

Hampton Elementary School

Student/Family Handbook

2026-2027



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Welcome Message from the Principal

Dear Hampton Elementary School Families,

Welcome to Hampton Elementary School! It is my pleasure to welcome both new and returning families as we begin another exciting year together.

At Hampton Elementary, we believe that education is about much more than academics. We are a close-knit community where every child is known, every family is valued, and every member of our school plays an important role in helping students succeed. As a small community school, we have the unique opportunity to build strong relationships, celebrate each child's strengths, and support one another through challenges and successes alike.

Our guiding theme, **"Rooted in Tradition, Branching to the Future,"** reflects who we are. We cherish the traditions that have made Hampton Elementary a special place for generations while continually growing and evolving to meet the needs of today's learners. We are committed to providing rigorous instruction, meaningful learning experiences, and a safe, inclusive environment where students are encouraged to take risks, show kindness, and become confident problem-solvers.

Our multigrade classrooms are one example of this commitment. They provide students with opportunities to learn from one another, develop leadership skills, build lasting relationships, and experience learning as a continuum. We believe children thrive when they are part of a community that values both individual growth and collaboration.

Strong schools are built on strong partnerships. We believe that open, respectful communication between home and school is essential to every child's success. We encourage families to stay connected, communicate openly with our staff, and become involved in the many opportunities that make Hampton such a vibrant school community. Whether you're volunteering at a PTO event, attending a school celebration, or simply reading with your child each evening, your partnership makes a meaningful difference.

This handbook serves as a resource to help answer questions about our school procedures, expectations, and programs. We encourage you to refer to it throughout the year, and we hope you will always feel comfortable reaching out whenever you have a question or concern.

Thank you for sharing your children with us. It is truly an honor to serve the Hampton community, and I look forward to another year of learning, laughter, and growth alongside our students, families, and staff. Together, we will continue building a school where every child feels connected, challenged, and inspired to reach their fullest potential.

With appreciation,

Victoria Smith

Principal

Hampton Elementary School

Preface

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Consult Hampton Elementary School's website or the individual school's website for any significant changes.

This is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with Hampton's expectations for student conduct and school safety and security plans which are intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

See [Board of Education Policies](#) for additional information.

Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

Faculty and Staff:

Main Office Number: 860-455-9409

****Please note that many of our staff are part-time. Please contact the office for contact information.***

Administration and Central Office Staff	Name
Superintendent	Andrew Skarzynski
Business Coordinator	Sally Lehoux
Principal	Vikki Smith
Director of Pupil Services	Mary Jo Chretien
Main Office Staff	
School Counselor	Laura Sorel
Executive Assistant	Kellie Schimmelpfennig
Health Room Staff	
School Nurse	Beverly Danielson
Teaching Staff	
School Readiness/Pre-K	Chrissy Stone
Kindergarten	Julia Cackowski
Grades 2-3	Christina Milton

Grade 4	Shawntel Spiteri
Grade 5-6	Jill Paterson
Specialist Teaching Staff	
Art	Rebecca Stewart
Special Education Teacher	Melissa Lynch
Health/Physical Education	Leo Bienvenue
Music	Amber Edwards
Reading and Math Intervention	Mariann Lapointe
Occupational Therapist	Sandra Boxall
Physical Therapist	Annie Ferron
Special Education Teacher	Jessica Miglio
Speech and Language Therapist	Laurissa Rodzen
Food Service Staff	
Cook	Robin Salois
Paraprofessional Staff	
Early Start CT Paraeducator	Lee Fayne
Paraeducator	Cheryl Penrod
Paraeducator	Nicole Sayles
Paraeducator	Casey Toth
Paraeducator	Madison Palmerino
Paraeducator	Allison Pilari
Paraeducator	Jan Prinn
Paraeducator	Theresa Stachelek
Paraeducator	Nicoletta Gifford
Paraeducator	
Paraeducator	
Paraeducator	
Paraeducator	
Building & Grounds Staff	
School Maintenance Coordinator	Thomas Lehoux
Custodian	Gary Salois
Custodian	Edwin Andino

2026-2027 School Hours

- School begins at 8:55 a.m. Students may enter the building beginning at 8:45 a.m. Dismissal begins at 3:20 p.m. and concludes at 3:30 p.m.
- In the case of a delayed opening, school will begin at 10:55
- Scheduled early dismissals will begin at 1:20 and conclude at 1:30. Emergency dismissals will be announced separately.

In the event that school is canceled, delayed or dismissed early, pertinent information, including changes in procedures will be announced via Hampton Elementary School's emergency notification system and through information posted on district and school websites. Announcements will be made through local news channels and via school social media if appropriate.

School Mission, Philosophy and Goals

Mission:

The mission of the Hampton Public Schools is to enable all students to achieve at their highest potential by challenging them through a variety of educational experiences. Through partnerships with family and community, our schools will promote the pursuit of lifelong learning, responsible citizenship and decision making in a culturally diverse world.

Philosophy:

The Hampton Board of Education believes that in our democratic society each person, without exception, is an important resource to our nation. We further believe that it is the primary function of our schools to develop this resource to the greatest extent possible. Our school must provide challenges and experiences which continually foster the development of students' academic knowledge and values, and individuals will be prepared to realize personal success and responsible citizenship. The Board believes that the educational process in our schools should be supported by educators, students, parents/guardians and the entire community, for a commitment to today's education is a commitment to society's future.

Goals and Objectives:

Hampton Elementary School shall maintain a coordinated PK-6 program designed to improve student achievement. The following practices contribute to achieving this goal.

Hampton Elementary School will develop a partnership with staff, parents and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by Hampton Elementary School will:

1. Ensure that all students, regardless of linguistic background, culture, race, sex, capability or geographic location, have access to a quality education in a safe, motivating environment;
2. Hold all students to rigorous academic standards and expect them to succeed;
3. Provide students with opportunities to demonstrate their achievement in knowledge and skills;
4. Encourage parental and community involvement in their student's education;
5. Develop in students lifelong academic skills to prepare them for an ever-changing world;

6. Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue and citizenship; and
7. Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles.

Equal Opportunity

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

The Director of Pupil Services serves as Hampton Elementary School's Section 504 and Title IX Coordinator.

Hampton Elementary School recognizes and accepts the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society. The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

Anti-Racism

Hampton Elementary School rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the school. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

Admission/Placement

Parents/guardians of preschool students who will be five (5) years of age by September 1 of the applicable school year are expected to register their child for kindergarten. Parents/guardians of kindergarten aged children who plan on holding their child back from entering kindergarten must contact their school's principal to complete a "Kindergarten Opt-Out Form".

A student seeking enrollment at Hampton Elementary School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the Main Office.

A student who is transferring from non-public schools or schools outside Hampton Elementary School will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child.

Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within Hampton Elementary School on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice.

The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child 17 years of age may consent to such child's withdrawal from school.

Completion of immunization and health assessments are required under the schedule recommended by the Connecticut Commissioner of Public Health prior to a child's attendance in school, but are not prerequisites for enrolling a child who resides in Hampton Elementary School and is of appropriate age to attend school.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first term and all re-enrolling students who have not previously attended public school in Connecticut must complete a Home Language Survey. The student, after enrollment, may also take a screening exam.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which Hampton Elementary School is a nonparticipating district, if the magnet school has unused student capacity. Hampton Elementary School will pay any tuition charge. (Does not include tuition for a preschool magnet program.

Advertising

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Hampton Elementary School is committed to providing all students with equal access to educational programs, services, and activities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the district does not discriminate on the basis of disability.

A student who has a physical or mental impairment that substantially limits one or more major life activities may be eligible for accommodations through a Section 504 Plan. The purpose of a Section 504 Plan is to remove barriers and provide eligible students with equal access to learning and participation in school programs and activities.

Accommodations are developed based on each student's individual needs and may include instructional, environmental, health, or testing supports.

Parents who have questions about Section 504 or who believe their child may be eligible for accommodations are encouraged to contact the school's Section 504 Coordinator to discuss the referral and evaluation process.

