal - PD					6 PD - No School 9 Indigenous Peoples' Day - No School					7 Election Day (PD) 8 - 9 Conferences - Early Dismissal 10 Veterans Day - No School 22 Early Dismissal 23-24 Thanksgiving Recess					6 Early Dismissal - PD 22 Early Dismissal 25-29 School Recess					1 New Year's Day - No School 15 Martin Luther King Day - No School 16 PD - No School				

19					19					17					22					7				
February					March					April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2					1	1	2	3	4	5+			1	2	3	3	4	5	6	7
5	6	7	8	9	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11+	12	13	14
12	13	14	15	16+	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
19	20	21	22	23	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
26	27	28	29		25	26	27+	28	29	29	30				27	28	29	30	31					
16 Early Release - PD 19-20 Presidents' Day - No School					15 - PD - No School 27 Conferences - Early Dismissal 29 - Good Friday - No School					5 Early Release - PD 8 - 12 School Recess					27 Memorial Day - No School					June 11 Early Release - Last Day of School				

EARLY DISMISSALS+ Students leave at 12:45 p.m.

June 12th - Start of make-up days for snow or emergency closings. However, if by February 23th, there have been more than 7 school cancellations, any addition make-up days will be taken from April vacation, starting April 8th.

Marking Periods - Pre K-6

1st Marking Period	December 1, 2023
2nd Marking Period	March 8, 2024
3rd Marking Period	June 12, 2024

180 Student Days
186 Staff Days

Report Cards Sent Home

December 15, 2023
March 22, 2024

Smarter Balance Assessment
May, 2024

ARRIVAL AND DISMISSAL

Students who walk to school, are transported by parents, or ride bicycles* **are not to arrive at school before 8:15 a.m.** and are to immediately enter their classrooms upon arrival. Students riding the bus will be dropped off and picked up closest to their location, and will enter their classrooms immediately upon arrival. Students will be dismissed directly from their classrooms at the end of the day.

School Begins: 8:30 a.m.

School Ends: 3:00 p.m.

Parents are requested to not accompany their child to his or her classroom.

*Students in grades 4-6 may ride bicycles or walk to school **with written parental permission**. Please send a note to the school office if your child has that permission. At school, bicycles must be locked into the bicycle rack on the upper playground. Students who ride bicycles may not leave the building until all buses have left the parking lot and must wear a helmet.

All pupils are to remain in their classrooms at the end of the school day until the appropriate announcements have been made. Dismissal will begin at 3:00 p.m. Students who walk or ride bicycles are to wait until the buses leave and they are dismissed by the supervising adult.

Student dismissal procedures include a required note from parents if there is any change in the normal dismissal process. See Bus Regulations for dismissal information concerning buses. Parents must sign their students out of school before they will be released if picking up prior to 3:00. All restraining orders are kept on file and will be enforced.



EARLY DISMISSAL DAYS PER SCHOOL CALENDAR

When days are designated as early dismissal days (teacher professional development, parent conferences, etc.), school will end at 1:00 p.m. Recess is suspended on early dismissal days.

ATTENDANCE

Connecticut state law requires that children between the ages of 5 and 16 attend school regularly. Parents or guardians have the option of waiting to send their child to school until the child is six or seven years of age provided they have completed and signed the school option form and have it on file in the school office.

Admission to AES is based on residency and requires a notarized affidavit of residency. Forms may be obtained at the Main Office.

Absences

School attendance is vital. Typically, the only valid excuses for missing school are illness, family emergency, or religious observance. Parents are urged to plan vacations so they coincide with school vacations. When your child is absent, please call the school. If we have not heard from you by 9:30 a.m., you will be contacted by school personnel.

The Connecticut State Board of Education approved the following definition of attendance for public schools: "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." Additionally, a student who is serving an in-school suspension of a half-day or more will be marked absent.

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table on next page).

ATTENDANCE (continued)

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required within 10 Days
1	1 thru 9	Any reason that the student's parent or guardian approves.	Parent/guardian note only.
2	10 and above	<ul style="list-style-type: none"> Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>) Student's observance of a religious holiday. Death in the student's family or other emergency beyond the control of the student's family. Mandated court appearances (additional documentation 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 approved by district administrators. 	Parent/guardian note and, in some cases, additional documentation (see details of specific reason).

* Note: The total number of days absent includes both excused and unexcused absences.

In cases where a student's extended absence crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. For example, if a student is absent for five days on a family vacation and those absences represent numbers 7 through 11, absences 7, 8 and 9 would fall under Level 1 rules and can be accepted as excused; absences 10 and 11 would fall under Level 2 rules and would not be considered excused.

If a child is absent from school, attendance at after-school events, including sporting activities, will be suspended until the child returns to school.

Tardiness

Parents are asked to have children arrive at school on time. Children arriving after 8:45 a.m. are considered tardy.

Make-up Work

After an absence, students will be allowed to make up work within a reasonable period of time upon their return to school as determined by the classroom teacher and their parents.

Leaving Early

If a pupil must be released from school during the school day, a note must be sent to the teacher at the beginning of the school day. The pupil must be picked up and signed out through the school office. Students will only be released to parents or to an adult authorized by parents.

Permission Notes

If there is a change in your child's normal routine, writing a note explaining the situation for the day is very important. Placing the responsibility for decision-making on your child at dismissal time often causes confusion and anxiety for the student. If a child is going home in a way other than his/her usual way, a note requesting permission to do so must be sent to the teacher at the beginning of the school day. Telephone permission can be accepted only in an emergency. Pupils who are not going home on the bus must be picked up in the classroom by the parent or the person authorized as an emergency contact or named in written correspondence. **Under no circumstances is a parent to meet the child en route to the bus line for dismissal as teachers are not authorized to release students in this fashion.**

If a child is to attend a regularly scheduled after school activity on the same day each week, a permanent permission note may be sent to the teacher at the beginning of the year, and it will be kept on file.



