

# **Kelly Lane Primary School**



## **Student Handbook 2023-2024**

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**School number 860-844-3041**



# Kelly Lane Primary School

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# GRANBY PUBLIC SCHOOLS

## Primary School Student Handbook

Dear Kelly Lane Families,

Along with the staff at Kelly Lane Primary, we welcome you to our school. At Kelly Lane we work to take care of ourselves and each other everyday. We are committed to the meeting the full potential of each and every one of our students. The Student Handbook and Planning Guide is designed to inform you about school regulations, procedures and policies.

Please use and refer to this handbook to clarify questions or concerns. Of course, if you have any additional inquiries please contact the main office at 860-844-3041.

We hope that you find this guide useful and it helps you to plan, organize and support your success while at Kelly. We wish you all the best for an exciting school year!

Sincerely,  
Colleen Bava  
Principal  
[bavac@granbyschools.org](mailto:bavac@granbyschools.org)

### GRANBY PUBLIC SCHOOLS Vision of a Graduate

*All Granby Public Schools students will become resourceful learners and effective communicators who positively contribute at the local, national and global levels.*

<b>Resourceful Learners</b>	<ul style="list-style-type: none"><li>❖ Ask questions and identify problems or challenges</li><li>❖ Identify strategies and methods for personal success</li><li>❖ Explore and connect areas of interest</li><li>❖ Set goals and persist in achieving these goals</li><li>❖ Gather and evaluate a variety of sources and perspectives</li><li>❖ Synthesize information and create solutions</li><li>❖ Solve complex problems by applying approaches from multiple disciplines</li></ul>
<b>Effective Communicators</b>	<ul style="list-style-type: none"><li>❖ Listen closely and respectfully participate in discourse</li><li>❖ Value diverse voices and viewpoints</li><li>❖ Prepare a message for an identified purpose and audience</li><li>❖ Express ideas clearly in a variety of ways</li><li>❖ Support arguments with evidence</li><li>❖ Adapt and adjust thinking based on feedback and new learning</li><li>❖ Use tools and technology flexibly and strategically</li></ul>
<b>Positive Contributors</b>	<ul style="list-style-type: none"><li>❖ Develop meaningful connections with others</li><li>❖ Collaborate for a common goal</li><li>❖ Exhibit compassion and empathy</li><li>❖ Make healthy and responsible decisions</li><li>❖ Use personal talents and knowledge to contribute to society</li><li>❖ Demonstrate civic responsibility</li><li>❖ Understand that actions have impact on the local community, the country and our global society</li></ul>



**REGISTRATION:** All children entering the Granby Public Schools are required to present a birth certificate, a record of proper immunizations a recent physical examination signed by a physician (see Health Program) and a proof of residency is also required. Parents of students transferring into the Granby Schools must sign a release of records form and registration materials which are available at each school. In addition, parents are reminded that a release of records form should be signed at the prior school as well.

## **THE SCHOOL COMMUNITY**

Teachers and administrators are required to maintain an atmosphere conducive to learning, and are empowered by the Granby Board of Education to make reasonable rules and regulations to achieve this end. All students have a responsibility to be knowledgeable of the rules and regulations governing the school. A student who breaks these rules or regulations, interferes with the rights of others, or disrupts the educational process, is subject to disciplinary action.

At Kelly Lane Primary School emphasis is placed on the student's own sense of responsibility to self, family, school, and community. Responsibility shifts more to the students as they become more accountable for their actions. It is important for parents and teachers to provide the opportunity for students to exercise responsibility. We feel that there are many ways adults can foster a sense of responsibility in children.

Allowing children to accept the logical, natural consequences of their actions encourages responsibility. This means permitting children to learn through their own experiences.

### **I. STAKEHOLDER EXPECTATIONS**

The school is comprised of four major groups (students, parents, staff, and administration) working harmoniously together to create the best possible learning atmosphere.

## **THE ROLE OF THE STUDENT**

Students should make a sincere effort to do their best work, and meet the standards expected of them. They should accept responsibility for their own actions, particularly by displaying self-discipline. Behavior will result in a natural and logical consequence whether positive or negative.

### **Kelly Lane CARES**



**At Kelly Lane,  
We CARE about ourselves,  
We CARE about each other and  
We CARE about our school.**

### **Additional student expectations:**

- Follow school rules and regulations.
- Respect school property and the property of others.
- Attend school and classes regularly, prepared, and on time.

## **THE ROLE OF THE PARENT**

Parents should help young people develop the self-control necessary to succeed to the best of their ability. Parents are obligated to teach and, by example, to develop in their children good habits of behavior as well as positive attitude toward school.



**Additional parent/guardian expectations:**

- Take an active role in the school and stay informed.
- Support the rules of the school concerning student conduct.
- Teach and explain to children respect for authority, for the rights of others, and for private and public property.
- Explain the need for prepared, prompt and regular school attendance.

**THE ROLE OF THE TEACHER**

Teachers are responsible for establishing and maintaining an atmosphere conducive to learning and working toward the academic and personal development of each child.

**Additional teacher expectations:**

- Build proactive and positive relationships with students and families.
- Approach all lessons with skill, enthusiasm and a growth mindset.
- Teach and practice classroom and schoolwide behavioral expectations with students.
- Enforce the rules and guidelines of the school kindly, consistently, and equitably.
- Inform parents, in accordance with school and team procedures, about the academic progress and the general behavior of their child(ren).