Anti-Idling Policy for Cars/Service Vehicles

Hampton Elementary School has an anti-idling policy pertaining to cars. Drivers are requested to turn off their engines while waiting in their cars. In order to pick up students, drivers must pull safely into a designated parking area. When dropping off or picking up students, please follow guidance received in your summer mailing or new enrollment information.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. Hampton Elementary School has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. Per site architect and engineer, no asbestos is present in the building.

Assemblies

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

Attendance

Connecticut state law requires parents to make sure that their children attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence means an excused absence or an unexcused absence.

A student is considered to be "in attendance" if present at his/her assigned school for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

All children attending district schools must obtain the required immunizations unless they have medical contraindications. This obligation may be waived for homeless students.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 8:00 A.M. and 9:00 A.M. on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Excused Absence:

A student's absence from school shall be considered "excused" only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

1. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Written documentation is preferred by the school and should be sent to our school nurse.
2. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
 - a. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - b. Student observance of a religious holiday.
 - c. Death in the student's family or other emergency beyond the control of the student's family.
 - d. Court appearance which are mandated. (Documentation required)
 - e. The lack of transportation that is normally provided by Hampton Elementary School other than the one the student attends.
 - f. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
 - g. Additional 10 days for children of military service members.

A phone call with no written follow-up will automatically be coded as an unexcused absence. The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 days after the student returns to school.

Unexcused Absence:

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents are also encouraged to contact the teachers, guidance counselors, the nurse and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at anytime during a school year is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Hampton Elementary School will also collect and analyze data on student attendance, truancy and chronic absenteeism for students with disabilities.

Tardiness:

The school day begins at 8:55. At 8:55, the parent drop off room will be closed. All families arriving at or later than 8:55 will be directed to bring their child to the office for sign in and a tardy slip. A student who is repeatedly tardy may be considered truant. Please call the school office/school nurse to alert staff if your student is going to be tardy.

Truancy:

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern. Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

Doctor's Note Requirement:

A doctor's note is required for any one of the following:

- If a child has three consecutive absences or has any absence after accumulating 10 days of absences, the note must accompany him/her on their return:
 - child's name
 - date child was seen by physician
 - number of days required absence from school

Anytime a child is hospitalized and /or sustains an injury that requires absence from phys. ed., recess, or physical activity (i.e. fractures, strains, sprains) a note must accompany the child on his/her return to school.

This note must include:

- name of child
- date of hospitalization and/or injury
- restrictions required
- length of time required for restrictions
- any medication necessary for child at school **

****MUST INCLUDE DOCTOR'S ORDER FORM FOR SCHOOL NURSE.**

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator for the parent or guardian to pick up the student in the school office. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list maintained by the school's principal as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. The Board of Education does not condone/approve students leaving a school campus in third-party ride sharing vehicles; especially such service (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

In the event of a field trip or other school sponsored event, students will be expected to be present at the beginning of the school day and ride the bus with school to be considered present at school. Under NO CIRCUMSTANCE, can a parent or guardian bring a student to a school sponsored location and drop them off.

Automated Messaging System

Hampton Elementary School uses an automated phone messaging system (School Messenger) which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. The system allows Hampton Elementary School to program up to three numbers for each parent/guardian of a District student. (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

Bicycles

Students riding a bicycle to school are responsible to park and secure it properly. BOE Policy 5142.21 states: *The Hampton Board of Education recognizes the risks and dangers associated with student bike riding to and from school. The Board acknowledges that certain parents/guardians would like to allow their child/ward to ride a bike to school. The Board is not in a position to ensure a safe bike route to and from school and thus parents/guardians who do allow their child/ward to ride bikes to school are assuming the risks involved with bike use.*

Hampton Elementary School expects that parents/guardians provide written communication to the Principal if they are allowing their child to ride their bike to school. All school timelines for tardiness and early arrival are to be upheld. Students are not allowed to enter the building early due to supervision concerns.

Birthday Parties/Celebrations

Students may distribute birthday party invitations in school **only** if the entire class is being invited.

At Hampton Elementary School, we recognize that birthdays and other special occasions are meaningful milestones for our students. We encourage families to celebrate these moments in ways that are safe, inclusive, and respectful of instructional time.

Families wishing to recognize a student's birthday or other special occasion are asked to contact the classroom teacher in advance to discuss the timing of the celebration. Advance communication allows teachers to ensure that celebrations fit within the classroom schedule and do not conflict with instructional activities or other planned events.

We encourage non-food celebrations whenever possible. Ideas may include donating a favorite book to the classroom, reading a story, or providing small non-food items such as pencils, bookmarks, stickers, or other classroom-appropriate favors.

If families choose to provide a snack or treat for the class, all items must be commercially prepared, factory-sealed or individually wrapped, and include a complete ingredient label. Homemade or unpackaged foods may not be distributed to students. Teachers will also consider food allergies, dietary restrictions, and other classroom needs when determining whether and how treats may be shared.

We appreciate your partnership in helping us create celebrations that are safe, inclusive, and enjoyable for all students while preserving valuable instructional time.

Board of Education

Board members are unpaid elected public officials with the responsibility for governance of the school district.

The members of the Hampton Board of Education are:

Chairperson: Mark Becker

Vice-Chairperson: Maryellen Donnelly

Stephanie Bora: Secretary

Members: Juan Arriola, Laura Barrow, Nick Brockett, Elizabeth Lindorff, Timothy Studer, and Dennis Timberman

In order to perform its duties in an open and public manner and in accordance with state law, The Hampton Board of Education holds regular business meetings on the fourth Wednesday of each month at 7:00 PM in the Hampton Elementary School Library. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement or express a viewpoint. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

Bullying, Challenging Behavior, and Incident Reporting

Hampton Elementary School is committed to maintaining a safe, welcoming, inclusive, and respectful learning environment where every student feels valued and supported. Hampton Elementary School prohibits bullying, cyberbullying, teen dating violence, discrimination, harassment, intimidation, retaliation, and other challenging behaviors that interfere with a student's ability to learn or a staff member's ability to teach.

Challenging Behavior

In accordance with Connecticut law, challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning of a student or the safety of a student or employee.

Challenging behavior exists on a continuum and may include behaviors that do not meet the legal definition of bullying but nevertheless require intervention, support, instruction, restorative practices, or other appropriate responses.

Whenever possible, Hampton Elementary School seeks to respond to challenging behavior by teaching appropriate replacement behaviors, repairing relationships, and providing students with the supports necessary to be successful while maintaining a safe learning environment for everyone.

For challenging behavior that temporarily clears a classroom to reduce likelihood of injury, indicates credible intention to cause bodily harm to self or others, results in injury beyond first aid, or results in less severe injuries over multiple occasions, the School Climate Specialist and Coordinator will consult with parties involved on an appropriate intervention. Further intervention may include meeting with the parents/guardians, and providing the parents/guardians or involved students with additional resources for support and intervention (2-1-1 Infoline, programs available through the Behavioral Health Partnership, professional services and supports, crisis intervention, etc). For students receiving special education, the Planning and Placement Team (PPT) may be convened.

Bullying

In accordance with Connecticut General Statutes, bullying means an act that is direct or indirect and severe, persistent, or pervasive, which:

- causes physical or emotional harm to a student or damage to the student's property;
- places a student in reasonable fear of harm to themselves or their property;
- creates a hostile school environment;
- infringes on the rights of a student at school; or
- substantially disrupts the educational process or the orderly operation of a school.

Bullying may include written, verbal, electronic, or physical acts or gestures based on any actual or perceived differentiating characteristic, including but not limited to race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental, or sensory disability, or by association with an individual or group having one or more of these characteristics.

This prohibition applies:

- on school grounds;
- at school-sponsored activities;
- on school transportation;
- at designated bus stops;
- through the use of school technology; and
- off school grounds when the conduct creates a hostile school environment, infringes on a student's rights at school, or substantially disrupts the educational process.

Cyberbullying

Cyberbullying is bullying through the use of the Internet, electronic communications, social media, text messaging, cellular telephones, or other digital technologies.

Students who engage in cyberbullying may be subject to school discipline when the conduct substantially disrupts the educational process or otherwise falls within Hampton Elementary School's authority under Connecticut law.