ATTENDANCE (continued)

Truancy

A student who is between the ages of five and eighteen (inclusive) with four (4) unexcused absences within one month or ten (10) unexcused absences within a school year will be considered a truant. Parents/guardians have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a “Family With Service Needs Petition” with the Superior Court or an “Educational Neglect Report” with the Department of Children and Families if the parent fails to cooperate with the school in trying to solve the student’s truancy problem.

Items Not Allowed in School

Several items are not allowed in school because they are a distraction to the education environment. Those items include but are not limited to: cell phones, iPods, video players/recorders, cameras, trading cards and/or similar items.

BOARD OF EDUCATION MEETINGS

Board of Education agendas are posted at the Town Office Building and on the town and school websites. Meetings are generally scheduled for the second Wednesday of each month at 7:00 p.m. and are held in the school library.

BUS REGULATIONS/SAFETY

1. Waiting for the school bus and boarding it:

- (a) On the way to school pupils should:
 - (1) Be at the bus stop at least 5 minutes before the designated time.
 - (2) Wait for the bus on the shoulder of the highway/sidewalk, not on the paved road. Children should always be in a spot where the driver can see them. They should never try to pick up papers or books in front, behind, or underneath the bus. If pupils must cross the street, the bus driver must signal them first.
 - (3) Wait until the bus comes to a full stop before boarding.
 - (4) Wait their turn; there should be no pushing.
 - (5) Bring only what they can comfortably secure in their lap. **(Projects, bulky items, etc. need to be transported by car.)**
- (b) Leaving school, pupils will:
 - (1) Follow directions of the teacher.
 - (2) Obey the directions of the bus driver.

2. Riding in the bus:

- (a) Children should remain in their seats while the bus is in motion.
- (b) Children should not jeopardize their safety or the safety of others by inappropriate behavior. The rules of good conduct must be observed.
 - (1) Converse quietly. Students should not shout at other pupils or the driver.
 - (2) Face forward and keep their feet and school supplies out of the aisles and off the floors.
 - (3) Never throw objects in the bus or out of the bus.
 - (4) Never damage seats or equipment.
 - (5) Secure permission of the driver before opening any bus windows.
 - (6) Always be respectful in your language.
 - (7) No eating or drinking on the bus.
 - (8) Lights on = voices off.

3. Leaving the school bus:

- (a) Children should take their turn and not push.
- (b) They should go directly to their room or previously designated area.

4. At the home bus stop:

- (a) **Parents or care providers of children in preschool (who are age-eligible to ride the bus) and/or kindergarten must meet the bus.**
- (b) If the bus stop is located across the street from the child’s home, he/she should stand on the shoulder of the road opposite the bus stop until the driver signals that it is safe to cross.

5. Pupils who fail to observe these rules and regulations may be denied bus transportation.

6. Parents are not permitted to enter the bus in order to engage the bus driver in conversation. Complaints should be made to Mrs. Michelle Vale, Bus Coordinator, or to the school office.

7. Transportation safety complaints are to be made in writing and sent to the attention of Taylor Parker, 35 School Road, Andover, CT 06232, or e-mailed to parkert@andoverelementaryct.org.

BUS REGULATIONS/SAFETY (continued)

Changing Buses

Board of Education policy states: All school buses have a definite approved seating and standing capacity which cannot be exceeded legally. Since these buses are scheduled to make the best use of the stated capacity, it shall be the policy of the school district that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made only when there is an emergency situation or it is necessary to implement the educational program of the student. These exceptions must be approved by the school principal who will ensure that the changed bus assignments will not be approved for such purposes as overnight visits, birthday parties, pajama parties, scout meetings, etc. Bus drivers are instructed to refuse transportation to any student who is not a regular passenger unless the student has received prior approval from the school principal.

Legal Reference:
Connecticut General Statutes Sec. 10-220

Daycare Transportation

Requests for transportation of students to and from daycare providers and school will be honored with the following stipulations:

1. The location of the requested daycare provider is on an existing bus route;
2. There is space available on the requested bus;
3. The location of the a.m. pickup must be the same Monday through Friday and the location of the p.m. drop off must also be the same Monday through Friday;
4. Any student whose daycare request is honored will relinquish his/her seat on the home bus;
5. Any requested change in transportation during the school year will only be honored if conditions 1 - 4 are met. Any such requests must be submitted to the school office at least one week in advance. Forms are available in the school office.



CHILD ABUSE REPORTING

All members of the AES staff are mandated reporters of suspected child abuse and neglect. A report to the Department of Children and Families (DCF) within 24 hours of becoming aware of suspected abuse/neglect via phone and in writing by the person who has grounds for the suspected abuse must be made. Parents will not be notified of the report. All DCF instructions to the school will be followed and may include holding the student at school for DCF intervention.

CLASSROOM VISITS

When it is necessary to come into the school, i.e. to pick up a sick child, please enter through the main entrance or meet your child at the cafeteria doors per directions from office staff. **All other visitors must sign in and sign out at the office.**

COMMUNICATION

Administrative Review

Distribution of all materials to students other than regular classroom materials must be reviewed and approved by the administration. Birthday party invitations may not be distributed in school or on the bus.

Conferences

The teacher/parent partnership is an important component in the overall success of every student. 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 or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

For the 2023-2024 school year, parent/teacher conferences are scheduled for the following dates:

- ◆ November 8 & 9 (beginning at 1:00 p.m.)
- ◆ March 27 (beginning at 1:00 p.m.)