**THE ROLE OF THE ADMINISTRATION**

The administration is charged with the responsibility of operating the school in a safe and orderly manner that will ensure appropriate instruction. The administrators will work closely with the staff in the areas of curriculum improvement, development and social and emotional learning in order to promote student growth and achievement.

**Additional administrator expectations:**

- Build proactive and positive relationships with staff, students and families.
- Establish appropriate rules and regulations to ensure the health, safety, and welfare of the individuals in the building.
- Request and secure the materials necessary to maintain a viable learning environment.
- Supervise faculty and staff.
- Implement and support the policies and regulations of the Board of Education.
- Exercise leadership and support the vision, mission and goals established by Granby Public Schools and Kelly Lane Primary School.

**II. PROGRAMS OF STUDY:**

<b>Core Subjects</b>	<b>Unified Arts</b>
Readers Workshop	Art
Writers Workshop	General Music
Math	Library
Science	Physical Education
Social and Emotional Curriculum/Second Step Curriculum	Library Media/Technology
Social Studies	Spanish
	Strings (Gr.1/Gr.2)



### **III. ACADEMIC & ATTENDANCE INFORMATION**

#### **ATTENDANCE POLICY**

Regular and punctual student attendance in school is essential to the educational process. CT state law places responsibility for assuring that students attend school with the parent or guardian of the child. It is the responsibility of the parents or guardians to contact the school office when their child is absent from school and to provide a reason for the absence. If the school does not receive any explanation for the absence, the absence will be considered unexcused. Families are strongly encouraged to plan their vacations to coincide with regularly scheduled school vacation. Please review the Granby Public Schools' Board of Education attendance policy and truancy ([BOE policy-5113](#)) for specific details.

- **Call-back System:**

A call-back system protects the parent's assumption that his/her child has reached school safely. If the child does not arrive at school and the parent has not called to explain his/her absence, the school will contact the parent. Parents are encouraged to use the Absence Reporting Line to communicate absences.

- **Early Dismissal:**

If a child is to be dismissed early, a note must be sent stating the time he/she is to be released and the person to whom the child will be released. A student will be released only to his/her custodial parent or legal guardian or to another person designated in writing by that parent or guardian. The person removing the child from school must report to the office and sign out the child before meeting him/her.

- **Additional attendance considerations:**

- A student is considered present if s/he is in attendance for at least one half of the instructional day.
- Student are marked tardy if they are not in the classroom at the beginning of the school day.
- Children who arrive late to school must be signed in by an adult.
- All children are expected to be in daily attendance except in case of illness or other unavoidable situations. In these cases, parents are required to notify the school prior to the start of the school day.

#### **CLASSROOM GROUPING**

Classrooms are heterogeneously grouped so as to provide the proper balance of academic, social, and emotional temperaments. The responsibility for grouping is shared by teachers, administrators, and specialized staff.

#### **CONFERENCES**

Formal parent-teacher conferences are held in December and March. These conferences are scheduled at a time that is mutually agreed upon by teacher and parent. Additional conferences may be scheduled at the request of either parent or teacher.

#### **HOMEWORK**

Since learning is a continuous process that extends beyond the school day, homework can be an effective means of increasing and strengthening student learning. When assigned, homework is designed to meet the following objectives:

- Strengthen learning.
- Support classroom activities.
- Reinforce skills.
- Stimulate the student's interest through further study.
- Foster self-discipline, responsible work habits and initiative.



Homework may include any school assignment which is to be completed outside of the classroom, including daily reading expectations. It can include review of classwork, practice of skills and concepts and preparation for assessments and lessons.

Teachers and/or staff will not provide assignments when students are on vacation during school time. Students missing school because of family vacation will be encouraged to:

- Keep a vacation journal.
- Read for at least twenty minutes per day.

If your child is going to be home due to illness for an extended period (two weeks or more), please inform the office, or classroom teacher, so that instruction can be arranged.

### **PROGRESS REPORTS**

For elementary students, will be issued in November, March, and June (trimester). Grading options are explained on the progress reports.

### **PROMOTION/RETENTION**

The primary factors in determining promotion or retention in grades K-8 are student achievement and student readiness for the next grade level. Considerations will include 1) Current academic standing; 2) Chronological age; 3) Physical, social, and emotional maturity; 4) Relationship of achievement to ability; 5) Potential for remediation; 6) Assessment of student progress; 7) Discussions with parent/guardians/caretakers.

Whenever retention is being considered, the teacher shall confer with the principal and others designated responsible for the student's program. A meeting with parents shall be held **no later than April 1** to discuss the student's status.

Parents will be given an opportunity to meet with appropriate school personnel, including a building administrator, prior to the end of the school year to further discuss whether to retain or promote the student.

### **SCHOOL SCHEDULES/CALENDARS**

School schedules/calendars are available on the district website. **Students' regular hours are 8:30 am to 3:25 pm. Student supervision is provided at 8:15 am. All students are expected to be picked up by 3:35 pm.**

- **"No School" Announcements and Delayed Openings:**  
On days that necessitate a delayed opening or cancellation of school, an announcement will be sent through the District School Messenger service, our automated notification phone system; text message if you are signed up; posting on the District Website and on the Kelly Lane School's Facebook page and announced by local radio or television stations.
- **Early Release:**  
In the event that weather or unforeseen circumstances cause schools to close early, announcements will be broadcast over the local radio, television stations, and systems listed above, as well as through the automated notification phone system.