Teen Dating Violence

Teen dating violence includes acts of physical, emotional, verbal, psychological, or sexual abuse, including stalking, harassment, or threatening behavior occurring between students who are currently or have recently been involved in a dating relationship.

Reports of teen dating violence will be investigated promptly and addressed in accordance with Board policy and Connecticut law.

Reporting Concerns

Students, parents, guardians, staff members, and community members are encouraged to report concerns regarding bullying, cyberbullying, teen dating violence, discrimination, retaliation, or other challenging behavior as soon as possible.

Reports may be made verbally or in writing to any school employee. Students may also make anonymous reports; however, anonymous reports alone may not serve as the sole basis for disciplinary action.

If there is an immediate threat to someone's safety, call 911 immediately.

Investigation and Response

Reports will be reviewed promptly by the School Climate Specialist or other appropriate administrator.

Depending upon the circumstances, the school's response may include:

- investigation of the reported incident;
- restorative conversations or restorative practices;
- development of student support plans;
- completion of a school-based threat assessment when appropriate;
- behavioral interventions;
- counseling or other student support services;
- parent communication;
- disciplinary action consistent with Board policy and Connecticut law.

Whenever appropriate, Hampton Elementary School seeks to balance accountability with opportunities for students to learn from mistakes, repair harm, and strengthen relationships.

Privacy and Confidentiality

Federal and state privacy laws protect student educational records.

While parents and guardians will be informed regarding concerns involving their own child, Hampton Elementary School cannot disclose confidential information regarding disciplinary actions, services, or educational records of another student.

Protection from Retaliation

Hampton Elementary School strictly prohibits retaliation against any student, parent, guardian, employee, or other individual who, in good faith:

- reports bullying, challenging behavior, discrimination, or harassment;

- participates in an investigation;
- assists in resolving a complaint; or
- participates in restorative practices or other intervention processes.

Retaliation is considered a serious violation of District policy and may result in disciplinary action.

Safe School Climate

The School Counselor serves as the School Climate Specialist and is responsible for:

- receiving reports of bullying and challenging behavior;
- coordinating investigations;
- implementing appropriate interventions and restorative practices;
- leading the School Climate Committee; and
- supporting implementation of Hampton Elementary School's School Climate Improvement Plan.

Additional information is available in Hampton Board of Education Policy 5131.911 – Bullying, Safe School Climate, and Challenging Behavior.

Cafeteria (Multipurpose Room)

EASTCONN Food Services will be providing your children with their meals at school. All public schools in the state of Connecticut will be providing breakfast and lunch free of charge to all students for the 2026-2027 school year.

Communal eating is to be done in the cafeteria. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

Hampton Elementary School participates in the School Breakfast Program and the National School Lunch Program and offers students nutritionally balanced meals daily.

Hampton Elementary School complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

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

Hampton Elementary School utilizes food services from EASTConn. From eastconn.org:

EASTCONN Food Services participates in the USDA meal program. If you feel your family qualifies to receive free or reduced-priced meals please fill out an application and submit for processing. You can now fill out an application online at <https://linqconnect.com/>. Please note a new application is required for each school year. We encourage you to use the new online electronic payment system for Breakfast, Lunch and Milk payments. This system allows you to check your balance and your student's daily purchases. If you do not wish to pay online, you may also send in checks with your student to be handed into the cafeteria. Please note all checks should be made out to EASTCONN Food Services and please include Student(s) Name, and School on each check.

Candy, Soda and Other Sweets

Open containers of any beverage other than water are not to be brought into the building at any time. No candy or gum is to be given as gifts or sold. Students are **not** allowed to bring in coffee, tea, soda and/or caffeinated energy drinks as part of their breakfast, lunch or snacks. Water stations for water bottles are available for all students.

Calendar

Hampton Elementary School calendar shows the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods and other pertinent dates. The calendar can be viewed on the school website. <https://www.hamtponschool.org/>

Channels of Communication

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

Cheating/Plagiarism (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism, including by electronic means, are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

Child Abuse, Neglect and Sexual Assault

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

Children in Foster Care

Hampton Elementary School collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. Hampton Elementary School's Liaison for Homeless Students is the Principal and/or the School Counselor and are also the point of contact for the education of children in foster care.

Computer Resources

Hampton Elementary School utilizes computer technology to broaden instruction and to prepare students for a computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources (see appendix). Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. Hampton Elementary School will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

Hampton Elementary School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires Hampton Elementary School to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/ her designee.

Conduct

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. Hampton Elementary School has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Hands Off Policy

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing around", just fooling around, poking, pushing, tripping, and/or jostling one another. The policy is HANDS-OFF. Students must also refrain from overt acts of affection. Any act of violence will result in teacher/team and/or administrative consequences.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately (see dress code)
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
6. Playing with matches, fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school, other students, or school employees.
9. Disobeying school rules on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
14. Assaulting a teacher, staff member or other individual.
15. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
16. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
17. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
18. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
19. Hazing, bullying
20. Behaving in any way that disrupts the school environment or educational process.

21. Using electronic devices during the school day in school buildings, without prior approval of the principal.
22. Violating Hampton Elementary School's Internet Safety policy and/or Online Social Networking Policy.
23. Cheating, plagiarizing, including by electronic means.
24. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
25. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
26. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
27. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Parents/guardians may not excuse their children from a school assigned consequence.

Discipline

It is important that the home and the school work cooperatively to ensure that students abide by school rules and policies. Our goal is to create a learning community in which students are accepting, responsible, safe, and kind.

A student who violates Hampton Elementary School's code of conduct shall be subject to disciplinary action. Hampton Elementary School's disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. 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 policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

In addition, when a student violates the law that student may be referred to legal authorities for prosecution. 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 policy even if such conduct occurs off-school property and during non-school time.

Hampton Elementary School believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

When a student receives a consequence or suspension, every effort will be made to inform parents/guardians in a timely manner.

Suspension and Expulsion:

Hampton Board of Education Policies (Policy 5114) reference "Suspension and Expulsion" for a variety of student conduct violations. Information on suspension and Expulsion includes:

Suspension:

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

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.

Beginning July 1, 2026, out-of-school suspension for PreK-Grade 2 students is permitted only when the student's conduct causes **serious physical harm**, not merely physical harm.

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. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

Expulsion:

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion.

For any student under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, 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 and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from Hampton Elementary School, shall be permitted to return to the appropriate school setting within Hampton Elementary School. Further, Hampton Elementary School will not expel the student from any additional time for the offense(s).

Dangerous Weapons and Instruments

No firearms, knives, dangerous instruments, martial arts weapons, facsimile weapons, explosives, ammunition, or any other object capable of threatening or causing injury or death may be brought onto school grounds, school transportation, or any school-sponsored activity. Any object used or intended to be used to cause injury or threaten another person shall be considered a weapon for purposes of school discipline.

Students shall not possess, use, handle, transmit, sell, or threaten the use of any weapon. This prohibition includes statements, gestures, written or electronic communications, or other behaviors indicating that a student possesses, has access to, intends to bring, or intends to use a firearm or other weapon at school or at a school-sponsored activity.

The District does not consider threats involving firearms or other weapons to be jokes or harmless comments. Every reported threat will be taken seriously, investigated promptly, and responded to in accordance with Board policy, school safety procedures, and applicable law.

When a student makes a statement or engages in behavior indicating that they may possess, have access to, or intend to bring a firearm or other dangerous weapon to school, the District may immediately notify local law enforcement. Law enforcement may conduct any investigation they deem appropriate, including determining whether the student has access to firearms or other weapons and taking any actions authorized by law to help ensure the safety of the student, the school community, and the public. Parents or guardians will be notified as soon as practicable, unless otherwise directed by law enforcement or required by law.

Any student who violates this policy shall be subject to disciplinary action, up to and including suspension, expulsion, referral to law enforcement, arrest, and prosecution, as appropriate and as permitted by law.

In accordance with Connecticut General Statutes and Board of Education policy, possession of a firearm, deadly weapon, dangerous instrument, or other prohibited weapon may result in expulsion or other disciplinary action as required or permitted by law.

