

# Memorial

## Elementary School



2023-2024

Family Guidebook



# East Hampton 2030

Opening doors to inspire every learner to dream, discover, and achieve.

## Mission

We partner with our families and community to prepare confident, compassionate, and collaborative learners who navigate a complex, global society.

We are committed to safe, nurturing environments in which students thrive and explore their personal passions.

Empowering our educators and learners as innovators results in a dynamic pursuit of continuous improvement and excellence. Our vibrant school system enriches the entire community.

## Our Learners

- demonstrate responsible decision making within a culture that fosters
- compassion, caring, and empathy;
- engage in student-centered learning by pursuing passions, exploring
- creative outlets, and generating innovative solutions to challenges in and out of the classroom;
- embody a growth mindset, confidently approaching challenges while adapting and taking risks;
- participate in collaborative problem-solving in diverse areas of study, contributing insightful analysis and informed opinions;
- harness natural curiosity to drive an active learning process through
- personal inquiry, incorporating new experiences and constructive dialogue;
- embrace civic engagement in order to create positive change locally and globally.

## Profile of the East Hampton Graduate



Caring	Empathy	Responsibility	Compassion
Imagination	Creativity	Initiative	Innovation
Confidence	Adaptability	Resilience	Perseverance
Teamwork	Community	Perspective	Collaboration
Wonder	Curiosity	Inquiry	Active Learning





# MEMORIAL ELEMENTARY SCHOOL

*Everyone shows Cheetah Pride by taking care of ourselves, others, and things.*

20 Smith Street, East Hampton, CT 06424

Website: [www.easthamptonps.org](http://www.easthamptonps.org)

Phone: (860) 365-4020 Fax: (860) 365-4024

Joanna Bauer, Interim Principal

Andrea Montovani, Interim Assistant Principal

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August 29, 2023

Dear Memorial Families,

We are excited to welcome you to the 2023-2024 school year! Andrea and I are so thrilled to serve as leaders in a district that inspires every learner to dream, discover, and achieve. As Memorial School's administrative team, we are honored to advocate on behalf of all students and families, and are deeply devoted to our school community.

Memorial School is a wonderful place that is full of "Cheetah Pride". Our staff is committed to ensuring that our young learners have a positive school experience. We are so proud of our caring and confident Cheetahs and look forward to seeing all of their smiling faces each day.

If you need to contact us, the main office phone number is: (860) 365-4020. Our regular office hours are 8am-4pm. Mrs. Ana Biancardi, Mrs. Amy Worman and Mrs. Joanna Blyler, our administrative assistants, will do their best to help you. If you wish to speak with our school nurse, Katie Williams, please call 860-365-4020 x6. Memorial Elementary School students are transported to and from school by M&J Bus Company. Their phone number is 860-781-0108.

Andrea and I are energized and enthusiastic about the start of the 2023-24 school year! We are looking forward to developing relationships with each of you. We know that when schools and families build partnerships, it results in a successful school year for everyone! We can't wait to get started!

Best,

Joey & Andrea

Joey Bauer: [jbauer@easthamptonct.org](mailto:jbauer@easthamptonct.org) 860-365-4020 x 811

Andrea Montovani: [amontovani@easthamptonct.org](mailto:amontovani@easthamptonct.org) 860-365-4020 x 812

## School Hours:

### Regular School Hours

School offices are open from 8:00 a.m. to 4:00 p.m.	
A.M. Preschool:	8:40 a.m. – 11:12 a.m.
P.M. Preschool:	12:38 p.m. – 3:10 p.m.
Smart Start Full Day Preschool:	8:50 a.m. – 2:50 p.m.
Kindergarten & Grades 1 – 5:	8:40 a.m. – 3:10 p.m.

Supervision for arrival begins at 8:25 a.m. and students can arrive on-time through 8:40 a.m.

*Arrival after 8:40 a.m. is officially recorded as Tardy and requires sign in at the office.*

*Dismissal before 3:05 p.m. is officially recorded as an Early Dismissal and requires a sign out note.*

### Early Release

The early release schedule for both scheduled dates and weather related events:

A.M. Preschool:	8:40 a.m. – 11:12 a.m.
P.M. Preschool:	No Afternoon Preschool
Smart Start Full Day Preschool:	8:50 a.m. – 12:50 p.m.
Kindergarten & Grades 1 – 5:	8:40 a.m. – 1:10 p.m.