On In-Service days, conference days, and on some days prior to a holiday, the elementary schools close early. Scheduled early closings are indicated on the school calendar.

Parents should communicate the early release/emergency plan to their child(ren) in advance.



### School Schedule:

	<u>Regular Day</u>	<u>Early Release</u>	<u>Delayed Opening</u>	<u>Emergency Release</u>
<b>Preschool Am</b>	8:45-11:15	8:45-10:15	No Session*	8:45-11:15***
<b>Preschool PM</b>	12:30-3:00	11:00-12:30**	12:30-3:00	No Session*
<b>K-2</b>	8:30-3:25	8:30-1:05	10:30-3:25	8:45-11:45***

\*AM Preschool will be cancelled if there is a 2-hour delay due to inclement weather

\*\*PM Preschool will be cancelled if there is an unscheduled early release due to inclement weather

\*\*\* Breakfast is served, but NO lunch on Emergency Release

Any student being brought to school after 8:30 needs to be signed in at the office by the parent bringing them to school. All students being picked up at the end of the school day need to be signed out from school by the parent picking them up at 3:20. Students need to be picked up by 3:35. All doors of the school will be locked.

Parents, volunteers and visitors can only enter through the front doors. You need to report to the main office upon entering the building to sign in and get a visitor badge.

## **IV. STUDENT CONDUCT**

### **BEHAVIOR**

The Kelly Lane Primary School staff believes in proactive and positive behavior management systems. Staff model and students discuss and practice responsible, respectful, safe and kind conduct in order to develop lifelong beneficial habits. Teachers and support personnel will always assist students in developing alternatives to unacceptable behavior. Every effort will be made to help students become aware that there are logical consequences for their actions. This will assist students in developing self-discipline. Teachers will emphasize that acceptable behavior ensures positive, not negative, consequences and school will be a positive experience.

Kelly Lane Primary School students are governed by Granby Public Schools' Board of Education policies on student behavior and the Code of Conduct. This includes:

- **Being courteous, and using appropriate behavior and language at all times.**
  - Abuse of any kind is not acceptable.
  - School and the personal property of others are to be treated with respect.
- **Dressing appropriately for school.**
- **Following the student cell phone/watch/electronic device policy.**
- **NO possession/transmission or utilization of:**
  - **Controlled substances** such as illegal drugs, prescription patient medicine, alcohol, tobacco products or any substance that may be used as an inhalant.
  - **Any firearm, knife, explosive, or other dangerous object or weapon of any variety.**





## **CAFETERIA & PLAYGROUND**

<b><u>Cafeteria (or designated eating area) Procedures</u></b> <ul style="list-style-type: none"><li>● Breakfast and lunch times are always supervised by adult staff.</li><li>● During lunch, students are assigned seating.</li><li>● Students must ask permission to leave the cafeteria for any reason.</li><li>● Students must dispose of their own trash.</li></ul>	<b><u>Playground Procedures</u></b> <ul style="list-style-type: none"><li>● Recess is always supervised by adult staff.</li><li>● Children should play in the designated playground areas ONLY.</li><li>● Students must ask permission to leave the playground area for any reason.</li><li>● Students must safely line up once signaled by supervising staff members.</li></ul>
<b><u>Cafeteria (or designated eating area) Conduct</u></b> <ul style="list-style-type: none"><li>● Respect for staff, peers, and school property.</li><li>● Remain seated and focused on eating</li><li>● Maintain an appropriate noise level.</li><li>● Practice safe and appropriate behavior.</li><li>● No food trading.</li></ul>	<b><u>Playground Conduct</u></b> <ul style="list-style-type: none"><li>● Respect for staff, peers, and school property.</li><li>● The following activities are NOT permitted:<ul style="list-style-type: none"><li>○ Tackle football.</li><li>○ Hardballs and bats.</li><li>○ Skateboards.</li><li>○ Dangerous objects.</li><li>○ Any activity deemed inappropriate by the supervisor.</li></ul></li></ul>





**Kelly Lane School CARES**  
**Be PAWSitive about your behavior !**



	<b><u>Hallways</u></b>	<b><u>Cafeteria</u></b>	<b><u>Bathroom</u></b>	<b><u>Recess</u></b>	<b><u>Bus</u></b>
We take <b>CARE</b> of ourselves	Stay in your spot	Stay at your seat Use walking feet	Wash your hands	Stay in your assigned area	Stay seated at all times
We take <b>CARE</b> of each other	Walk quietly in the halls.  Keep your hands, feet, and objects to yourself.	Use quiet voices at your table  Listen to the adults on duty	Use personal space  Have a quiet voice	Use kind words  Keep your hands, feet, and objects to yourself	Include people who would like to play
We take <b>CARE</b> of our school	Keep your hands off of the walls and artwork	Keep your space clean  Use an inside voice	Throw paper towels in the trash	Stay seated at all times  Listen to the driver	Line up at the whistle  Use the equipment properly

### **CLASSROOM DISCIPLINE/OFFICE DISCIPLINE**

The primary level of discipline is in the classroom. Teachers will develop clearly stated policies of discipline for their own classrooms as well as participate in the generation of team discipline policy.