An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education or, if delegated by the Board, the Superintendent. The Board of Education or Superintendent, as appropriate, may condition readmission upon compliance with established criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

School Climate

In accordance with the Board of Education School Climate Policy (5131.911), Hampton Elementary School (HES) implements the following School Climate Plan. Please refer to the policy for further definitions and requirements.

School climate means the quality and character of school life based on patterns of students' parents' and guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

Cyberbullying

Hampton Elementary School's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and of Hampton Elementary School's acceptable computer use policy and procedures. 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.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

Contacting Teachers

Teachers may be contacted either through voicemail or email. A staff directory is available on each school's website. Please allow teachers 24 hours, during the school week, to respond to your email /voicemail. Please be aware that District policy prevents teachers from discussing confidential information in an email correspondence.

Defibrillators in Schools (AEDs)/Sudden Cardiac Arrest

Hampton Elementary School has one (1) automatic external defibrillator (AED) and two (2) or more staff trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours.

Distribution of Literature and Materials

BOE; Distribution of Materials by Students (1140)

Printed materials may be distributed to parents by students as an inexpensive means of mass communications providing:

- 1. The materials relate to the school, community, local recreational or civic activities.*
- 2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.*
- 3. The materials do not promote any political party or candidate.*

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbooks.

District-Provided Personal Learning Devices

All students will be provided with a DISTRICT DEVICE. Parents and students must sign and agree to the student device sign-out sheet and guidelines provided by their school. Parents are financially responsible for damages, loss or theft of the device. Students leaving Hampton Elementary School must return their devices, with accessories, on the day of departure.

Drop off/Pick Up Procedures

The safety of our students is our highest priority. To ensure a safe and efficient arrival and dismissal, all families are expected to follow the procedures below.

Quick Reminders

- Doors open: 8:45 a.m.
- School begins: 8:55 a.m.
- Pick-up begins: 3:20 p.m.
- Notify the school of dismissal changes before the school day begins whenever possible.

Morning Arrival

- Students may enter the building beginning at 8:45 a.m.
- The school day begins promptly at 8:55 a.m.
- All students should be dropped off using the designated parent drop-off line shown in the appendix.

- Please pull forward as directed by staff to allow multiple vehicles to unload at one time.
- Students should exit the vehicle from the passenger side only and proceed directly into the building.
- Parents should remain in their vehicles while in the drop-off line.
- PreK students must remain in the vehicle until a staff member is available to escort them into the building.
- Vehicles may never pass school buses during loading or unloading.

Students arriving after 8:55 a.m. are considered tardy and must be escorted into the Main Office by a parent or guardian to be signed in.

Afternoon Dismissal

Dismissal begins at **3:20 p.m.**

Families picking up students should:

- Enter the designated parent pick-up line.
- Remain in their vehicles at all times.
- Pull forward as directed by staff.
- Wait for school staff to escort students to the vehicle.
- Ensure students enter the vehicle from the passenger side.

To keep traffic moving safely, please do not park in the drop-off/pick-up lane or leave your vehicle unattended.

Authorized Pick-Up

For the safety of all students:

- Students will only be released to a parent, guardian, or other adult authorized in school records.
- Anyone unfamiliar to school staff should be prepared to present photo identification.
- If your child will be picked up by someone not listed as an emergency contact, written authorization from a parent or guardian is required before dismissal.

Dismissal Changes

Whenever possible, dismissal changes should be communicated **before the start of the school day** by sending a written note or emailing both the classroom teacher and the Main Office.

Please avoid making dismissal changes shortly before dismissal except in the event of an emergency.

Last-minute changes increase the likelihood of miscommunication during one of the busiest times of the school day.

If an emergency requires a same-day dismissal change, please contact the Main Office directly. School staff will make every reasonable effort to accommodate the request; however, changes received shortly before dismissal cannot be guaranteed.

Safety Expectations

To help keep everyone safe, please remember:

- Follow all directions provided by school staff.
- Drive slowly and remain alert for children and pedestrians.
- Never pass another vehicle or a school bus in the drop-off or pick-up line.

- Children should never walk between moving vehicles.
- Students are not permitted to re-enter the building after dismissal unless accompanied by a parent or guardian who has signed them back into the building through the Main Office.

Child Passenger Safety

Parents and guardians are responsible for ensuring that children are transported in compliance with all applicable Connecticut child passenger safety laws, including the proper use of car seats, booster seats, and seat belts.

Electronic Devices and Games (Cellphones)

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices.

BOE; Use of Electronic Devices (5131.81)

While on school property, on school transportation or while attending a school sponsored activity on or off school property:

- a) Students shall not possess or use a laser pointer and attachments unless under teacher supervision for instructional purposes.*
- b) Students may possess but not use cell phones during the school day.*
- c) Students will not use electronic devices to access the Internet unless supervised by a teacher or other authorized school staff.*
- d) Administration will update regulations regarding all electronic devices at least on an annual basis.*

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. Hampton Elementary School is not responsible for lost, damaged or stolen devices.

Mobile devices, such as cell phones, may not be used for information access and/or text-based communication during school hours. No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting.

Emergency School Closing Information

In the event school is closed because of bad weather or another emergency, announcements will be made on television (Fox 61, WFSB and WINY Radio). Emergency closings will also be posted on the school social media account (Facebook) and announced through the automated system (School Messenger).

Multi-Lingual Learners

Parents of English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with language support services, following the guidelines set forth by the Connecticut State Department of Education.

Equity and Diversity

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

Exemption from Instruction

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

Extracurricular Activities

Clubs and Performing Groups

Student clubs, performing groups, and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general. Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. Participation in these activities is a privilege and student conduct is taken seriously. Students may be removed from groups based on reported conduct.

PTO and Social Events

Only legally enrolled students of this school and their parents/guardians may attend school sponsored social events unless specifically noted or other arrangements have been made and approved by the administration.

Participating in social events at school provides students with valuable opportunities to build relationships, enhance their social skills, and foster a sense of community.

Upholding respectful and responsible conduct during these events ensures a safe and enjoyable environment for all attendees. Participation in these activities is a privilege and student conduct is taken seriously. Students may be removed from groups based on reported conduct.

If a student is absent the day of the event for illness, they will be unable to attend evening events the same night.

Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After being dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

Use of facilities application forms can be found on the school website. (hamptonschool.org)

Fees

Materials that are part of the basic educational program are provided without charge to students. The student may be required to pay certain other fees or deposits, including:

1. The materials for a class project that the student will keep.
2. Voluntary purchases of pictures, publications, yearbooks, etc.
3. Fees for damaged library books and school-owned equipment.
4. Costs related to field trips (entry and transportation).

Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. 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. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

Field trips are an extension of our curriculum and attendance is required. Students are expected to start their school day at school for attendance purposes, to gather as a class and review expectations. If students are not present at school, they are not permitted to participate in the trip.

Chaperone Expectations:

1. The purpose of having chaperones on field trips is to ensure the safety and well-being of all our students. You will be assigned a small group of students to supervise and MUST remain with you for the duration of the field trip.
2. A chaperone's role is to supervise, therefore we cannot allow any siblings to attend our field trips.
3. All students are expected to follow our rules on school trips.
4. We need your undivided attention, so please refrain from using your cell phone for calls or texts unless there is an emergency with your group and you need to contact the teacher.
5. Parents who attend a trip and would like to leave directly from the field trip site with their child must provide a written and signed statement of their intent to the teacher prior to the actual trip.
6. Chaperones may not take or post photographs or videos of anyone other than their own child(ren).

All chaperones must follow the Hampton Elementary School volunteer guidelines listed below.

Financial Assistance

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

Fire Drills and Emergency Preparedness

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

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

First Amendment Rights

Hampton Elementary School recognizes that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

See Hampton BOE Policy: Freedom of Speech/Expression (5145.2)

Food Allergies

Hampton Elementary School is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) may be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Superintendent.

See Hampton BOE Policy: Gifts, Grants, and Bequests (3280)

Grading System

Report cards are issued to students 3 times a year. Students are expected to deliver report cards to their parents. Report card envelopes must be signed by the parents and returned to the school within 10 days.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

BOE; Examination/Grading/Rating (5121)

Green Cleaning Programs

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of Hampton Elementary School's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect” (**a required statement by law**).