### Late Opening

The late opening schedule for 2 Hour Delay weather related events:

A.M. Preschool:	No Morning Preschool
P.M. Preschool:	12:38 p.m. – 3:10 p.m.
Smart Start Full Day Preschool:	10:50 a.m. – 2:50 p.m.
Kindergarten & Grades 1 – 5:	10:40 a.m. – 3:10 p.m.

## Attendance

What is an “excused” absence?

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

A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note, or email through our attendance line, from the student’s parent/guardian, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

We are urging all parents to make sure that their children attend school every day this year unless they are ill. We are working to ensure that every child excels in school – and being present is the foundation to success. There is a strong connection between success in school and good attendance. As we continue to institute new programming in math and ELA, and resume our expected pacing in instruction, please note that attendance matters!

B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

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

C. A student’s absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent, or other person having control of the child, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child. Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be completed within five days after the student returns to school.

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

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"> <li>• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length</i>).</li> <li>• Student's observance of a religious holiday.</li> <li>• Death in the student's family or other emergency beyond the control of the student's family.</li> <li>• Mandated court appearances (additional documentation required).</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).</li> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

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

Your family will receive a green notepad at the start of the school year. Please use these notes to inform our front office of any changes to your student's arrival or dismissal plan, as well as to document an absence. You may also use our attendance email line.



**MEMORIAL ELEMENTARY SCHOOL**  
***A Note to School***

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Tardy: Arrival @ \_\_\_\_\_:\_\_\_\_\_ due to: \_\_\_\_\_

Dismissal @ \_\_\_\_\_:\_\_\_\_\_ for: \_\_\_\_\_

Was absent on \_\_\_\_/\_\_\_\_/\_\_\_\_ because \_\_\_\_

Other \_\_\_\_\_

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

*Attendance Matters—Regular School Day is 8:40-3:10.  
Arrival after 8:40 a.m. requires sign in/note and is officially recorded as Tardy. Dismissal before 3:05 p.m. requires sign out/note and is officially recorded as Early Dismissal.*

## Arrival of Students - Drop-offs, Buses, & Vans:

Every day, Memorial School's parking lots are used by hundreds of pedestrians, cars, vans, and buses during the arrival and dismissal of our students, staff, and family members. Everyone's safety is our top priority and everyone's participation is needed to help take care of ourselves and others. We ask that you please follow our arrival and dismissal safety procedures carefully.

### Parking Lot Tips to Help Keep Everyone Safe

- Familiarize yourself with Memorial's parking lot drop-off/pick-up procedures. See attached graphic illustrating the traffic patterns.
  - o The main entrance is a 2-way shared drive which branches in several directions. Drive slowly. Always use your turn signal. Bring your patience.
  - o The drop off location for students riding M & J vans is in the back parking lot, near the last set of double doors. Therefore, these vans will need to access the back lot. The entrance to the back lot may not be blocked.
  - o Buses and pedestrians always have the right of way.
  - o Never pass a school bus with flashing lights or with its stop sign out.

## Student Drop-Offs:

Students being transported by car will be dropped off in the front parking lot. There are two lanes to use for drop off. They will be greeted by a staff member and will be escorted across the crosswalk. (Green arrows ⇒)