Routine matters of discipline will remain the domain of the classroom teacher. In cases where the teacher has been unsuccessful in correcting students' misbehavior, or the infraction creates a threat to the health, safety, or well-being of any individual, the administration will intervene in a further attempt to correct the situation.

The Principal, with or without parental/guardian permission, may meet with individual students to attempt to solve any problem which cannot be resolved at the teacher/student level.

The Principal may ask parents to come for a conference with their son or daughter whenever attempts to resolve school problems have failed or when the severity of the infraction warrants parent involvement.

Consistent with Board of Education Policy the use of physical force as a disciplinary measure is strictly forbidden. In extraordinary circumstances the school staff may employ seclusion or restraint practices as a behavioral intervention.

### **DRESS CODE**

Although no formal dress code exists, students are expected to dress reasonably for school. A student wearing any clothing/accessories that detract from the learning environment as determined by the school's administrator will be directed to change into more suitable attire. Examples of inappropriate dress: revealing clothing, clothing with inappropriate logos or writing, pants worn so low as to expose undergarments, short-shorts, miniskirts, etc. revealing the upper thigh or undergarments, head coverings of any kind, except religious head coverings, footwear that damages floors or is a safety hazard. Flip-flops may be determined as unacceptable by the individual building administration. This will be communicated on the first day of school. Appropriate footwear must be worn for P.E. Students are expected to dress neatly, cleanly, and attired in clothing which is appropriate to the school setting. For health and safety reasons, shoes must be worn at all times. At any time that one's clothing is deemed inappropriate, the student will be directed to change into something appropriate or to return home to find more suitable attire.

Because school room temperatures tend to fluctuate, students are advised to wear layers of clothing that can easily be put on or removed as needed. Students should dress warmly in winter and should wear boots during the cold months and the muddy season.



Recesses are held outdoors except in cases of inclement weather or severe cold or hot as guided by the [Child Care Weather Watch](#) (approximate air temperature/wind chill **below 15 degrees or above 90 degrees**).

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Parents will be informed immediately if a student attempts to leave the school building or campus without permission. Police may be called and/or additional consequences implemented due to the unsafe behavior.

### **REMOVAL FROM CLASS**

Teachers or supervising staff members shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process provided that no student shall be removed from class for a period longer than ninety (90) minute unless such student is referred to the administration.

### **SEXUAL HARASSMENT**

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome 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 success; *or*
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Please contact the building Title IX Coordinator or building Principal with any complaint ([BOE policy- 5145.44](#)).

## **V. GENERAL INFORMATION**

### **AFTER-SCHOOL PROCEDURES**

Students should **not** be in the building after 3:30PM unless they are waiting for their bus, participating in a supervised activity, or staying after for extra help under the direct supervision of a staff member.

- Our advisors and coaches will continue to provide students with the time schedules for activities so that you may arrange to pick up your children **promptly** at a specific time.
- We ask that you review precautions that you may have already taken with your children especially for late school activities.
- An alternate plan must be devised in case an emergency should arise and you are prevented from picking up your child. **Staff members are not able to transport students.**

### **CLASSROOM "PARTIES"**

Parties may be held in each school on a limited basis as approved by the school administration. At times, some holidays and special events are celebrated with the assistance of room parents and other volunteers. Volunteers for these events are subject to security measures. Consistent with our Health & Wellness Policy, **food (and candy) is discouraged** from use during celebrations.

### **FIELD TRIPS**

Field Trips assist the teacher in clarifying concepts and in making the curriculum more meaningful and stimulating to students. Each child must have a permission slip on file in the school office before he/she takes part in a field trip activity. The cost of the field trip is assumed by the parent; however, no students will be denied a field trip because of inability to pay.



## **FOOD SERVICES**

Food service information including lunch and breakfast prices can be found on the Granby Public [website](#).

## **LOCKERS & DESKS**

Students lockers and desks are the property of the school. The administration reserves the right to search the lockers and desks at any time.

## **LOST & FOUND**

Each school has a lost and found area where articles may be claimed. After a reasonable period of time, unclaimed articles are donated to appropriate organizations. Parents are advised to mark outwear and all articles of value with student's name.

## **MISCELLANEOUS INFORMATION:**

- Students should make every attempt to arrange personal matters before coming to school. In general, only telephone calls of a serious nature are allowed.
- Student cell phone/watch communication is not allowed during the school day. In the case of an emergency, please contact the school to speak with your child's teacher or the Principal.
- The administration discourages bringing valuable items to school. The school does **not** assume responsibility for valuable items brought in by students.

## **OPEN HOUSE**

An Open House/Curriculum Night is held at each school early in the fall. The exact date and program format are announced by each school's staff and are posted on the district and school websites.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Granby Elementary Parent-Teacher Organization (PTO) represents all of our own town's elementary schools. Its purpose is to strive toward educational excellence by fostering a close working relationship between home and school.