Guidance and School Counseling

The school's counseling department is committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services and program management. Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, or educational. Counselors will listen and be open and honest with students. School Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the guidance office before school, between classes or after school.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

Harassment Statement

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

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

See Hampton BOE Policy: Racial Harassment of Students (5145.42)

Hate Crimes

Hampton Elementary School is implementing a comprehensive hate prevention program based on the premise that prejudice and hate-motivated behavior are not acceptable in our schools. This program strives to promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression are respected and appreciated.

Hate speech

Hampton Elementary School denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents “types of people” must be challenged.

Health Services

The Health Office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grade 5 and 6. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student’s illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication

Hampton Elementary School believes that prescribed medications should be administered at home whenever possible.

Students may not bring prescription or over-the-counter medication to school. All medications must be delivered to the school nurse or Main Office by a parent, guardian, or other responsible adult in the original labeled container. Before medication can be administered at school, the required written authorization from both the student's licensed healthcare provider and parent/guardian must be submitted and approved by the school nurse. Exceptions are permitted only as provided by Connecticut law and Board of Education policy for authorized self-carry emergency medications, such as inhalers, EpiPens®, and other approved medications.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician’s, dentist’s or advanced practice registered nurse’s statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a qualified school employee may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a qualified/school employee may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a Glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who is in need of emergency care due to a medically diagnosed allergic reaction.

Hampton Elementary School does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

See Hampton BOE Policy: Administering Medications (5141.21)

Asthma Action Plans:

Students diagnosed with asthma must also provide a current Asthma Action Plan completed by their licensed healthcare provider.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

Hampton Elementary School will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent when a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. Hampton Elementary School will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board’s possession.

See Hampton BOE Policy: Homeless Students (5118.1)

Immunizations

Connecticut State Statutes, State Health Department regulations and school board policy require that all students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons a Student Medical Exemption Certificate for Required Immunization form needs to be completed by your child’s pediatrician and submitted to school.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to Hampton Elementary School. (C.G.S. 10-204a) Health assessment shall also be required in grade 6. All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5. If a homeless student, as defined by federal statute, lacks immunization/ medical records, the school will enroll the child and refer the parent/guardian to Hampton Elementary School's homeless liaison.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the school principal and/or the school counselor. Hampton Elementary School has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate night time residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner and form understandable to such homeless children or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student’s work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

Indoor Air Quality

The Board of Education provides for a uniform inspection and evaluation program of indoor air quality complying with the Environmental Protection Agency’s Tools for Indoor Air Quality for Schools Program. The results of the evaluation will be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on Hampton Elementary School's website.

Hampton Elementary School will report biennially, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program. The Board will utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and will provide the Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports will be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.

Instructional Program

The ultimate aim of the instructional program of Hampton Elementary School shall be the development of proficiency in each student's ability to read well, write legibly, spell accurately, listen attentively, speak clearly, think critically, use basic mathematical computational skills, observe carefully, solve problems, participate effectively in groups, keep healthy, enjoy aesthetic experiences, and understand career development.

The Board is committed to the importance of reading skill development as the basic element in each student's education. The Board also believes that the improvement of specific reading skills of children attending the schools in this district should be continuous.

Therefore, the first priority of the instructional program will be proficiency in reading through a planned sequence of reading skills and language experiences beginning in the kindergarten program and extending through grade 6.

The second priority of the instructional program will be mastery of the fundamentals of mathematics--number operations, informal algebraic and geometric concepts, and the structure of our number system--beginning in the kindergarten program and continuing through grade 6.

BOE; Objectives/Priorities of the Instructional Program (6120)

Items Not Permitted In School

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons, including martial arts (real or fake), knives, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, baseball bats, lacrosse sticks, matches, caps, fireworks, laser pointers and portable game systems.

Library collection and maintenance, display and program, and material review and reconsideration policy

The Hampton Elementary School library supports the district's educational mission by providing students with access to a diverse collection of age-appropriate materials that encourage literacy, inquiry, critical thinking, and lifelong learning.

In accordance with Connecticut law and Board of Education policy, library materials are selected and maintained by qualified educational professionals using established criteria that consider educational value, curriculum connections, age appropriateness, accuracy, literary or artistic merit, and the needs and interests of students. The library collection is regularly reviewed to ensure materials remain relevant, accurate, and supportive of student learning.

Parents and guardians are encouraged to discuss library selections with their children and may guide their own child's reading choices. If a parent or guardian has concerns about a specific library material, display, or program, they may request a formal review in accordance with the district's Library Material Review and Reconsideration Policy. Requests are reviewed using the procedures established by the Board of Education. Library materials generally remain available to students during the review process unless otherwise provided by Board policy.

Additional information regarding library selection criteria and the review process is available in the Board of Education's Library Collection Development and Maintenance Policy and Library Material Review and Reconsideration Policy.

Library Media Center

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the (media center). Students are responsible for any material they sign out. Materials must be returned to the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign a responsible use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Lockdown Procedure

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures". Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

Lost and Found

Items that are lost and found are located in the nurses' office. Please encourage students who have lost something to check with the nurse and look for items. Periodically, unclaimed items will be donated. The best way to ensure prompt return of lost items is to have them labeled with a student's full name. The school will not assume responsibility for lost or damaged belongings.

Magnet Schools

District students may enroll directly into a magnet school, with which Hampton Elementary School does not have a participation agreement, on a space available basis. Hampton Elementary School will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by Hampton Elementary School for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for a magnet school, to notify Hampton Elementary School of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

Make-up Work

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher. Teachers are not expected to provide students with work ahead of extended absences. Students can complete missing assignments upon their return to school from an extended absence and will have a designated time to complete work that is similar to the length of their absence.

Medicaid Billing for Health Related Services

The Individuals with Disabilities Education Act (IDEA) allows certain health-related services provided under an Individualized Education Plan (IEP) to be covered by Medicaid. Such services could include audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, psychological services and/or social work services. Recent Connecticut legislation requires the Board of Education to determine a child's Medicaid Services. Hampton Elementary School is required to provide all IEP services, at no cost to parents, even if parent/guardians deny permission to bill Medicaid.

Medical (Palliative) Use of Marijuana

Connecticut law authorizes, under specific conditions and for identified illnesses, the medical use of marijuana for both adults and minors. However, such use is not permitted on the school campus or school buses.

Menstrual Products Available in Bathrooms

Hampton Elementary School will provide free menstrual products. The provision of these products will be done in a manner that does not stigmatize any student seeking menstrual products, pursuant to guidelines that need to be established by the Commissioner of Public Health and posted on the DPH's website. The Board may accept donations of menstrual products and grants from any source for the purpose of purchasing such products, and may partner with a nonprofit or community-based organization.

Migrant Students

Hampton Elementary School has a program to address the needs of migrant students. A full range of services will be provided to migrant students. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

National Assessment Of Educational Progress (NAEP)

Federal legislation requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

Out of School Conduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

Pandemic/epidemic emergencies

A pandemic/epidemic outbreak is a serious threat that affects students, staff and the entire community. At all times, the health, safety and welfare of students will be of primary concern.

CDC, Connecticut Department of Public Health and State Department of Education guidelines will be followed during an epidemic/pandemic. Such guidelines, followed by Hampton Elementary School, will address potential school closures, quarantine, infection control, use of PPEs, social distancing, cleaning and disinfection of school facilities and the manner in which instruction will be provided.

Parent Conferences

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

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences that are held in addition to scheduled family conference events will only take place during school hours. Every effort will be made to accommodate parent schedules.

Parent Involvement/Communications

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

BOE; Community Relations (1110)

Parent-Teacher Organization

The PTO is a vital link between the school, community and the parents it serves. Its aim is to support the school and coordinate efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTO.

Pesticide Application

Hampton Elementary School is committed to providing a safe and healthy learning environment through the use of an Integrated Pest Management (IPM) program. IPM emphasizes prevention, monitoring, and the use of the least hazardous methods to manage pests whenever possible. Pesticides are used only when necessary and in accordance with Connecticut law.