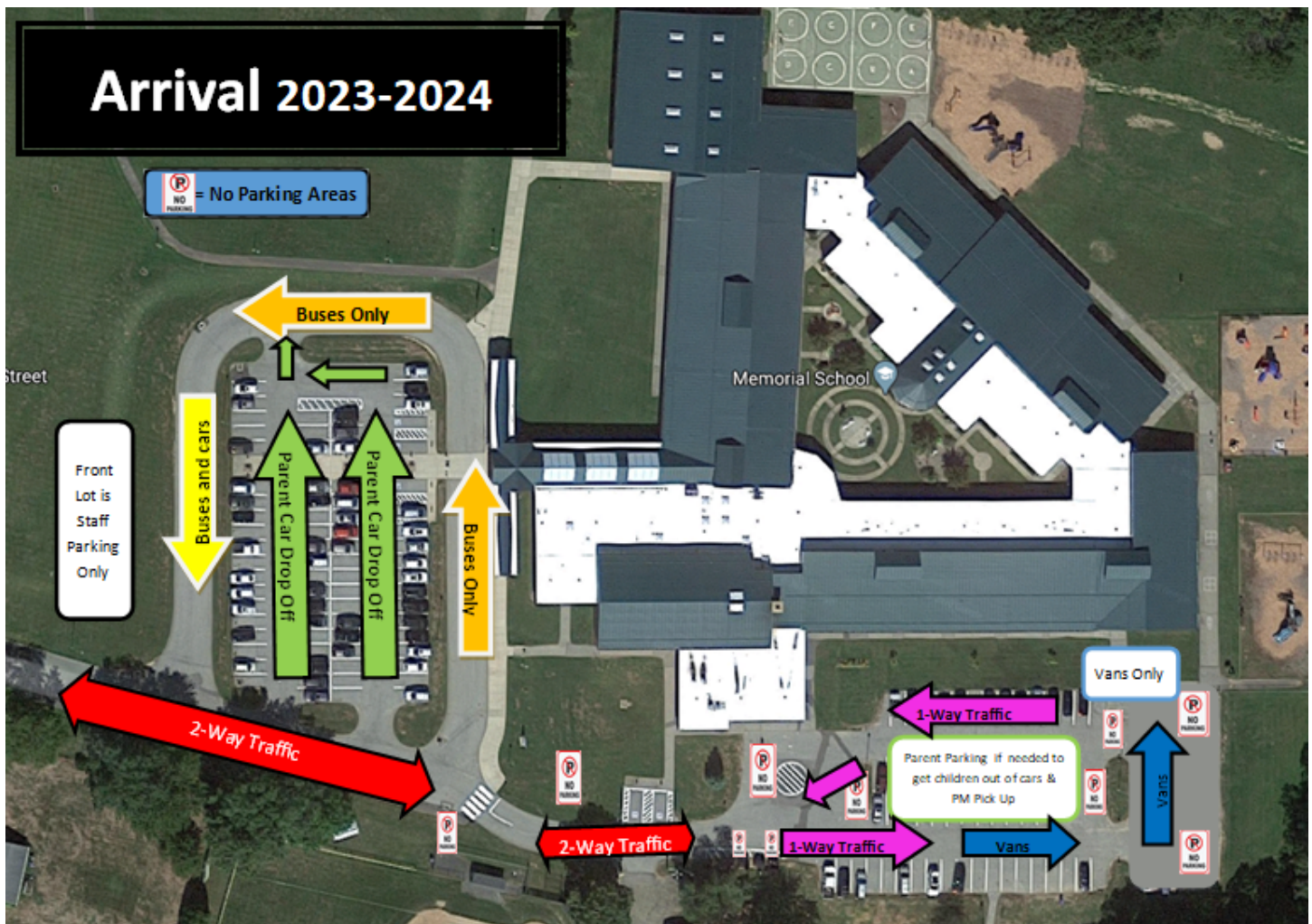
- For the courtesy of our staff who use the front parking lot each morning we ask that you do not arrive in the drop off lanes prior to 8:15am. Students may not exit cars or buses before 8:25am.
- When using the drop off line to deliver your student to school, we ask that you follow a drop and go procedure. **As you pull up to the crosswalk, students should be ready to independently exit the vehicle from the right-hand side of the car with shoes on, backpacks ready, and goodbyes complete. The drop off lane is intended for a quick departure.** Only students should be exiting the vehicle as staff members are there to assist. Guardians should stay in their vehicles. The first 4 cars in line (see attached graphic) should release their children at the same time.
- If you would like more time with your child or they are too young to exit the vehicle on their own, we ask you go to the rear of the building, find a parking spot and walk them to the front of the building.

Traffic in and around Memorial during drop-off/pick-up will take time. Drop off and pick up during bitter cold or inclement weather can take longer due to the increased number of vehicles in the lanes. Students arriving by car after **8:40 a.m.** are considered tardy and should be escorted to the office where a parent/guardian will be required to document the late arrival.