PTO activities are planned to enhance school programs and to serve as an effective vehicle for parent-teacher communication and involvement. For example, the PTO sponsors professional cultural arts programs during school hours, as well as the training of volunteers to lead discussions of famous artists and their work. Other trained volunteers conduct nature walks and hands-on outdoor experiences.

The PTO newsletter and community information committee inform parents and encourage discussion school issues. Follow Granby, CT – PTO on Facebook.

Many other specific activities, communication forums, and fundraisers round-out the PTO programs, varying from year to year so as to maximize opportunities to benefit all members of the elementary school community.

The PTO is governed by an Executive Board composed of its officers, standing committee chairpersons, the principal of each school, and teacher and parent representatives of each school. Membership is open to all persons willing to uphold its basic policies.



## **PARTY INVITATIONS**

Students are **not** to distribute party invitations while in school or on the school bus. Additionally, the school may not provide student addresses, phone numbers or other personal information.

## **SAFETY/EMERGENCY DRILLS & PROCEDURES**

Fire drills are held during the year to acquaint students with proper exit procedures and the sound of the alarm system. Safety drills are held to acquaint students with lock-down and evacuation procedures.

## **STUDENT SOLICITATION OF FACULTY, STAFF & OTHER STUDENTS**

Students should not ask other students, teachers, or staff members to purchase items for their own gain. Keep in mind that a teacher would have to buy from scores of students. Student fundraising materials may not be distributed at school.

## **SUPPLIES**

The Granby Board of Education provides each child with basic instructional materials including textbooks, workbooks, and paper. Parents may be requested to provide various supplies as well as extra materials for classroom use or special projects during the year.

## **TELEPHONE MESSAGE**

Classroom instruction cannot be interrupted to relay telephone messages. For common situations such as forgotten lunches, changes in appointments, and variations in after-school arrangements, a message or item may be left in the main office.

## **VISITORS**

Typically, visitors are welcome in the Granby Public Schools. ALL visitors are required to sign-in at the office and provide a drivers license. Visitors will be assigned a visitor's badge and cleared through our security system. Anyone wishing to visit a classroom during the school day must make arrangements with the teacher and/or principal. **We are not able to accommodate parents/guardians in the cafeteria or on the playground during recess.**

## **VI. HEALTH INFORMATION**

### **ACCIDENTS & ILLNESSES**

If a child becomes ill or is seriously injured at school, parents are notified and are expected to provide transportation immediately. The school nurse or members of the professional staff contact a physician or the 911 emergency services as deemed necessary.

Parents should update emergency information as necessary. Parents should always notify the school of any change in the name and/or telephone number of the person designated to take charge of a student if a parent cannot be reached in an emergency.

The guideline temperature of 100 degrees (F) or higher is used to determine when a sick child should be removed from school. The extended care of a sick child at school unnecessarily prolongs the child's discomfort and also disrupts school office operations.

### **ALLERGIES**

Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Wells Road is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education,



awareness, communication and emergency response. Please contact our school nurse, to discuss your child's allergy concerns.

**Kelly Lane Primary School is LATEX FREE.**  
**Please do not send children to school with balloons, toys or other items containing Latex.**

### **COMMUNICABLE DISEASES**

The school relies on the advice of the child's physician and school medical advisor regarding school attendance in cases of contagious diseases such as strep throat, chicken pox, mononucleosis, conjunctivitis (pinkeye), COVID (and its variants) and Fifth's disease.

### **FIRST AID**

First aid is administered by the nurse or authorized person for all minor injuries received going to or from school and at school. **It is not the responsibility of the school to provide for other treatment.**

A registered nurse is available for emergency care system-wide during the regular school day.

### **ILLICIT DRUGS & ALCOHOL**

There shall be **NO** use, distribution, or unlawful possession of illicit drugs or alcohol in any building, on the grounds, on transportation provided by the Board, or at any event, trip, or activity sponsored by the school or under supervision of the Board, other than as medically prescribed as set forth in the Board of Education Policy.

### **IMMUNIZATIONS**

The Granby Board of Education, as mandated by Connecticut law, requires that all transfer students who are entering Granby Public Schools be successfully immunized against Polio, Rubella (Measles, German Measles and Mumps), Diphtheria, Pertussis, Tetanus, Hepatitis B, Hepatitis A, Pneumococcal and Hib. Students born January 1, 1997 or later must show proof of immunity to varicella or two doses of the vaccine. Preschool age students are also required to be vaccinated against influenza. A record of these immunizations must be presented to the school nurse on or before registration of any child before he/she will be permitted to attend school.

### **INHALANTS**

Inhalable substances (including gases, solvents, butane, propane, adhesives) if purposefully used inappropriately will result in disciplinary action.

### **MEDICATION AT SCHOOL**

In compliance with state law, children are **NOT** allowed to possess medications at school. Motrin, cough syrup, and other over-the-counter medications, as well as prescription drugs, are included in this rule. Please complete the Yearly Health Information Form for permission to give certain over-the-counter medications if needed at school.

If it is necessary for a child to take medication at school, parents should make the following arrangements:

- **Prescription Drugs:** State law requires that **all** (prescription and non-prescription) medication be brought to school by the parent, left and locked in school health office, and labeled with the name of the child, name of medicine, and dosage and time to be taken, as well as to be accompanied by a written authorization signed by both the physician and parent. A special form for this purpose is available in the school office or can be downloaded from the [Health Clinic](#) website. This form must be filed with the



school. Only parents, nurses, trained principals, teachers, and coaches are authorized to administer medication.