COMMUNICATION (continued)

Concerns or Complaints of Parents/Guardians/Citizens

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

Excerpted from Board of Education Policy 1312a



E-Mail Notification System

Our school subscribes to School Messenger which will call/email/text parents with information about school cancellation, late opening, early closing, or in the event of an emergency. **Please be sure your current phone numbers and email addresses are on file with the school office.**

Parent Involvement

Parental involvement has always been strongly encouraged at AES. Parents are highly encouraged to be involved through PTA-sponsored opportunities and school sponsored events.

Student Publications

Student publications will be supervised for appropriateness by teachers and released by the teacher in charge.



COMMUNITY ORGANIZED AND OPERATED LATCHKEY

Director: Amy Knox

The Community Organized and Operated Latchkey (C.O.O.L.) before/after-school child care is open during the school year. C.O.O.L. provides before school care from 6:30 to 8:30 a.m. Hours for the after-school care are from school dismissal at 3:00 p.m. until 6:00 p.m. C.O.O.L. does not operate when inclement weather or emergencies cause school cancellations or early closings. More information is available by emailing coolaes35@gmail.com.

CONFIDENTIALITY OF EDUCATIONAL RECORDS

Our district complies with state and federal regulations regarding confidentiality and access to student records. In accordance with the Requirements of the Family Education Rights and Privacy Act (FERPA), state regulations, and Board of Education policy, eligible students and parents have the right to:

1. Inspect and review their child's education records.
2. Request the amendment of a student's education records to insure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent.
4. File with the United States Department of Education a complaint concerning alleged failures by the school district to comply with FERPA regulations.
5. Obtain a copy of the Andover policies for student education records. Copies of these policies are located in the office.

If parents need to release information to a third party, they must complete a Release of Records form available in the Main Office. If transferring to another school district, parents must complete a Release of Information form.

Directory information supplied by parents includes any and all data on our "Pupil Data Sheet" and the "Andover School District School Registration Form". No information from these forms is distributed to outside agencies without a parent's written release except for the name and grade of students to the school photographer and the name and address of parents to the Andover PTA, if requested.

DRESS GUIDELINES

The responsibility of student dress and general appearance rests with the individual student and parent/guardian. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process or contradict the educational mission of the school. Andover Elementary School retains the right to monitor and take action when student attire presents a health or safety hazard or disrupts the educational environment.

- The Board prohibits the wearing of various items, as they interfere with the safe and healthy environment of the school. Examples: coats, bare feet, soiled clothing, clothing with excessive holes, footwear which marks/damages floors or is a safety hazard, footwear that is backless (i.e., flip flops), bulky jewelry, jewelry with sharp edges, ornamental chains, and dog collars.
- The Board prohibits the wearing of various items, as they interfere with the educational process. Examples: hats, headgear, headbands, short shorts, short skirts, see-through clothing, and underwear tank tops.
- The Board prohibits the wearing of attire bearing any expression or insignias which are obscene or libelous, or which advocate racial or religious prejudice, or which display alcohol, sexual or drug content.

ENRICHMENT PROGRAMS

At various times during the school year, the school provides children with a variety of enrichment opportunities. Some students may be identified by the district as either “gifted” or “talented” based upon academic aptitude or musical/artistic talents. These students may be afforded specific time with AES faculty to work on independent projects or more advanced curriculum.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are limited to specific grade levels. Students must have written parent permission to participate. Please contact the Main Office to find out about specific programs and schedules. In the event that a child participates in an activity, his/her parents would be responsible for transportation. If a child is absent from school, he/she may not participate in extracurricular activities or after-school programs on the day of the absence.

FIELD TRIPS

Field trips are scheduled for educational, cultural, or extracurricular purposes. Any students whose behavior is considered detrimental to the well-being of other students may be required to be accompanied by a parent, or in extreme cases, provided an alternate opportunity at the school. While on a trip, all students are considered to be “in school”. This means that conduct and dress standards will be appropriate for the field trip activity. Permission slips must be received 3 days prior to the field trip date. Children will not be allowed to call home for permission to attend field trips. If a student cannot afford to attend, the administration should be notified by the classroom teacher or the student’s parents as alternative funding arrangements may be available. Students are to use the school supplied transportation to and from field trips. Parents may not drive their children to or from the trip.

CHAPERONES

Inviting parents/guardians to chaperone a field trip is another means of ensuring the safety of all students. Therefore, it is imperative that no siblings of students accompany a chaperone on a field trip.

FUNDRAISING

All fundraising shall be approved by the administration and shall not include a requirement that the student go door-to-door.

HEALTH SERVICES



The school health services are provided by a full-time school nurse employed by the Board of Education. In addition to rendering first aid when needed, a complete health record is kept on each pupil.

Administration of Medications in School

CT General Statute 10-212a-2 requires that all medication, including sunscreen and cough drops, be brought to school by the parent and administered by a licensed school nurse, or if absent, a principal or teacher. Written authorization from the parent and physician is required. A special form for the administration of both prescription and non-prescription medication is available in the school office and must be filed with the school.

Parents/guardians may come in to the school to administer medication(s) to their child. All medications must be given in the nurse’s office.

HEALTH SERVICES (continued)

Administration of Medications in School (continued)

A parent/guardian who wishes to administer medication to his/her own child during school hours must follow these guidelines:

- Sign in at the Main Office and obtain a visitor badge (which must be displayed).
- School Secretary will call the child's classroom and request that the child report to the nurse's office.
- Parent must report to the nurse's office to administer the medication to the student within the nurse's office.
- Child will then return to the classroom.
- Parent will sign out in the Main Office.