## Buses & Vans:

We have 15-16 buses that transport students to school each day. The entire bus loop is also a dedicated fire lane. Signs indicate "**NO PARKING / FIRE LANE**". Only buses are able to utilize the bus loop during arrival. (Yellow arrows ⇒)

Vans will circle the back parking lot on the side of the building, and drop off near the K/1 doorway. A Memorial Team member will escort students off of the vans and guide them to their classrooms. (Blue arrows ⇒)



## Dismissal of Students - Buses, Vans, & Pick-ups:

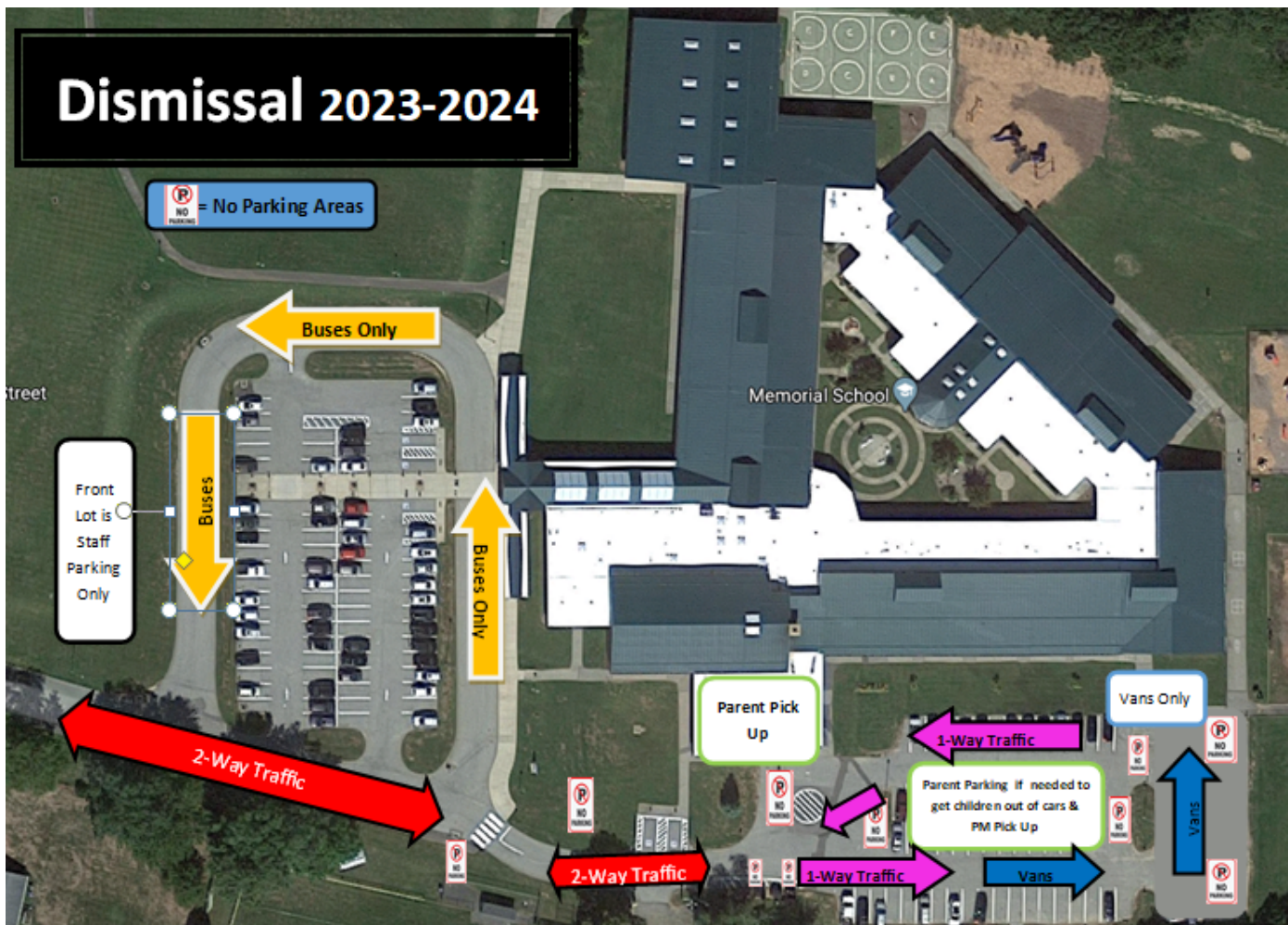
As soon as buses reach our lot, students will be dismissed from their classrooms and the gymnasium. There will only be two grade levels housed in the gymnasium at any time. Strategically positioned staff will help safely usher students to their buses. The rest of the students will be dismissed from classrooms and will exit through the main corridor and proceed to their buses. Buses will pull up in the bus lane in front of the building. (Yellow arrows →) Staff Members will be stationed by each bus, holding bus numbers.