- **Non-Prescription Medicines:** The parent should bring the medicine to school, check in at the office, and then personally administer the medication to his/her child. If this is not possible, the parent should hand-carry the medicine to school with written authorization from the physician including parent signature for dispensing it in the event that he/she cannot administer it.
- **Psychotropic Drugs:** The district maintains policy and procedures for recommending psychotropic medications in compliance with State statutes 10-2123. The school health, mental health, and other school personnel may recommend a medical evaluation and/or support consultation with a student's medical practitioner within a Planning & Placement Team (PPT) meeting if appropriate and needed, and with the written consent of the parent.
- **If a child is under a special medication program at home, the nurse should be informed.**

### **PEST MANAGEMENT/PESTICIDE APPLICATION**

The Granby Public Schools shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. In addition, staff, students, and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. IPM is used for all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the unnecessary use of pesticides.

### **PHYSICAL EXAMINATIONS**

School health registration requires that each child enrolling in Granby Public Schools present written proof of a physical examination to the school nurse on or before the first day of school, or the child will **NOT** be permitted to enter school. Additionally, students transferring from an out-of-state school must provide proof of a physical examination within the last year, compliant with the State of CT Department of Education's Health Assessment Record. Physical Assessment forms can be found on-line through the Granby Public Schools Health Clinic page.

The physical examination must be provided by the family physician at family expense. In compliance with state registration, the examination will be paid for by the Board of Education for students participating in the free milk program. Requests for financial assistance should be directed to the Director of Special Services (844-5257).

**Physical assessments are due during sixth grade using the blue state form.  
Valid physicals are those scheduled ONLY after the last day of school of fifth grade year.  
Students will not be allowed into seventh grade without an updated physical on file.**

### **REPORTING OF ACCIDENTS & INSURANCE**

All accidents which occur at school, or enroute to or from school, should be reported to the office immediately. If the student is insured under the school accident insurance program (see Student Insurance), school personnel must be given this information so that an insurance form may be completed and sent home with the child.

### **SCREENINGS**

The following screenings are given annually by the school nurse: distance vision [K-6] (with the assistance of trained volunteers), auditory (hearing) [Grades 3 & 5]; and postural (scoliosis) for Grade 5 (girls only). All deviations from normal are reported to parents in writing.



## **STUDENT INSURANCE**

Student insurance is optional. Both school day and 24-hour policies are available. Brochures describing the student insurance program are sent home to all parents at the start of each school year. Parents are urged to read the brochure to acquaint themselves with the offered coverage.

## **VII. BUS CODES AND PROCEDURES**

While traveling on school buses, students are the responsibility of the school. The same rules of school conduct apply to those times when the student is riding a school bus or a bus chartered by the school.

Students should arrive at school and depart from school on the same bus each day. Requests should **NOT** be made to have students let off a bus at a non-scheduled stop. **Any request for a change in your child's transportation plan be made in writing to the school office.**

### **Bus Rules and Conduct for Student Passengers:**

- Students should arrive to the bus stop on time.
- While waiting for the bus, students must stand away from the traveled portion of the highway and respect the rights of property owners.
- Students should get on and off the bus only when the bus is fully stopped. They must enter or leave the bus only at the front door, except in an emergency.
- Students must take a seat when they enter the bus and **remain seated** while the bus is in motion.
- Students must not at any time extend their arms or heads out of the bus windows.
- When exiting the bus, students who need to cross the road shall do so immediately, and will pass in front of the bus. The bus will remain halted until all students have crossed the road.
- The bus driver is to be obeyed at all times. Unnecessary conversation with the driver is prohibited.
- Students are expected to behave on the bus as they would in a classroom. There is to be no loud talking. Indecent and profane language is not permitted, nor is pushing or hitting.
- Food is not to be eaten on the bus.
- Pets are not allowed on the bus.
- When a student does not observe the above regulations, the driver shall file a complaint on the student to the contracted bus company.

### **Bus Procedures for Unsafe or Inappropriate Behavior:**

- The contracted bus company will report the student bus behavior or complaint to the Principals' office for action.
- Students who willfully damage or deface a bus will be held liable for such damage. If required, an investigation by the Superintendent's office and the contracted bus company will be conducted. Appropriate witnesses (e.g. driver, student, principal) will be questioned. Parents will be contacted and involved from the beginning of the investigation.
- Unacceptable behavior on the bus may result in temporary or permanent suspension of a student's bus privilege. Transportation safety complaints may be made to the school or to the Board of Education Business Office (860-844-5250).

## **PROCEDURES FOR HANDLING COMPLAINTS ABOUT BUS DRIVERS**

- **Minor** complaints about a bus driver (e.g. failure to pick up a student, off time schedule, student-driver conflict) will be investigated by the Superintendent's office and the contracted bus company and appropriate measures taken. It should be noted that repeated complaints considered minor could result in a major complaint.
- **Major** complaints about a bus driver (e.g. safety-related, continued poor performance, student-parent-driver conflicts) which could lead to suspension or separation will be investigated jointly by the Superintendent of Schools and the contracted bus company.