Illness/Injury in School

If a pupil becomes ill or is injured during the school day and must be sent home, the nurse will notify the parent/guardian or, if not available, the person noted as an emergency contact. If emergency contact information changes during the year, please notify the school office immediately.

Returning to School After an Illness/Injury

According to our school physician, a student may return to school after an illness if he/she has not had loose stools, vomited, or had a fever for 24 hours and is tolerating a regular diet. A physician's note is required for students returning to school with any physical aid such as an ace bandage, splint, cast or crutches.

Health Screenings

Vision tests are given annually to all pupils in grades PK through 6. Hearing tests are given annually to all pupils in grades K, 1, 3, 4, 5. Scoliosis screenings are held annually for girls in grade 5.

Physical Examination

School health legislation requires a physical examination for pupils who will be entering kindergarten and again in sixth or seventh grade. Physicals are required yearly for students attending preschool. Physical examinations will be conducted by the school physician for those pupils whose parents/guardians choose not to obtain the examinations from their family physician. It is very important that you keep a copy of your child's last physical for camps and emergency purposes.



Required Immunizations

Preschool

DTaP:	4 doses
Polio:	3 doses
MMR:	1 dose on or after the 1st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	1 dose on or after the 1st birthday; or verification of disease
Hib:	1 dose on or after the 1st birthday
Pneumococcal:	1 dose on or after the 1st birthday
Influenza:	1 dose administered each year between August 1-December 31 (2 doses separated by at least 28 days required for those receiving flu for the first time)
Hepatitis A:	2 doses given six calendar months apart, 1st dose on or after 1st birthday

Kindergarten

DTaP:	At least 4 doses, last dose must be given on or after the 4th birthday
Polio:	At least 3 doses, last dose must be given on or after the 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months, 1st dose on or after the 1st birthday; or verification of disease
Hib:	1 dose on or after the 1st birthday for children less than 5 years old
Pneumococcal:	1 dose on or after the 1st birthday for children less than 5 years old
Hepatitis A:	2 doses given six calendar months apart, 1st dose on or after 1st birthday

Grades 1-6

DTaP:	At least 4 doses, last dose must be given on or after the 4th birthday
Polio:	At least 3 doses, last dose must be given on or after the 4th birthday
MMR:	2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months, 1st dose on or after the 1st birthday; or verification of disease
Hepatitis A:	2 doses given six calendar months apart, 1st dose on or after 1st birthday

HOME SCHOOLING

Parents may choose to home school their students. A written notification must be made to the superintendent. Home school request forms are available in the Main Office.

HOMELESS CHILDREN

AES will provide an appropriate educational program for all students who qualify as “Homeless” as defined by the McKinney-Vento Homeless Assistance Act.

HOMEWORK POLICY (#6154)

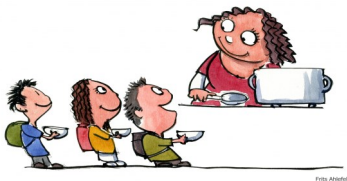
The Board of Education encourages homework assignments that are appropriate in quantity, degree of difficulty, and requirements for outside of school research materials, to the age, grade level, and ability of students. Homework, when assigned, should be evaluated and returned to the student.



HOT LUNCH/BREAKFAST PROGRAM

Lunch Program: In cooperation with Coventry Food Services, Andover Elementary School offers a complete school lunch program. Three different lunch choices are offered each day. Snacks are available for purchase for \$1.00 each. Milk can be purchased a la carte for 75 cents. If a student forgets a snack in the classroom, they may purchase one from the cafeteria in the morning.

Breakfast Program: Our well-balanced breakfasts are an ideal solution on mornings when students are running late or parents have early commitments. School Breakfast is open to **all students** and is served from 8:25 a.m. to 8:40 a.m.



INCLEMENT WEATHER POLICY

In the event school is cancelled due to inclement weather, "NO SCHOOL" announcements will be made over the following radio stations: WTIC-AM 1080; WVIT Channel 30; WFSB Channel 3; WTNH Channel 8; WTIC Channel 61 (FOX). The school subscribes to School Messenger which automatically notifies parents via phone (including cell) and/or email and text of school closings due to weather or in the event of emergency.

Whenever school is closed because of inclement weather, all outside use of the building is cancelled. [Also, the school will be closed to students on all holidays and during all vacation periods. Exceptions may be made by the principal with the approval of the superintendent of schools.]

In the event of a late opening, school will begin at 10:30 a.m.. and end at the regular dismissal time of 3:00 p.m.

Early Closing Due to Inclement Weather

A decision to close school early will be made by 11:00 a.m. Should the school close early, it is the responsibility of working parents to contact the school to advise where their children should be delivered. Generally, if a determination is made to close early, students will be dismissed from school at 1:00 p.m.



INSURANCE

School insurance is made available to families through *Colonna Insurance Services, LLC*. Brochures are distributed to all students at the beginning of each school 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 the insurance carrier, and Andover Elementary School assumes no liability from disputes arising from such contract.

INTERNET PROTECTION

The Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) became effective on April 20, 2001. Schools and libraries that take advantage of E-rate discounts for Internet access or receive funding under the Library Services and Technology Act of the Elementary and Secondary Education Act will have adopted an Internet safety policy that incorporates use of filtering software on computers with Internet access. Andover Elementary School does receive E-rate funds. Currently, AES uses "iBoss" filtering software which is provided through the Connecticut Education Network (CEN) as part of the E-Rate-funded Internet connection available to all schools in Connecticut.

Please read the following Andover Elementary School Technology Acceptable Use Policy. A letter signed by the student and parent attesting that the student will abide by this policy must be received by the school prior to the student being issued a computer usage account.

Andover Elementary School Technology Use Policy:

Using the Computer Lab is a privilege.