Parents, guardians, and staff members may request advance notice of pesticide applications by completing the school's Pesticide Application Notification Request Form. Individuals who have requested notification will be informed before any non-emergency pesticide application. In the event that an emergency application is necessary to protect human health or safety, notification will be provided as required by law.

Whenever practical, pesticide applications are scheduled when school is not in session or when students are not present. Applications are performed in accordance with state law by individuals authorized to apply pesticides in school settings.

Questions regarding the school's Integrated Pest Management program or pesticide applications may be directed to the Principal at 860-455-9409.

A Pesticide Application Notification Request Form is included at the end of this handbook and is also available from the Main Office.

Photographs

From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for social media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, which may be purchased by parents/guardians, but they are not obligated to do so.

Physical Activity

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

In addition, students in all grades cannot be assigned physical activity as a form of punishment. School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. This restriction does not apply to brief periods of respite/time-outs, referrals to a building administrator, or for safety reasons.

See Hampton BOE Policy: Physical Exercise and Discipline of Students (5144.4)

Posters

Signs and posters that students wish to display must be approved by the Principal or his/her designee. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

Pledge of Allegiance

Hampton Elementary School provides time each school day for students to recite the Pledge of Allegiance. Participation is voluntary. Students who choose not to participate may remain seated quietly. All students are expected to respect the beliefs and choices of others during the Pledge.

Promotion, Retention, and Placement

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

BOE; Promotion/Acceleration/Retention (5123)

Property, Lockers, and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a (desk), (hall locker) and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

Psychotropic Drug Use

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

Public Complaints

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

BOE: Public Complaints (1312)

Reading

The school will, in grades kindergarten through grade three, utilize State Department of Education developed or approved reading assessments to identify students reading below proficiency and to assist with the identification of students at risk for dyslexia.

Recording of classroom activities

Hampton Elementary School prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive to the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

Religion and Religious Accommodations

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. Hampton Elementary School strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

Ridesharing services

The Board of Education does not condone students leaving the school campus in third-party ridesharing vehicles (e.g. Uber, Lyft) and will prohibit minors from using them unless accompanied by an adult. (option 1). If parents/guardians allow their child(ren) to be dropped off or picked up at school by a ridesharing service, it is with the express acknowledgment that Hampton Elementary School and its employees have no responsibility for their decision to use such a service and have no responsibility of liability to such parents/guardians or their child(ren) related to the ridesharing service.

Safe and Drug-Free Schools Program

Information regarding drug and alcohol information and policy and regulations are available in the school office and on Hampton Elementary School website.

Safety/Accident Prevention

Student safety on campus and at school related events is a high priority of Hampton Elementary School. Although Hampton Elementary School has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. Hampton Elementary School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

- School and class plays shall not be overly religious, and church-like scenery will be avoided;
- Religious music shall not entirely dominate the selection of music; and
- Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

School Security and Safety

Each school in Hampton Elementary School will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

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

Search and Seizure

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

- There is reason to believe that the student's desk or locker contains contraband material.
The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. Hampton Elementary School may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

Seclusion/Restraint/Exclusionary Time Out

Physical restraint or seclusion may be used only by trained school employees and only as an emergency intervention to prevent immediate or imminent injury to the student or to another person. Restraint or seclusion shall never be used as a form of discipline, punishment, for staff convenience, or as a substitute for less restrictive interventions. Whenever restraint or seclusion is used, the student shall be continuously monitored by a trained school employee throughout the intervention. The student's parent or guardian will be notified as soon as practicable on the day the incident occurs, consistent with Connecticut law.

Seclusion shall not be included as a planned intervention in a student's Behavioral Intervention Plan (BIP), Individualized Education Program (IEP), or Section 504 Plan.

Seclusion means the involuntary confinement of a student in a room or area from which the student is physically prevented from leaving.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a student's arms, legs, or head, including carrying or forcibly moving a student from one location to another.

Exclusionary time-out means the temporary, continuously monitored separation of a student from an ongoing activity in an unlocked setting for the purpose of helping the student regain self-control or de-escalate behavior. Exclusionary time-out may be used as a planned behavioral support intervention but shall **not** be used as a form of discipline or punishment.

BOE; Promotion/Acceleration/Retention (5144.1 and 5144.2)

Service Animals

The Board of Education, in compliance with state and federal laws, allows service animals to accompany persons with disabilities on Hampton Elementary School campus. A service animal is usually a dog that has been individually trained to do work or perform tasks for the benefit of a person with a disability. This does not include animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent.

Sexual Abuse Prevention and Education Program

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

Sexual Harassment

Hampton Elementary School wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

Hampton Elementary School will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Mary Jo Chretien.

See Hampton BOE Policy: Exploitation/Sexual Harassment (5145.5)

Social and Emotional Learning

Hampton Elementary School believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, Hampton Elementary School's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

Social Media and Networking

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, Instagram, YouTube, TikTok and Twitter.

Hampton Elementary School will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, Hampton Elementary School employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Special Programs

Hampton Elementary School provides special programs such as MTSS and Special Education for students who require such support. A student or parent with questions about these programs should contact Victoria Smith, Principal of Hampton Elementary School. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in Hampton Elementary School or by other organizations.

Hampton Elementary School utilizes the MultiTiered Systems of Support (MTSS), a 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. When students are experiencing difficulty with academics or behavior, every effort is made to provide support to help the child succeed within the regular classroom setting through the MTSS process.

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 paraprofessionals attend PPT meetings. A school must offer an IEP that is “reasonably calculated to enable a child to make appropriate progress in light of the child’s circumstances.” Every child should have the chance to meet challenging objectives.

Student Complaints/Grievances: Due Process

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender or a complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Mary Jo Chretien.

See Hampton BOE Policy: Student Grievance Procedures (5145.6)

Student Data Privacy

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records (“contractors”) and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on Hampton Elementary School's website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

Student Records

A student’s school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Hampton Elementary School until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The (*Superintendent*) is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which Hampton Elementary School contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in Hampton Elementary School, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If Hampton Elementary School refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe Hampton Elementary School is not in compliance with the law regarding student records. Hampton Elementary School's policy regarding student records is available from the principals or superintendent's office.

Copies of student records are available at a cost of .50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when Hampton Elementary School is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

Hampton Elementary School will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless Hampton Elementary School is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

Hampton Elementary School, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hampton Elementary School to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-8520.

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

Copies of student records are available at the parent/guardian's request. The cost will be \$.50 per page. Requests will be filled within a reasonable amount of time, not immediately.

See Hampton BOE Policy: Student Records; Confidentiality (5125)

Student Publications

BOE; Student Publications (6145.3)

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board of Education shall encourage the development of school newspapers, annuals, and magazines.

Freedom of speech and expression in student publications as guaranteed by the First Amendment is to be observed scrupulously by the administration, faculty and students. Consequently, student speech shall be limited in officially sponsored student publications only if there is a legitimate pedagogical reason to do so. The administration shall develop regulations to provide guidance on such legitimate pedagogical reasons.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/ or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which it feels is inconsistent with Hampton Elementary School's basic educational mission.

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.

Sunscreen

Public Act No. 19-60: An Act Allowing Students to Apply Sunscreen Prior to Engaging In Outdoor Activities, amended Section 10-212a of the Connecticut General Statutes to allow any student who is six years of age or older to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, with only a written authorization signed by the student's parent or guardian. For students who are younger than six years of age all three of the following requirements pursuant to Section 10-212a-4 of the Regulations of Connecticut State Agencies for self-administration of medication continue to apply:

1. an authorized prescriber provides a written medication order including the recommendation for self-administration;
2. a parent or guardian provides written authorization for self-administration of medications; and
3. the school nurse has assessed the student's competency for self-administration in the school setting and deemed it to be safe and appropriate.

Smoke Free Environment

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Surveys/Student Privacy

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort should be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

Hampton Elementary School will not collect, disclose or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

Teacher and Paraprofessional Qualifications

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

Testing

All students in grades 3 through 6 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5 annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. All multi-lingual learners are required to participate in all content areas of the state summative assessment.