- All complaints must be in writing specifying particulars and supporting data and submitted to the Superintendent's office or the contracted bus company.
  - The investigating officers will investigate each complaint in a manner designed for the specific case.
  - Appropriate witnesses (e.g. driver, students, parents, teachers, principal) will be questioned on the validity of the complaint.
  - The investigation will be conducted as expeditiously as possible.
  - If the investigating officers disagree, they will bring the case to the Board of Education or an Ad-Hoc Committee thereof for final solution.
- Parents are requested to keep preschool children away from the bus stop because of the potential danger to themselves and others.

### **WALKERS & BIKERS**

Students are **NOT** permitted to walk or bicycle (scooter, skateboard, etc.) to or from school independently. Parent(s) or supervising adult(s) must accompany student(s) to and from school grounds.

The school assumes no responsibility for bicycles (scooters, skateboards, etc.) left on school grounds.

### **VIII. DEPARTMENT OF PUPIL PERSONNEL SERVICES**

The Granby Public Schools provide special education evaluations and programming through the Department of Pupil Personnel Services. Specialists serve students who have special needs.

Students may receive services after they have been referred, evaluated, and classified by diagnostic staff. Referrals often are made by classroom teachers and/or specialists who are trained in early identification of special needs. In addition, any parent who suspects his/her child may have special needs that require additional services can request an evaluation. Parents should discuss their concerns with the classroom teacher/certified staff member and/or principal prior to an evaluation referral request. Services are provided at no cost to parents for the eligible student. The department services students from age 3 to high school graduation or age 21.

Specific services may include diagnostic evaluations by a school consulting teacher, psychologist, educational specialist, speech pathologist and consulting school psychiatrist. Any or all of these professionals may be utilized to provide evaluative data to determine the existence of a special education need. When a special education need exists, program services are provided for students with learning disabilities, mental disabilities, physical handicaps, speech or language disabilities, and emotional difficulties.

Almost all services are provided within each student's home school. The Granby Public School System makes every effort to provide students with a program in the least restrictive environment. Specifically, every effort is made to provide special services – within the regular classroom setting. Services are brought to students and regular programs are modified whenever possible. Special education operates as a support system, not as a separate instructional program.



## **IX. STUDENT RECORDS**

The school system maintains three general categories of school records for each student:

- The first category deals with general directory information such as birthdate and address.
- The second category includes general student progress information such as report cards, teacher reports, and achievement test scores. All of this information is kept in a single cumulative file in the school office.
- The third category covers information necessary for formulating prescriptive educational plans usually falling under special education regulations. This information may include psycho-educational evaluations, correspondence from counseling agencies and special education records. This information is kept separate from the regular school records.

The information in the first and second categories remains on file for a student's entire school career. The prescriptive information in the third category is destroyed six years after the student leaves the district. Parents are informed prior to record destruction.

Parents have access to all categories of school records. Should a parent wish to review his/her child's records, a written request should be made to the principal. All records will be made accessible according to time lines set by Federal/State regulations.

In addition to parents, only personnel who are providing services to the student have access to school records. Records are not released to outside agencies without written parental permission. Student records are always treated in a highly confidential manner.

### **PARENT PORTAL**

During designated times throughout the school year, parent(s)/guardian(s) can access the parent portal (PowerSchool). When active, the parent portal contains progress reports, attendance and registration forms.

### **PRIVACY INFORMATION**

Student information contained in the education record of an enrolled student is considered private and is **ONLY** released with written, verified permission and prior consent from the parent/guardian or eligible student.

## **X. BOARD POLICIES AND REGULATIONS**

The Granby BOE Policies, Bylaws, and Regulations provide information pertaining to equal opportunity in employment and education, substance use and abuse, pesticide applications, weapons, and dangerous instruments, child abuse reporting, youth suicide prevention, treatment of recruiters, Title IX infractions, exemption from AIDS instruction, search and seizure, bullying, internet safety filtering, school ceremonies & observances, and sexual harassment policies. These can be found on the Granby Public Schools website. Contact local schools for information concerning NCLB legislation.

### **ALCOHOL, DRUGS & TOBACCO** – [5131.6\(a\)](#)

In the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances, the Board of Education will take action including but not limited to education, counseling, parental involvement, medical referral, and police referral. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut.

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be suspended from school, referred to the appropriate treatment agency, possibly considered for expulsion, and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, he/she will be referred to the police department. Personal privacy rights of students shall be protected as provided by law.



The Board is also concerned that other substances, not listed as “controlled substances” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel ([5145.12 – Search and Seizure](#)).

### **Illegal drugs and alcohol:**

There shall be no use, distribution, or unlawful possession of illegal or illicit drugs and/or alcohol in any building, on the grounds, on transportation provided by the Board or at any event, trip or activity sponsored by the school or under supervision of the Board, other than as medically prescribed.