Vans will circle the back parking lot on the side of the building to pick up students near the K/1 doorway. A Memorial Team member will escort students onto the vans and ensure that they are safely in their seats. (Blue arrow ⇒)

Car pick-ups will take place by the pick-up door. Adults will park their car in the back parking lot (marked in blue) and proceed to the pick-up door, where they will line up against the wall of the building. Once a guardian has made their way to the pick-up table to sign out their student, a staff member will retrieve the student(s) from the cafeteria and the student(s) will be released to the Guardian. Guardians should be prepared to show identification. (Outlined in green ⇒)

Our back parking lot fills up quickly. You may have to circle the lot until a space becomes available. Please do not park in areas that are not designated parking spaces. Safety trumps speed! Thank you for bringing your patience and kindness to our process, and for supporting our diligence to ensure that every child is dismissed safely.





## Cafeteria Services:

The State of CT has ended the funding that allowed us to provide school lunch at no charge, but school breakfast will still be free to all students. Breakfast will be \$2.25 and lunch will be \$3.50 for any elementary student who does not qualify for free meals. It is important that families who believe they may qualify fill out a Free and Reduced-Price Meals Application, available online at <https://www.easthamptonps.org/page/nutritional-services-and-school-lunch>. Lunch and breakfast menus can be found on the Nutrition Services Webpage of the District website at <https://www.easthamptonps.org/page/nutritional-services-and-school-lunch>.


Students will pay for their school lunch using their Meal Magic lunch accounts. You can set up a Meal Magic account by going to <https://easthampton.familyportal.cloud/> and click on "Register". Enter the email address you would like to use to access this account and hit next. Accept the Terms of Use and Privacy Policy and an email will be sent to you. Follow the instructions to finish setting up your account. You may get a notice that your account is awaiting approval. Your account will be approved quickly (usually within 24 hours) and then you can add money to the account via your checking account or a credit card for a small charge. You will need your child's school ID#. Email [jbove@easthamptonct.org](mailto:jbove@easthamptonct.org) with the names of your children if you don't know their ID#.

School Breakfast will continue to be free for all students, but there will no longer be a breakfast signup. Students who wish to eat breakfast can simply stop in the cafeteria on their way to class, and choose what they would like to take back to their classroom for breakfast. All breakfasts consist of a whole grain item and/or a lean protein, a selection of fruits or a 100% fruit juice, and a low fat milk option.

## Fire Alarms:

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. P.A. 53A-180, The False Reporting of an Incident, is a Class B misdemeanor punishable by up to two years in prison and/or up to a \$1,000.00 fine. Complete documentation of the law is available in the library.

**East Hampton Public Schools Emergency Operations**  
**EMERGENCY RESPONSE CODES**



**CODE GREEN:**  
**Students Need to Relocate - EVACUATION of School**

A CODE GREEN alert indicates a situation in the building or on the grounds that requires students and staff to move outdoors, move to a new location, or to evacuate the building. Examples may include a bomb threat, gas leak, etc. A CODE GREEN announcement will include a location to which all students and all staff will report. "CODE GREEN to the \_\_\_\_\_" would be an example of an announcement when a building evacuation is needed.

**CODE YELLOW:**  
**No Danger Inside Building - LOCKOUT - Hold & Secure**

A CODE YELLOW alert signifies no immediate danger within the building or on the grounds but a situation has arisen requiring all students and all staff to stay in the classrooms. Interior classroom doors will be closed and locked and exterior doors will continue to be locked with visitors being admitted only as situation warrants. Examples of a CODE YELLOW may include a medical emergency in the building, police action in the area, administration in the middle of serious investigation, etc. Once classroom doors are closed teaching will continue but no students will leave the classroom. In some cases, movement between classes will be allowed; however, no students or staff will be allowed outside of the building.

**CODE RED:**  
**Danger in Building - LOCKDOWN - Out of Sight, No Noise**

A CODE RED alert indicates a potential or immediate threat within the building or on the grounds and is the signal for a full scale lockdown of all classrooms. All students and all staff remain in or enter the nearest space and all classroom doors are locked. Students are kept out of sight and total silence is maintained. Due to the nature of the emergency, a CODE RED alert in one building may prompt a CODE YELLOW or CODE RED alert in the other buildings. Once a class is locked down, teachers will inform the office of situations to the best of their ability, prepare for counter measures to protect the classroom, and initiate evacuation of the classroom as the situation warrants or as instructed by officials. Parents will be alerted to CODE RED situations; however, in all cases of CODE RED, access to the buildings and grounds may be restricted by the responding emergency officials.