Title I Comparability of Services

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency.

See Hampton BOE Policy: Comparability of Services (6161.3)

Title I Parent and Family Engagement

Parents of a child in a Title 1 funded program will receive a copy of Hampton Elementary School's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

Transfers and Withdrawals

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

Transportation

If you wish to have your child picked up or dropped off at a location other than your home, you must make this request in writing or email your request directly to the school. **Should plans be made for students to ride to another student's house after school, both legal guardians/parents must write a note approving the change.**

- Students should be visible to the bus from 10 minutes before pick up to 10 minutes after as slight changes or delays are possible.
- PreK-1 students are required to have a parent/guardian or other responsible adult present AT both pick up and drop off times.
- When there is no adult present at drop off, the student will be returned to school.
- For students in grade 1-4, students must be dropped off to a visible parent or approved adult. If no one is there, they will be returned to the school's main office.
- Written documentation can also be provided if a grade should a family prefer their 5th or 6th grade student not be dropped off without someone visible. See appendix for transportation guidelines and forms.

Students will be notified of their bus stop and times for pick-up and drop-off via the Main Office prior to the start of school. Students and parents are asked to wait safely at their bus stop.

Parents who pick up their students should park in designated areas at the school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time.

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

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

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
- Passengers shall not stand while the bus is in motion.
- Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco.
- Passengers shall not eat or drink on the bus.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
- Students must ride the bus to which they are assigned.
- The school office must be notified if someone other than a parent/guardian is getting student(s) off the bus.

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

- 1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
- 2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
- 3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

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

BOE; Bus Conduct (5131.1)

Transportation Safety Complaints/Procedures

All complaints concerning school transportation safety are to be made to M&J Bus Inc. and/or the Principal. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Trauma Informed Schools

Hampton Elementary School believes when students are healthy, safe, supported, engaged and challenged, they are then able to learn to the best of their ability. Schools are trauma-sensitive in the implementation of policies to help children feel safe in order for them to learn. Policies, practices and the school culture will be sensitive to the needs of traumatized individuals. A flexible framework provides universal supports, is sensitive to students' unique needs. Emphasis will be placed on building supporting relationships.

Restorative Practices

In all matters of student accountability, as educators, we take seriously our obligation to teach students better behavioral strategies. Therefore, in all matters requiring behavioral accountability, we will seek first to restore relationships and repair harms done through restorative practices.

"Restorative practices" means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community. Research indicates that well-implemented restorative practices improve student behavior, have a positive impact on student mental health, decrease fighting and bullying, reduce office referrals and student removal from classrooms, reduce suspensions and expulsions, decrease disciplinary disparities, and improve school climate.

Restorative practices will be the first intervention for challenging behavior that is nonviolent and not a crime, and will be included in the response for behaviors that are violent and/or a crime. Restorative practices include, but are not limited to, restorative conversations, peer mediation, and restorative circles (group conflict resolution). Staff will report restorative measures to classroom teachers to track any patterns of behavior or conflicts that can then be addressed further.

If a student is removed from the classroom for challenging behavior, the student will be sent to the counseling office. In the counseling office, students will have access to materials to aid in emotional regulation and appropriate intervention work. Emotional regulation and processing of the incident will be supervised and guided by the Principal or School Counselor. Restorative practices will then be used to repair harm done to relationships.

Vacations

Hampton Elementary School strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session may be considered “unexcused absences,” in light of SBE (State Board of Education) guidelines.

Video Surveillance

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. Video surveillance cameras are used in public areas and school buses for security and to assist in maintaining student safety. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with Hampton Elementary School's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment.

See Hampton BOE Policy: Video Surveillance (5131.111)

Visitors and Volunteers

All visitors must check in at the main office entrance, sign in to the building and receive a visitor badge.

Visitors:

Parents and other visitors are welcome to visit (district) schools. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

Volunteers:

Hampton Elementary School believes that volunteers are essential partners in the education of our children and the success of our schools. We encourage parents and community members to consider volunteering in our schools or at our events as needed. Volunteers can enhance collaboration between the school and the community, enhance the school's educational environment and ultimately enrich students' school experiences.

Volunteers, interns and other non employees working within the schools must work under the supervision of the Hampton Elementary School staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies including applicable policies on the confidentiality of student information.

Volunteers fall into the following two categories and will be required to have the following background checks:

Group 1: Volunteers must complete a record check with the Department of Children and Families child abuse and neglect registry.

Volunteers that assist school staff members with school activities in the presence of a school employee. Group 1 volunteers are those who assist school staff members with school activities such as those listed below:

- assisting in a classroom cafeteria or Library when a staff member is present;
- accompanying a class on a field trip during the school day with a staff member;
- helping in the school office during regular school hours;
- assisting in the cafeteria or library during regular school hours or
- assisting an extracurricular activities, i. e., dances, field day, open houses, or other events

Group 2: In addition to Group 1 requirements, group 2 also must complete fingerprints and a criminal background check.

Volunteers will be classified in group 2 when they provide services to students and are not in the direct presence of a School employee. Group 2 volunteers are those who engage in activities such as those listed below:

- opening class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning overnight field trips or
- working in direct contact with students without the direct presence of a school employee; working as a student intern.

If you would like to volunteer at Hampton Elementary School, please contact the main office at 860-455-9409 or complete the [HES Volunteer Form linked here](#).

Websites

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. Hampton Elementary School is committed to ensuring accessibility of its website(s) for parents, students and members of the community with disabilities. School website link: <https://www.hampton.school.org/>

Website/Pages

Hampton Elementary School and its schools maintain websites for educational purposes, including sharing information about curriculum, instruction, school-authorized activities, and other school-related news. Websites also provide instructional resources for staff and students.

Content posted on school websites is considered a publication of the Board of Education and must reflect the district's educational mission. All materials are expected to meet professional standards and to respect

intellectual property rights, copyright, and student privacy, including compliance with FERPA. Any pages or links representing the district follow additional guidelines regarding content standards, student records, and technical requirements contained in the administrative regulations accompanying this policy.

See Hampton BOE Policy: Instructional Computers/Web Sites (6141.322)

Wellness

Hampton Elementary School is committed to supporting student wellness through good nutrition and regular physical activity as part of the school's educational program, activities, and meal offerings.

Nutrition:

The school promotes good nutrition in alignment with federal and state guidelines, and nutrition education is integrated into the health curriculum and other subject areas where appropriate.

Physical Activity

All students participate in physical education, which is taught at every grade level using a sequential, standards-based curriculum designed to build movement skills, encourage cooperative play, and support lifelong healthy habits. Unless otherwise exempted, all students take part in the school's physical education program.

See Hampton BOE Policy: Wellness (6122.101)

APPENDIX

Hampton Elementary School
2026-27 Family Handbook Acknowledgement Form

Dear Families,

Our Family Handbook is an important resource that outlines school expectations, policies, and ways we work together to support students. The handbook is available digitally through our school website. If you would prefer a printed hard copy, please indicate below and one will be sent home with your child.

Please review the handbook and return this signed acknowledgement form by **September 11, 2026**

Parent/Guardian Acknowledgement

I have received access to the **Hampton Elementary School Family Handbook** and understand that it is my responsibility to read and discuss its contents with my child.

- ☐ I will access the handbook digitally.
- ☐ I would like a **hard copy** of the handbook sent home.

Student Name(s): _____

Grade(s): _____

Parent/Guardian Name (print): _____

Signature: _____

Date: _____

NOTICE OF PESTICIDE APPLICATION

This Notice, required by Public Act 99-165, serves to issue a statement of policy regarding the application of pesticides at schools and on school grounds. This statement is required to be made annually to all staff and parents and guardians of students enrolled in schools under the control of the Hampton Board of Education.

The Hampton Public Schools has adopted an Integrated Pest Management policy for pest control within the buildings and grounds of the Hampton Public Schools. Pesticide products may be applied by schedule for preventative or residual control of insect, weed, and/or plant disease pests. Our IPM approach focuses on eliminating conditions that are favorable to pest infestation, thereby making their survival more difficult and reducing the need for pesticide applications.