1. Food and drink, are NOT allowed in the lab.
2. Students will follow directions of the classroom teacher and the technology teacher.
3. Students will sit at their assigned station.
4. Students will not run in the lab.
5. Students will follow teacher directions before logging on. Each student will receive an account and password.
6. Students will use screen, keyboard, mouse, headphones, and other hardware appropriately and will report any malfunctions to the teacher or computer manager.
7. Students will request permission from the teacher/computer manager to:
 - print material before sending to printer;
 - download any material to computer;
 - use disk, CD, memory stick from home.
8. Students will leave workstation clean, computer screen back to desktop with no personal documents on desktop, and chair pushed in.
9. Students will use personal email with teacher permission only.



Unacceptable Behavior:

1. Students will not share personal information or passwords through the internet or with anyone.
2. Students will not send or receive inappropriate material that is offensive, threatening, or obscene.
3. Students will not create or share computer viruses.
4. Students will not deliberately attempt to disrupt the network.
5. Students will not modify or remove files or programs belonging to other users or the school system.
6. Students will not download, copy, or store any software, utility programs, games, or files with the school system computers.
7. Students will not copy school software for personal use.
8. Students will not conduct illegal activities.

Consequences: Infractions of this policy will result in disciplinary action ranging from suspension from one lab session to revoked technology privilege for one year. Any deliberate destruction of technology equipment (hardware/software) will require restitution from the individual.

LIBRARY MEDIA CENTER

Statement of Philosophy: To establish a library program which provides and maintains a full range of materials to implement, support, and enrich the educational programs of the school and to facilitate the personal and cultural development of the children of Andover.

Summary of the Library Program: Each class will visit the library on a schedule determined by the classroom teacher. Class time in the library is spent on various activities such as library skill classes, book discussions, story time, browsing, selecting and checking out books. Individuals or small groups of students are welcome at other times for independent research with proper notification from their teachers.

LIMITED ENGLISH PROFICIENCY STUDENTS

All students identified with Limited English Proficiency (LEP) are entitled to their rights as defined in the legislation.

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.

NON-DISCRIMINATION POLICY (#5145.4)

In compliance with regulations implementing Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, the American with Disabilities Act of 1991, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability.

Sexual harassment of any type will not be tolerated by any person using AES at any time. [SEXUAL HARASSMENT POLICY (#5145.5)]

Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All reported incidents of sexual harassment will be promptly and thoroughly investigated.

The Board of Education designates the superintendent of schools as the employee who will coordinate compliance with Titles VI, VII, IX and American with Disabilities Act including receipt and investigation of any complaint alleging non-compliance. Complaints are to be filed with the Title IX representative. Forms are located in the Main Office.

PARKING

When picking up students after school, parents are asked to follow the dismissal procedures using zones 1—3 between 3:00 p.m. and 3:15 p.m. daily.



PRESCHOOL SCREENINGS



In accordance with federal regulations and state statutes, local education agencies are required to locate and identify any child, from birth through 21 years of age, with a disability that may require special education services. For residents of Andover, inquiries regarding children ages birth through five should be directed to Mrs. Holly Maiorano, the Director of Special Education, at (860) 742-7339.

Developmental screenings for preschool children will be held periodically throughout the year. Please check the Andover Elementary School website (andoverelementaryct.org) or contact the school for more information.

PROMOTION/RETENTION

Promotion from grade to grade should be based on the ability of the individual child to do the work of the succeeding grade. Under certain conditions, it may be better for a particular student, especially one who had been previously retained one or more times, to be assigned to the next higher grade. Although every effort should be made to secure the understanding and cooperation of the parents/guardians, the final decision on promotion/retention shall be made by the principal following consultation with the Superintendent of Schools, if necessary.

Grade placements of transfer students shall be made with due consideration of previous performance in other schools and the recommendation of the professional staff of these schools, but the determination of grade placement should be made by the principal.

Legal reference:
Connecticut General Statutes Sec. 10-220, 10-221

RECESS

The school policy regarding outdoor recess is that all children who are able to attend school are able to participate in outdoor recess whenever it is offered, except in extraordinary circumstances. Please have your child bring appropriate outerwear each season.

Note: If the wind chill factor falls below 15° F, recess will be held indoors.



REPORT CARDS

Each student’s progress in school shall be assessed, observed, evaluated, recorded and reported to parents/guardians. School district personnel shall view, as a minimum goal, satisfactory progress for each pupil.

In a format approved by the Superintendent of Schools, regular, formal reports shall be made to parents/guardians on each student’s progress. The school year is divided into three marking periods:

<u>Report Cards Issued</u>		
1st marking period	Aug 30—Dec 1	Dec 15
2nd marking period	Dec 4—Mar 8	Mar 22
3rd marking period	Mar 11—Last Day of School	Last Day

SAFETY

Building Security

All school doors are locked during the school day. A doorbell at the main entrance must be rung and the visitor’s identity must be determined through the use of security cameras before that individual is allowed to enter the building. Once admitted, all visitors must report to the school office, sign in, and obtain a visitor badge before visiting any area of the school.

If you are attending meetings or functions at the school in which your children are not directly involved, it is requested that you **leave them home with a sitter, unless babysitting is provided at the school.**

If you do attend a child-related function such as Brownies, Cub Scouts, etc., it is imperative that you supervise your children for their own safety and for the safety and security of others.

Finally, your child is responsible to see that all homework assignments, books, musical instruments, etc. needed for a particular evening or weekend are brought home at dismissal. Admission to the school after hours for the purpose of obtaining lost or forgotten items is strongly discouraged. We aim to promote student organizational skills and student responsibility.