These codes and the descriptions above will be communicated to all parents each year; however, the detailed procedure and responses for each of the codes will remain as a confidential document for the purpose of safety and security of the East Hampton Public Schools community of students, teachers, staff members, and volunteers.

## Fire and Crisis Response:

Emergency drills are conducted at least once per month, with fire drills being the most commonly practiced. Instructions for evacuating the building are posted in each room, and EXIT signs help guide occupants out of the building. If there should be any change in the normal exit route, instructions will be given by the office or the supervising teacher.

All windows and doors will be closed as occupants exit.

Everyone leaves the building swiftly and quietly, and lines up with their classes at least 50 feet from the building. The return to the building is directed by the supervising teacher.

Crisis response drills are conducted three times a year. In these drills students and teachers remain in the classroom or other designated area and follow emergency procedures.

## Food Allergies:

Highly allergic reactions must be considered in many of our classrooms. In the interest of providing a safe and healthy environment for all our children, we encourage non-food items for celebrations. Classroom teachers will communicate specific room restrictions in order to ensure safety.

## Birthday Celebrations:

Food celebrations are discouraged due to allergies and the personal/religious choices of many families. If you would like to recognize your child's birthday during the school day, please consider sending in a non-food item.

Birthday invitations may not be distributed during the school day unless the entire class is invited. You may ask your child's teacher for a list of the students in your child's class; however, the school is unable to provide personal contact information for our families (email, addresses, phone numbers).

### **Health:**

The nurse is available for first aid care and health counseling. All accidents must be reported. Unless it is an emergency, the student should be referred by the teacher in charge before visiting the nurse. Ill students must report to the nurse's office. All dismissals due to illness must be arranged through the nurse.

Hearing screenings are required annually in grades prekindergarten through 3. Vision screenings are done annually in all grades. Postural screening is done in grade 5. Physical examinations are required of all students new to Connecticut and those entering kindergarten.

Administration of prescription drugs, aspirin, ibuprofen, cough drops, cough medicine or any over the counter drugs must be administered by the school nurse.

### **Water Fountains:**

All water fountains have been replaced with touchless, sensed water bottle filling stations. You are encouraged to send your child to school with a refillable water bottle. Only one student at a time from a classroom will be allowed to go to the water fountain to fill their water bottles.

### **Lost And Found:**

Students are encouraged to put their names on any item brought to school. Efforts are made to return labeled items to owners. Children should report lost items to their teacher and check in the lost and found for them. Found items should be turned in to the office. Students and parents are welcome to check for lost items. Unclaimed items are donated to community charities on a regular basis.

### **Personal Property and Toys**

The bringing of Toys and Devices to school by students is **discouraged** as a preventative measure to eliminate the disruption and distress that may occur as related to the use and/or loss of student's personal property and toys. Personal property (including games, toys, trading cards) brought to school by students is done so at the student's risk. **Electronics including phones, music devices, and electronic games should not be utilized by students during the school day or on the school bus.** They can be disruptive to the educational process and can be easily lost or broken. Skateboards, roller skates and roller blades are not allowed. Parents/guardians are encouraged to monitor closely those items that are brought to school.

### **Visitors and Volunteers:**

We welcome the participation of the community in enriching our students' school experiences. As a volunteer, you are a valued member of our elementary schools. Before assisting, volunteers are asked to review a handbook and sign the volunteer agreement and waiver forms.

All visitors/volunteers/chaperones/contractors are required to report to the office immediately upon entering the building to sign in with a valid ID and secure a RAPTOR generated visitor's badge.

- All Main Offices (Memorial, Center, Middle School, and High School) will use the RAPTOR automated visitor management software. This system allows our school offices to confirm that visitors (parents, guests, repair persons) are who they say they are by requiring driver's license or other government-issued identification. This automated software instantly checks names against all registered sex offender lists in the United States or alerts related to court orders or child custody. The processing of visitors is very quick and conducted in the background of office action so visitors are not inconvenienced or made to feel that they are being scrutinized. This system is secure for visitors as the scanner only compiles the data necessary for screening. The system issues a badge that is to be worn that includes photo, name, "VISITOR" status, date, time, and location of visit. The photo prevents badges from being shared with anyone else. The name is included indicating that the individual has been screened and cleared. By including the date, time, and destination, the badge indicates the approved entry period and location.