### **Tobacco/e-cigarette:**

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering systems or vapor product, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

## **ANNUAL NOTIFICATION**

At the beginning of each school year, the district shall publish [in a local newspaper] a notice to parent(s) or guardian(s) and students **18** years of age or older (“eligible students”) currently in attendance of their rights under FERPA and this policy. The district shall also send home a bulletin listing these rights, which will also be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice must include a statement that the parent or eligible student has a right to:

- Inspect and review the student’s educational records **within forty-five (45) calendar days from the day the school officials receive a request for access to the records.**
- A specification of the intent of the school district to limit the disclosure of personally identifiable information contained in a student’s education records **except** to the extent that FERPA authorizes disclosure without consent:
  - by prior written consent of the student’s parent(s) or guardian(s) or the eligible student.
  - to school officials with legitimate educational interests
  - to officials of another school district in which a student seeks or intends to enroll; or
  - under certain limited circumstances, as permitted by FERPA.



- Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- File a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations.
- Obtain copies of this policy and the locations where copies may be obtained.

The policy applicable to the release of student directory information applies equally to military recruiters, the media, colleges and universities, and prospective employers.

The district shall arrange to provide translations of this notice to non-English speaking parents in their native language.

### **Bullying Policy**

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

The District also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

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

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

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

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.



## COMPLAINT PROCESS

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the Granby Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which:

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

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators.

Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.”

### ***Formal complaints***

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

### ***Informal Complaints***

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employees, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the teacher, other professional employee, and/or administrator shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

### ***Anonymous Complaints***

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining the anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meetings, the student shall be given the choice as to whether to maintain the anonymity



of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent, such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. The Granby School District uses the STOPiT! app to assist in anonymous reporting.

## **POLICIES & PROCEDURES FOR EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY**

It is the policy of the Granby Board of Education to forbid acts of discrimination in all matters dealing with employees and students. The right of a student to participate fully in the educational system shall not be abridged or impaired. You may not be denied the right to participate in a publically funded educational setting based on the following protected classes: race, color, religion, gender, gender identification or expression, national origin, age, disability, marital status, pregnancy, and/or genetic information. If you are a student, you may not be discriminated against in the following areas:

- Admission.
- Use of school facilities.
- Vocational education.
- Competitive activities.
- Student rules, regulations and benefits.
- Financial assistance.
- School-sponsored extracurricular activities.
- Enrollment in courses.
- Counseling and guidance.
- Physical Education.
- Graduation requirements.
- Treatment as a married and/or pregnant student.
- Health Services.
- Most other aid, benefits or services.

The purpose of this procedure is to secure, at the lowest possible administrative level, timely equitable solutions to problems which may arise concerning claims of discrimination on the above bases. If you believe that you have been discriminated against, or witnessed discrimination in regard to any of the preceding policies, you may file a grievance regarding any rights believed to have been denied or violated. A report of complaint should be made within 180 days of the alleged discrimination. Grievance Forms are available from Human Resources, Compliance Coordinators, The Director of Pupil Personnel Services, Building Principals/Administrators, and Guidance Offices. Forms may also be found on the Granby Public Schools website [www.granby.k12.ct.us](http://www.granby.k12.ct.us). If needed, assistance will be provided when filing a complaint.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Granby Public Schools shall have an opportunity to bring such concerns to the attention of the Compliance Coordinator (s) who are the Human Resources Coordinator, the Title IX Coordinators, the Director of Pupil Personnel, the Building Principal/Administrator, or the Superintendent who have the authority to resolve such complaints.



- **For student/parent-guardian/employee/applicant complaints** involving alleged discrimination on the basis of gender [Title IX] contact the following:

Compliance Coordinators

<b>Cheryl Page</b> Kelly Lane Primary School (pk-2 <sup>nd</sup> ) 860.844.3041 <a href="mailto:pagec@granbyschools.org">pagec@granbyschools.org</a>	<b>Megan Proto</b> Wells Road Intermediate School (3 <sup>rd</sup> -5 <sup>th</sup> ) 860.844.3048 <a href="mailto:protom@granbyschools.org">protom@granbyschools.org</a>
<b>Shannon Branda</b> Granby Memorial Middle School (6 <sup>th</sup> -8 <sup>th</sup> ) 860-844-3029 <a href="mailto:Brandas@granbyschools.org">Brandas@granbyschools.org</a>	<b>TBD</b> - Contact building administration  Granby Memorial High School (9 <sup>th</sup> -12 <sup>th</sup> ) 860.844.3014

- **For student/parent-guardian/employee/applicant incidents** involving discrimination on the basis of a disability [Section 504] contact:

**Angela Ehrenwerth**    [ehrenwertha@granbyschools.org](mailto:ehrenwertha@granbyschools.org)  
Director of Pupil Services  
Granby Board of Education - Central Services  
860.844.5255

- **For employer/employee incidents** involving discrimination on the basis of all other protected classes contact:

**Jennifer Parsons**    [parsonsj@granbyschools.org](mailto:parsonsj@granbyschools.org)  
Assistant Superintendent  
Granby Board of Education - Central Services  
860.844.5261

- **For student incidents** involving discrimination on the basis of all other protected classes contact:

**Colleen Bava**    [bavac@granbyschools.org](mailto:bavac@granbyschools.org)  
Principal  
Kelly Lane Primary School  
860.844.3041

## **STUDENT RECORDS; CONFIDENTIALITY -[5125\(a\)](#), [5125.1](#), 5125(b)**

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Connecticut General Statutes.

The Board also recognizes its responsibility under C.G.S. 11-8a and 11-8b to ensure the orderly retention and disposition of the district's student records.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal and state statutes and regulations shall be carried out by the district.