Visitors

All visitors must report to the Main Office and sign in on the appropriate list for visitors. This includes all vendors. All visitors must wear a visitor identification sticker while in the building. The main entrance is the only entrance visitors may use to enter and exit the building.

Video Cameras

Video cameras are used on buses, in corridors, and around the exterior of the building for security/safety purposes.

Asbestos Plan/Pesticides

The Asbestos Plan may be reviewed in the Main Office. AES does contain minimal, non-friable asbestos in areas of the building which are not accessible to students.

Pesticide applications are completed by a certified pest management company which complies with all federal and state regulations. No applications of pesticides will be made at the school during the 2023-2024 academic year without proper notification by the company.

Fire Drills And Crisis Response Drills

Fire drills/crisis response drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom which are reviewed with students by school personnel.

Green Cleaning Program

A green cleaning program to clean and maintain the school has been implemented. 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.

IMPORTANT: 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.

SCHOOL RULES & REGULATIONS

Hall Rules (includes staff/substitutes/parents)

Students will respect each other and other classes in session by:

- Walking with 0 to 1 voices
- Keeping one's hands, feet and possessions to oneself
- Not touching art work and bulletin board displays
- Walking on the right side of the hall and stairwell

Assembly Rules (includes staff/substitutes/parents)

Students, staff and families will be attentive and respectful during school (day and evening) assemblies by:

- Entering and exiting in a quiet and orderly fashion
- Remaining seated quietly
- Keeping hands and feet to oneself
- Applauding or participating at appropriate times in a respectful manner
- Setting cell phones to vibrate or turning them off

Field Trip Rules

Students are expected to:

- Respect rules and regulations of the facility being visited
- Behave in accordance with school guidelines
- Keep noise level at 1 – 2 on the bus for safe traveling

Bathroom Rules

Students are expected to:

- Use bathroom facilities in a clean and safe way
- Flush toilet after use
- Throw paper towels in containers provided
- Wash hands when finished

Fire Drill and Lockdown Rules

Students will immediately:

- Be silent during ALL of the drill or lockdown
- Listen and follow teacher direction
- Go to the nearest adult (or fire drill exit door) if not with a class or teacher

Cafeteria Rules

Students will eat in a clean, safe environment where respect is shown for other students and staff by:

- Sitting and talking quietly to persons at their table
- Raising their hand before getting out of their seat when there is a need or problem
- Keeping the table and floor clean
- Sharing in the responsibility for picking up/cleaning the tables
- Eating with appropriate table manners
- Not sharing food or taking food from others
- Disposing of all food items before leaving the cafeteria
- Remaining silent and attentive when adults are speaking

Noise Level Guidelines
0 = silence, no talking
1 = quiet whisper
2 = normal conversational tone
3 = playground voices

- Noise levels in the cafeteria shall be universal for all lunch waves:

0 in the Quiet Zone

1 or 2 (with 2 being the norm) at the discretion of the staff on duty.

- Consequences of misbehavior in the cafeteria:
 - 1 verbal warning
 - If infraction occurs a second time within the same lunch wave, movement of seat for that student(s).
 - If misbehavior continues that day or any other that week, it will result in an office referral.

Playground Rules

Kindness and care for one another are valued at Andover Elementary School. Andover Elementary School is a community of students and staff who work together in one facility. Students will be taught to respect the rights and property of other students and adults at all times. To encourage a safe and active recess, toys, including all electronic devices, are not permitted. The following behaviors will be encouraged and expected of all Andover students.

SCHOOL RULES & REGULATIONS (continued)

Playground Rules (continued)

Students will have a safe, orderly place to play for school recess by:

- Taking turns on all equipment.
- Using the playscape in the following way:
 - a. Walking in the wood chip area.
 - b. Using the fitness center on the upper playground according to the posted instructions.
- Using the basketball courts with a maximum of 10 on a team, rotating in extra players. Upper playground players should use one basket to allow up to 20 students to play.
- Following established rules (basketball, soccer, kickball) when playing. Football is not allowed. Students not playing must be off the field of play.
- Using the swings in the following way:
 - a. Hold on with two hands.
 - b. Sitting down on the swings.
 - c. Swinging at a safe height.
 - d. Swing straight, not diagonally.
 - e. Staying on the swing when it is moving.
- Staying in the playground area, within sight of the teacher:
 - a. Side banks are off limits on the upper playground.
 - b. Students must not leave the playground area except for emergencies (must report to the supervising teacher before leaving the area and upon returning).
 - c. Respecting each other by avoiding rough personal contact (no tackling, hitting or unsafe play).
 - d. Using equipment as intended.
 - e. Participating in activities considered safe on a playground with many children. Nothing should be thrown except school approved equipment (i.e., no snowballs, ice, hard baseballs, sticks, etc.).
 - f. Safe play in winter weather conditions (no sliding on the ice).
 - g. Only school equipment, except gloves, will be used.
 - h. No gymnastics.
 - i. Students must be able to use equipment without adult assistance.
 - j. Kindergarteners will not use the monkey bars, moving slider, or fireman's pole.
 - k. Lining up in a quiet, safe manner, ready to listen for directions (no pushing, shoving, bouncing balls, etc.)
 - l. Entering the building quietly.

Students will wear appropriate clothing for the weather. Coats will be worn unless there is a major change in the temperature, in which case the monitors will decide if coats are necessary. Children without appropriate clothing will not be permitted to participate in outdoor recess. Snow pants, boots, and mittens must be worn for playing in the snow.

SPECIAL PROGRAMS

Andover Elementary School provides special programs such as but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the school principal.

Andover Elementary School utilizes the Scientific Research-Based Interventions (SRBI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessional attend PPT meetings.