Once an individual has presented his/her photo ID, it will not be necessary to have a photo ID for subsequent visits during that school year as the software retains the photo. The visitor still undergoes background check by the system and a photo visitor badge is still produced. Badges are required for visitors entering the building past the main office during the school day.

- **1212-Community Relations School Volunteers**

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Volunteers working within the schools must work under the supervision of District 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.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Annually, Principals shall submit a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams.  
10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose.

10-220 Duties of boards of education

## PTO- East hampton Parent Teacher Organization:

The Parent Teacher Organization in East Hampton is dedicated to the enrichment of our children's education in the classroom, home and community. Made up of parent and teacher volunteers, the PTO provides programs for children, teachers, parents and families. Membership and participation in the PTO by both parents and teachers supports the various programs sponsored by the PTO. A membership drive is held at the beginning of each school year. Further information about PTO activities and events may be obtained visiting their webpage ([www.ehepto.com](http://www.ehepto.com)).



# MEMORIAL ELEMENTARY SCHOOL

*Everyone shows Cheetah Pride by taking care of ourselves, others, and things.*

20 Smith Street, East Hampton, CT 06424

Website: [www.easthamptonps.org](http://www.easthamptonps.org)

Phone: (860) 365-4020 Fax: (860) 365-4024

Mrs. Joanna Bauer, Principal

Mrs. Andrea Montovani, Assistant Principal

## Bus Safety Guidelines

Keeping children safe while riding on the school bus is a responsibility that is shared by students, drivers, families, care givers, schools, and the community. Please remember that your bus driver has an important job to do! Reviewing these recommendations with your child(ren) will improve their riding conditions, and will help keep all of our students safe.

All school buses and vans run multiple routes, and serve each school "tier" - elementary, middle, and high. Due to the size of our community, some routes are longer than others. Delays during an earlier route will impact the timing of later runs. The District's transportation company, M & J Bus, Inc., operates 13 large capacity school buses, and several vans. Routing is developed with student safety in mind, guided by our Board of Education transportation policies.

### Key Safety Tips At The Bus Stop:

Parents are encouraged to remain with their child(ren) at the designated bus stop until the student has boarded. In the afternoon, Kindergarten parents must be visible at the drop-off point. If the driver does not see an adult, they will return the student to school. If the driver perceives any concern in the afternoon during drop-off, even for older children, the driver will return the student to school.

### Getting On And Off The Bus:

When entering the bus, wait until the bus has come to a complete stop, the stop sign is up, and the door opens before approaching the bus. When exiting the bus, students should remain seated until the bus comes to a complete stop. Children should use the handrail when getting on and off the school bus; and loose or hanging straps should be secured, as they can cause students to trip and/or fall. Children who need to cross the road should **make eye contact with the driver and wait for the OK signal/head nod before crossing the road, and they should stay approximately 10 feet away from the bus' front bumper**. Students should check to be sure cars have stopped and no cars are coming from either direction before they cross the street. Students should never walk behind the school bus. If a student drops something outside the school bus, they should not attempt to pick it up. Instead, they should tell the driver and wait for the driver to assist. **Remember if your child cannot see the driver, the driver cannot see the child.**

### Riding The bus:

When passengers are seated appropriately, the seats on a school bus are designed to be protective compartments. A student's body should be entirely in the seat, facing the front of the bus, with their back against the seat back. **"Bottom to Bottom, Back to Back."** When students are standing or hanging off the seat, with any body parts outside of the seat compartment, they are vulnerable to injury .

# Student Photo/Work Permission 2023-2024



## 2023-24 OPT OUT of Students' Photographs, Name, and Work in School Digital Sources/Print Sources/Yearbook

As part of the celebration of achievements of our students, as well as the integration of technology into the curriculum and our communication systems, the East Hampton Public Schools promotes the display of student work and the sharing of student achievements on EHPS, PTO, and Booster Club newsletters, websites, and limited social media sites. (Please note that while the schools no longer post on social media, Booster Clubs and PTO do utilize student images on occasion.)

Throughout the school year, many students will have opportunities to see their work published and their achievements shared on the district's website and in other communications for the community to view and enjoy.

**Please check the appropriate boxes below in the event that you do not want your child's photograph, work, and/or achievements included in digital or print publication during the school year.**

Please check off all boxes that apply.