Pesticide applications will not be performed within any building or on the grounds of any school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. These areas will be secured against access as necessary for the period specified by the manufacturer and taking into account all precautions found on the pesticide product label. All applications will be made by individuals holding valid State of CT certifications.

Parents, guardians and staff who would like to receive prior notice of pesticide applications may register to receive such notice by completing the form below and returning it directly to their child's school. Registrants will be notified by mail so that notice may be received no later than twenty four hours prior to a pesticide application. Notification will include:

- The name of the active ingredient of the pesticide being applied
- The target pest
- The location of the application on the school property
- The date of the application
- The name of the school administrator or their designee who may be contacted for further information

Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health on or before the date of the application either verbally or in writing depending on the circumstances of the emergency application.

Parent/Guardian: Please complete a separate form for each student and return this form to your child's school.

NOTICE OF PESTICIDE APPLICATION

I would like to receive prior notice of pesticide application.

Name of Student _____ Name of Parent/Guardian _____

Parent/Guardian Signature _____ Date _____

Address _____ City _____ Zip _____

Home Phone Number _____ Email Address _____

Hampton Elementary School

Transportation Guidelines

If you wish to have your child picked up or dropped off at a location other than your home, you must make this request in writing or email your request directly to the school. **Should plans be made for students to ride to another student's house after school, both legal guardians/parents must write a note approving the change.**

- Students should be visible to the bus from 10 minutes before pick up to 10 minutes after as slight changes or delays are possible.
- PreK-1 students are required to have a parent/guardian or other responsible adult present AT both pick up and drop off times.
- When there is no adult present at drop off, the student will be returned to school.
- For students in grade 1-4, students must be dropped off to a visible parent or approved adult. If no one is there, they will be returned to the school's main office.
- Written documentation can also be provided if a grade should a family prefer their 5th or 6th grade student not be dropped off without someone visible.
- Students will be notified of their bus stop and times for pick-up and drop-off via the Main Office prior to the start of school. Students and parents are asked to wait safely at their bus stop.

Parents who pick up their students should park in designated areas at the school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time.

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

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

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop.
- Passengers shall not stand while the bus is in motion.
- Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco.
- Passengers shall not eat or drink on the bus.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
- Students must ride the bus to which they are assigned.
- The school office must be notified if someone other than a parent/guardian is getting student(s) off the bus.

Parent/Guardian: Please sign and return the transportation acknowledgement and documentation for each child.

Hampton Elementary School

Transportation Guidelines

Parent Acknowledgement

_____ I have read the transportation guidelines and conduct expectations (please initial)

I would like the following documentation on file:

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Last Revised 7/2026

Hampton Elementary School
Student Technology Use Agreement
2026–2027 School Year

Technology is an important part of teaching and learning at Hampton Elementary School. Students are expected to use school technology safely, responsibly, respectfully, and primarily for educational purposes. Use of district technology is a privilege and may be revoked if it is used inappropriately.

Student Expectations

As a Hampton Elementary School student, I agree to:

- Use district technology for school-related learning and educational activities.
- Follow directions provided by teachers and staff when using technology.
- Treat all Chromebooks, computers, chargers, and other equipment with care.
- Keep my passwords private and use only my assigned accounts.
- Respect the privacy, work, and digital property of others.
- Report damaged equipment, inappropriate content, or technology concerns to a staff member immediately.
- Students may not use comments, chat features, shared documents, presentations, or other collaborative tools to communicate socially or privately with other students. These features are provided solely to support teacher-directed educational activities.
- Understand that inappropriate use of district technology may result in disciplinary action and/or loss of technology privileges in accordance with the Student Handbook and Board policy.

Electronic Monitoring

All technology, networks, accounts, and internet access provided by Hampton Elementary School are the property of the school district.

Students should have no expectation of privacy while using district-owned devices, school accounts, or the district network.

To help ensure student safety and support instruction, Hampton Elementary School uses electronic monitoring and internet filtering software, including **GoGuardian**. Student activity on district-owned devices and school accounts may be monitored, reviewed, and retained by authorized school personnel at any time, whether the device is being used at school or, when applicable, off campus.

School personnel may review comments, shared documents, revision histories, chat features, and other collaborative activities created or stored within district accounts as part of the district's electronic monitoring and supervision of student technology use.

Care of District Equipment

Students are expected to exercise reasonable care when using district-owned technology.

Parents/guardians may be held financially responsible for the repair or replacement of district-owned equipment that is **intentionally damaged, lost due to negligence, or damaged beyond normal wear and tear**, as permitted by Board policy and Connecticut law.

Any damage, loss, or malfunction should be reported to a teacher or school administrator as soon as possible.

Hampton Elementary School
Student Technology Use Agreement
Student and Parent Acknowledgement

Student Acknowledgment (grades 3-6 only)

I understand my responsibilities for using Hampton Elementary School technology. I understand that school technology is provided for educational purposes, that my use may be electronically monitored, and that failure to follow these expectations may result in disciplinary action and/or loss of technology privileges.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Acknowledgment (all parents/guardians)

I have reviewed this Student Technology Use Agreement with my child. I understand that:

- District technology is provided for educational purposes.
- Student activity on district-owned devices and school accounts may be electronically monitored through systems including **GoGuardian**.
- Students are expected to use district technology responsibly and in accordance with the Student Handbook and Board policy.
- Parents/guardians may be financially responsible for repair or replacement costs when district-owned equipment is intentionally damaged, lost due to negligence, or damaged beyond normal wear and tear.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Hampton Elementary School
Student Media Release Authorization
2026–2027 School Year

Throughout the school year, Hampton Elementary School celebrates student learning and school activities by sharing photographs, videos, audio recordings, student artwork, writing, and other classroom projects.

These materials may be used in:

- Hampton Elementary School newsletters and publications
- Classroom presentations and district-approved educational platforms, including Google Classroom
- The Hampton Elementary School and Town of Hampton websites
- The Hampton Elementary School Facebook page
- Local newspapers and other news media covering school events

Hampton Elementary School does not identify students or families by name in social media posts. Student work may occasionally be displayed with a first name or without identifying information, as appropriate.

When the school wishes to feature an individual student in a special recognition, award, interview, or news story beyond routine school communications, the school will make reasonable efforts to contact the student's parent or guardian in advance.

Please select ONE option:

☐ **YES** – I give Hampton Elementary School permission to photograph, audio record, video record, and publish my child's or family's image, student work, and classroom activities through the communication methods listed above.

☐ **NO** – I do not give Hampton Elementary School permission to photograph, audio record, video record, or publish my child's or family's image or student work except as permitted or required by law.

Student Name (Please Print): _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

This authorization is valid for the 2026–2027 school year unless revoked in writing by the student's parent or guardian. Revocation will apply to future publications and postings and cannot remove materials that have already been published or distributed.

Hampton Elementary School
Family Communications and Contact Information Preferences
2026–2027 School Year

Hampton Elementary School values strong partnerships among families, the school, and our Parent Teacher Organization (PTO). To help families stay connected, the school offers two optional ways to share limited contact information.

Please review the options below and complete only the sections that apply to your preferences

PTO Communications

The Hampton Elementary School PTO is a volunteer organization that supports our students, staff, and school community through events, fundraising, and volunteer opportunities. The PTO may not use this information for commercial purposes or share it with outside organizations.

Unless you opt out below, Hampton Elementary School may provide the PTO with a parent or guardian's name, email address, and/or telephone number for the sole purpose of communicating about PTO-sponsored activities and school community events.

☐ **PTO Communication Opt-Out:** I request that Hampton Elementary School not share my contact information with the Hampton Elementary School PTO.

Classroom Connections Directory

To help families connect outside of school for playdates, birthday parties, homework questions, carpooling, and other social or educational activities, Hampton Elementary School may create a classroom family directory. Participation is completely voluntary. The directory is intended solely for personal, school-related communication and may not be used for commercial purposes or shared outside of the classroom community.

☐ **Classroom Connections Directory Opt-Out:** I request that Hampton Elementary School not share my contact information with other families.

Please include:

- ☐ Email Address
- ☐ Phone Number

Student Information

Student Name: _____ **Grade:** _____

Parent/Guardian Information

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____

Date: _____