STUDENT CONDUCT AND DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. Andover Elementary School's disciplinary actions may include using one or more discipline management techniques, such as a loss of privileges, removal from class, removal to an alternative education setting, in school suspension, out of school suspension (used only in serious violations), or expulsion. In cases where a student is continuously and overtly defiant of school rules and regulations, the superintendent may refer the student to the juvenile court for prosecution as a Family With Service Needs case in accordance with the Connecticut General Statutes.

Disciplinary measures will be appropriate for the offense and the developmental level of the child. In addition, in any situation where the actions of a student violate the criminal laws of the state, or endanger the safety of any person, or place any property in danger of damage, school officials may notify the police. This notification could result in the arrest and prosecution of the student. In the case of a student under the age of sixteen, the policy may, in lieu of referring the matter to the juvenile court and with the consent of the parent and student, refer the family to the AHM Juvenile Review Board for resolution. Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and violates publicized Board of Education policies, even if such conduct occurs off school property and during non-school time.

The administration or referring teacher will contact parents about the offense and the corresponding investigation either via telephone or written correspondence. Student discipline files are regarded as "in-house" documents. Consequently, when a student leaves the school or transfers, the records are destroyed. However, a notice of suspension or expulsion will remain part of a student's cumulative record and will only be expunged from the record upon graduation from high school.

Student lockers and/or desks are the property of the school district and may be searched at any time at the discretion of the school administration. If search and seizure of student property is deemed necessary, it will be carried out by an administrator or his/her designee when there is probable cause to suspect that the student is in violation of a school regulation especially for weapons, drugs, or alcohol.

Removal From Class

A teacher may request a student exit the classroom when the student deliberately causes a serious disruption to the teaching and learning process within the classroom. At no time will the child be left without adult supervision. If inappropriate behavior continues, the child may be sent to the principal's office.

Suspension

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Out-of-school suspension may be imposed only in cases where the student "poses a danger to persons or property or such disruption of the educational process that the pupil shall be excluded from school during the period of suspension."

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. The student's parents will be notified as soon as possible. In such instance the informal hearing will be held as soon as possible during the suspension. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. Notice of the suspension including the conduct for which it was imposed will be included in the child's cumulative education record. Said notice shall be expunged from the cumulative record upon graduation from high school.

Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s) or property, is disruptive of the educational process, or is in violation of a publicized Board policy. Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion. Students who have been expelled may be eligible for an alternative educational program.

STUDENT CONDUCT AND DISCIPLINE (continued)

Expulsion (continued)

Student possession and/or use of weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion.

A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession.

Safe School Climate & Bullying Policy (#5131.911)

I. PURPOSE

The Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported and feel safe in school, socially, emotionally, intellectually and physically. The purpose of this policy is to address the existence of bullying in schools and to establish the guidelines for the development of the district's Safe School Climate Plan.

II. BULLYING PROHIBITED

Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student, employee, volunteer or contractor of the school district shall encourage, aid or consent to bullying. No student, employee, volunteer or contractor of the school district shall permit, condone or tolerate bullying. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Bullying is prohibited 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (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 school.

Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.

Any student who engages in bullying as defined in this policy may be subject to discipline up to and including expulsion. Any school employee who fails to respond to bullying as required by this policy and the district's Safe School Climate Plan may be subject to discipline up to and including termination.

III. DEFINITIONS

- A. "Bullying" means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
- (a) Causes physical or emotional harm to such student or damage to such student's property,
 - (b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
 - (c) Creates a hostile environment at school for such student,
 - (d) Infringes on the rights of such student at school,
 - (e) Substantially disrupts the education process or the orderly operation of school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, 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.

Safe School Climate & Bullying Policy (continued)

- B. “Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- C. “Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.
- D. “Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.
- E. “Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.
- F. “Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.
- G. “Safe School Climate Coordinator” means the individual appointed by the Superintendent of Schools from existing staff who is responsible for:
 - 1. Implementing the district’s Safe School Climate Plan;
 - 2. Collaborating with the Safe School Climate Specialist, the Board of Education and the Superintendent of Schools to prevent, identify, and respond to bullying in the school;
 - 3. Providing data and information, in collaboration with the Superintendent of Schools of the district, to the State Department of Education regarding bullying, in accordance with state law; and
 - 4. Meeting with the Safe School Climate Specialist at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district’s Safe School Climate Plan.
- H. “Safe School Climate Specialist” means the principal of the school, or the principal’s designee, who is responsible for:
 - 1. Investigating or supervising the investigation of reported acts of bullying in the school in accordance with the district’s Safe School Climate Plan;
 - 2. Collecting and maintaining records of reports and investigations of bullying in the school; and
 - 3. Acting as the primary school official responsible for preventing, identifying, and responding to reports of bullying in the school.
- I. “School employee” means:
 - 1. A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or
 - 2. Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- J. “School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

IV. SAFE SCHOOL CLIMATE

The school district shall develop and implement a Safe School Climate Plan to address bullying in its school. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan and submit such plan to the State Department of Education. Revisions to the Safe School Climate Plan shall be approved by the Board of Education. The Safe School Climate Plan will serve as the administrative regulations for this policy.

Legal References:
Connecticut General Statutes
10-15c Discrimination in public schools prohibited
46a-58 Deprivation of rights
10-145a Certificates of qualification
10-145o Teacher education and mentoring program
10-220a In-service training
10-222d Policy on bullying behavior

SAFE SCHOOL CLIMATE (continued)

Legal References (continued):
Connecticut General Statutes (continued)
10-222g Prevention and intervention strategy re: bullying
10-222h Analysis of bullying policies
PA 11-232 “An Act Concerning the Strengthening of Bullying Laws”
United States Codes
20 U.S.C. 1400 Individuals with Disabilities Education Act
20 U.S.C. 1681 Title IX of the Education Amendments of 1972
29 U.S.C. 794 Section 504 of the Rehabilitation Act of 1973
42 U.S.C. 2000d Title VI of the Civil Rights Act of 1964
42 U.S.C. 12101 Americans with Disabilities Act

Drug Policy (#5131.6a)

The Board of Education recognizes that any program to combat the misuse of drugs must be a community effort. The Board of Education shall insure that students are informed as clearly as possible about the dangers of drug abuse.