### **Please DO NOT USE:**

- my child's photographs and/or videos in digital and print sources including the school district's websites or newsletters.
- my child's name for academic recognition (including Honor Roll) and other achievements in athletics, arts, and activities.
- my child's artwork, classwork, and other projects in digital and print sources.
- my child's photograph and name for the school yearbook or similar publications.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature (if 18 or older): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Chromebooks:

All Memorial students (K-3) will have an assigned Chromebook. Students in grades 1-3 will receive a protective carry bag and charger to allow students to safely transport the Chromebook to and from school. Students in Kindergarten will keep their chromebooks at school, unless it is determined that they will be needed at home.



## STUDENT RULES

### FOR COMPUTER USERS, Grades K-5

Parents/guardians are urged to read, share, and discuss the *Student Rules for Computer Users* with their child **as developmentally appropriate** along with the East Hampton Public Schools *Acceptable Use of Technology Systems and the Internet* (Policy and Regulations #6141.321 <http://www.easthamptonps.org/> Click “Menu” and scroll down to Board of Education Policies).

The East Hampton Board of Education believes that the use of computer devices and access to the Internet are valuable tools that should be used in schools to educate and inform students as a teaching and learning resource. The East Hampton Board of Education is providing technology systems including a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and find creative uses for digital resources.

**If you forget the rules, a copy of the rules can be found on the school’s website: [www.easthamptonps.org](http://www.easthamptonps.org)**

### The Rules:

1. I will use the school computers and school Internet only for school-related purposes.
2. If I am unsure if what I want to do is OK, I will ask a teacher.
3. I will not view or download UNACCEPTABLE PICTURES or information from the Internet. I understand that these are *examples* of the kinds of things I cannot view or download: pictures of naked people, mean-spirited pictures or gossip about other students, and violent pictures or stories of people being cruelly hurt by other people.
4. I will not DELETE another person’s work on the computer/tablet. I will not COPY another person’s work using the computer.
5. I will not TOUCH other students’ computers while they are logged on, unless they ask me for help and the teacher says it is OK to help.
6. I will not FORGE something on the computer. This means I will not put someone else’s name on something that is bad or not permitted, even when working on the computer at home.
7. I will not use other students’ or a teacher’s personal information for any reason, including their LOG-IN names and PASSWORDS.

8. I will not do anything to DAMAGE the computer equipment or the files.
9. I will not REMOVE or SWITCH the mice, cables, or keyboards unless I am asked to do so by a teacher.
10. I will not SWEAR or use impolite language when I am online, even when working on the computer at home.
11. I will not pretend to be someone else online and THREATEN or make hurtful comments about other people, even when working on the computer at home.
12. I will not play GAMES on the Internet at school, unless I have a teacher's permission.
13. I will not BUY something or SELL something on the Internet at school.
14. I will not TELL any personal information on the Internet – I will not tell my last name, my address, my telephone number, my school address, or any information about my parents on the Internet.
15. I will not MEET strangers I have talked to on the Internet, even when working on the computer at home.
16. I know the use of a computer and the Internet is a privilege, not a right.
17. I know breaking the rules may mean I lose the right to use the computers, tablets, or Internet at school.
18. I will not take food or drinks near any computers.





**ACCEPTABLE USE OF TECHNOLOGY SYSTEMS AND THE INTERNET  
PERMISSION FORM, Grades K-5**

The signatures of both student and parent/guardian are mandatory before access may be granted to the Internet.

**Students:**

As a user of the school's computers, I understand the rules and will follow the rules. If I do not follow the rules I know that I will not be allowed to use the school's computers.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student's School: \_\_\_\_\_

Grade: \_\_\_\_\_

**Parents:**

As parent/legal guardian of the student signing above, I grant permission for my child to access the East Hampton Public Schools Technology Systems and the Internet. I understand that this access is designed for educational purposes only. I agree to hold harmless the East Hampton Public Schools and employees of the school district for any misuse of access to the Technology Systems and the Internet that my child commits. I accept responsibility for my child's compliance.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

*(Please print)*

Street Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Cell Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_



# Memorial Elementary School

Please return this page with parent/guardian and student signatures to confirm you have read the 2023-2024 Family Handbook and reviewed the Board of Education *Student Series 5000* Policies. Handbooks and Policies can be viewed on our district website at [www.easthamptonps.org](http://www.easthamptonps.org) . Click on “Schools”, “Memorial School”, “Student & Parent Information”, “Handbooks and Important Information”.

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Student Printed Name & Grade

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Student Signature