The Board of Education must also protect all Board of Education employees from undue jeopardy when their concern and dedication lead them to personal involvement in student drug abuse problems.

The specific instance of drug abuse must be dealt with by the administration and faculty in a manner which precludes arbitrary decisions, protects rights of all students, and functions within the law.

The principal, assistant principal, or their designee is personally responsible for holding contraband materials and for delivering them to the proper public authorities. A receipt should be furnished to the owner, if known, and one demanded from the officer who takes possession.

Legal reference:
Connecticut General Statutes Sec. 10-221 Approved: February 10, 2010

No Smoking Policy (#5131.6b)

Andover Board of Education Policy #5131.6b states that no smoking or other use of tobacco-related products shall be allowed on school property at any time, on any transportation provided by the Board of Education, or during the course of any trip or activity sponsored by the Board of Education.

Legal reference:
Connecticut General Statutes
1-21b Smoking prohibited in certain places
53-198 Smoking in motor buses, railroad cars and school buses
Approved: February 10, 2010

Substance Abuse

The school prohibits the manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind, and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale, or consumption of dangerous drugs, narcotics, or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators, or other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

STUDENT NUTRITION & PHYSICAL ACTIVITY POLICY (#6142.101) (SCHOOL WELLNESS POLICY)

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296).

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Goals for Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks. (A standards-based program is a system of instruction, assessment, grading and reporting based on students demonstrating understanding of the knowledge and skills they are expected to learn.)

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

- Unless otherwise exempted, all students will be required to engage in the District's physical education program.
- Recess and other physical activity breaks; before and after school activities, and walking and bicycling to schools, where safe to do so, are supported by the Board.

Nutrition Guidelines for Foods Sold in Schools

The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Marketing

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA "Smart Snacks in School" nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

STUDENT NUTRITION & PHYSICAL ACTIVITY POLICY (continued)

Marketing (continued)

As the District reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

Monitoring

The Board designates the Superintendent, or his/her designee, to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, the school's three-year assessment and evaluation report and this wellness policy and plan.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy.

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy.

Community Input

The Superintendent or designee will provide opportunities, suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, representatives of the school food authority, teachers of physical education, and the school health professional. This is best achieved through the establishment of a standing wellness/safety committee.

Evaluation of Wellness Policy

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent and Principal as the people who will be responsible for ensuring that the school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board's website. This availability shall include the policy, including any updates to and about the wellness policy.

(cf. 3542 – Food Service)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3452.45 – Vending Machines)
(cf. 6142.6 – Physical Education)
(cf. 6142.61 – Physical Activity)
(cf. 6142.62 – Recess/Unstructured Time)
(cf. 6142.10 – Health Education)



Legal reference:

Connecticut General Statutes
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re: feeding programs.
10-216 Payment of expenses.
10-215e Nutrition standards for food that is not part of lunch or breakfast program.
10-215f Certification that food meets nutrition standards.
10-221o Lunch periods. Recess.
10-221p Boards to make available for purchase nutritious, low-fat foods.
10-221q Sale of beverages.
Regulations of Connecticut State Agencies
10-215b-1 Competitive foods.
10-215b-23 Income from the sale of food items.
National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12.)
The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220
Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751
Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)
School Breakfast Program, 7 C.F.R. Part 220 (2006)
National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)
Local School Wellness Policy Requirements, 42 U.S.C. 1758b

Policy adopted: September 8, 2010
Policy revised: September 13, 2019
rev 11/12
rev 10/14
rev 1/17
rev 6/17

STUDENT DEBTS/DAMAGED PROPERTY

Fees for student accident insurance, class pictures and school store items are the responsibility of students and their parents. Additionally, textbooks are the responsibility of students and are to be signed for and taken care of while in the student's possession.

No defacing of textbooks is allowed. A fee for damaged/lost books or equipment shall be assessed at full replacement costs for new books or equipment and at a sliding fee for older materials.

A fee for damaged bus seats and other equipment will be assessed by the bus company for repair or replacement and reviewed by the administration. Checks for damages should be made payable to Andover Student Activity Fund.

Student's personal property is solely the responsibility of the student and his/her parents and shall not be the responsibility of the school including all materials brought in for "show and tell" or for an event like a science fair.

SUBSTITUTE TEACHERS

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy, and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

SUICIDE PREVENTION

Youth suicide prevention procedures include notification to parents of the student's actions that indicate suicide ideation. School personnel may contact the Department of Children and Families or AHM Youth Services to intervene. If the child is in immediate danger, emergency services will be called.

SUPPORT SERVICES

Andover Elementary School offers a variety of services that support student academic growth and development. These services include but are not limited to reading and math intervention which primarily will be delivered in the classroom but may, at times, require work in small groups in an alternate setting. Services are suspended during assessment periods that occur during the school year for all students.

TESTING PROGRAMS

Andover Elementary students are assessed through curriculum-based assessments by their classroom teachers as deemed appropriate to determine adequate academic progress. Universal screenings in Language Arts and Math are given to all students in grades K-6 three times a year in compliance with SRBI requirements. Additionally, AES participates in school-wide standardized testing.

TRANSFERS AND WITHDRAWALS

Parents of students withdrawing from school must notify the Main Office one week in advance of their last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

