



# MOOSUP ELEMENTARY SCHOOL

2011-2012

## STUDENT AND PARENT HANDBOOK

Fostering a  
Family-School  
Partnership



## Moosup Elementary School

August 2011

Dear Parents, Guardians, and Caregivers,

Welcome to Moosup Elementary School, home of our mascot, the Chocolate Moose! The entire faculty and staff have been excitedly preparing for another wonderful school year full of meaningful learning opportunities for your child. The connection between home and MES is vital. We are so pleased to have you in our school community!

We are dedicated to providing a rich learning environment for your child. With your support we can create a school community that fosters learning, responsibility, respect, kindness, and caring among our students.

This Handbook has been prepared to help address your questions and provide suggestions for ensuring a productive school year. We have also included district procedures and regulations mandated by state law. This information includes guidelines we all must follow in order to protect our students. Please visit our district website at [www.plainfieldschools.org](http://www.plainfieldschools.org) for updated information throughout the school year. There is also a link to the MES website.

On the first day of school your child will be given a dark blue Home-School Communication folder. This is the only folder that your child needs. One side is designed to hold notices/messages between home and school. The other side is for student work. PLEASE MAKE IT A DAILY PRACTICE TO CHECK YOUR CHILD'S BLUE HOME-SCHOOL FOLDER AND RETURN IT TO SCHOOL THE FOLLOWING DAY.

Communication between home and school directly affects your child's success in school. We welcome your notes, phone calls, emails, and visits. They are key ingredients to shaping a true partnership. In your child's Home-School folder we are including blue "Quick Notes" which you may find convenient to use to communicate with school personnel. Let us know if you need more. Working together as a team, we know your child will experience a positive, productive, and rewarding year.

On behalf of the entire faculty and staff, I welcome your family to MES!

Sincerely,

ColleenLugauskas  
Principal

# MOOSUP ELEMENTARY SCHOOL

## OUR MISSION

The mission of Plainfield Public Schools is to promote academic excellence and personal development. In conjunction with rigorous instruction and high expectations, we will work collaboratively with families and the community for our students to develop skills necessary to succeed in college or career choice, challenging them to become life-long learners and responsible, productive citizens.

## OUR VISION

To develop an enriched community of caring and creative life-long learners who strive to excel in the ABC's:  
Academic Achievement, Behavior, Character.

## EQUAL OPPORTUNITY

Every student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational activities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services employment assistance, extracurricular activities, or other school sources.

Mr. John Vitale is the designated district compliance officer, who will coordinate with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Plainfield School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA) interested persons should contact Mr. John Vitale.

## **PLAINFIELD BOARD OF EDUCATION**

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## **AIDS EDUCATION**

Section 10-19(b) of the States General Statutes requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered. It is recommended that some instruction be offered at least once during the kindergarten through grade 2 sequences, grade 3 through 5 sequences, grade 6 through 8 sequences, and grade 9 through 12 sequences. The Plainfield Public Schools will meet the State's recommendations for the kindergarten through grade 2 sequence and the grade 3 through 5 sequence by offering AIDS instruction to the first, third, and fifth grade classes.

## **ADVERTISING**

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

## **ALCOHOL AND DRUG USE POLICY**

The use, possession, and/or sale of alcoholic beverages and drugs are forbidden on all school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned transportation facilities. Discipline up to and including expulsion may be applied for violation of the above at the discretion of the Board of Education.

Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment, and after care support. Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind.

The Plainfield Public Schools staff, in cooperation with local law enforcement officials, will work collectively in an effort to help students understand the serious legal, social, and medical consequences associated with alcohol and drug abuse.

## **ALLERGIES**

With increasing frequency, children are attending school with a variety of allergies. We are committed to making our school environment healthy for everyone and to protecting students who may have allergies to specific food items, medications, stinging insects and/or animal fur. A severe allergic reaction can cause significant illness and even death. Therefore all MES teachers and parents are asked to be especially vigilant regarding possible allergic items in the classroom, other areas of the school, and on the bus. Should your child's learning environment need to restrict certain items in order to protect classmates, you will be notified.

## **ARRIVAL AT SCHOOL**

Children must not arrive at school before 8:45 AM. The school is not adequately staffed for supervision before that time. Do not jeopardize your child's safety by sending him/her to school before 8:45 AM. Buses arrive between 8:45-9:00 AM. Walkers should arrive no earlier than 8:45 AM.

When bringing your child to school, please drop him/her off at the crosswalk in the driveway. A staff member will be on duty to assist your child.

If you walk your child into the school, please drop him/her off in front of the office. We ask that you do not walk your child to his/her classroom. If you need to see your child's teacher, we would be happy to make an appointment for you.

If your child arrives at school late, after 9:00 AM, a parent or guardian or other family adult must accompany him/her to the office. The child will be given a pass to take to his/her teacher. Otherwise, your child may be incorrectly considered absent.

## **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 occupants. The district has on file plans showing the location of asbestos in each building and measures are undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

## **ASSEMBLIES**

Periodically throughout the school year, assemblies are conducted that add to and enrich our school curriculum. Students are expected to enter and leave in an orderly manner. Pencils, pens, books, hats, toys, and other objects are not to be brought to the assembly. Students listen attentively and avoid excessive talking and movement. Everyone is expected to behave in a polite and respectful manner. Students who fail to comply with these expectations may lose the privilege of remaining at the assembly or attending the next assembly.

## **ATTENDANCE/TRUANCY POLICY**

Monthly attendance awards are presented to students. The class attaining the greatest percentage of "Perfect Attendance" each month receives special recognition.

In compliance with the truancy policy law, the following procedures will be followed:

1. The parent/guardian should phone the school before 10:00 AM to report their child's absence with the reason. The guidance clerk will call parents/guardians who have not phoned the school reporting the student's absence with a reason.

## ATTENDANCE/TRUANCY POLICY (continued)

2. Upon returning to school, the child is to bring a note explaining the absence. A full explanation is necessary, especially information about communicable diseases, i.e. chicken pox, strep throat, etc., in order to alert other parents and staff members.
3. The student will receive an excused absence for a regularly scheduled day for:
  - Reasons of health, including illness, incapacity, or doctor's visits
  - Religious holidays
  - Court appearance
  - Funeral in the immediate family
  - Suspension or expulsion
  - Limited absences from school for special occasions
  - Activities with parental consent, subject to approval of the principal
4. **Students absent from school due to a family vacation will be considered unexcused. Please plan family trips when school is not in session to avoid these unexcused absences.**
5. Schools are responsible for educating your child. However, teachers cannot do their job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your child to see that school is important. Research has shown a direct relationship between school attendance and student achievement.
6. A student, age five to sixteen, inclusive with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered a truant. Parents will be notified if their child is truant. School personnel will work together with families to correct this problem. The Superintendent may file a written complaint with the Superior Court for Juvenile Matters for a Family with Service Needs.
7. After twenty (20) unexcused absences, the student will be identified as a habitual truant. The Superintendent will file a written complaint with the Superior Court for Juvenile Matters for a Family with Service Needs.

## AWARDS AND RECOGNITION

Each month, students will be recognized and honored for their good effort, achievement, positive character traits, and consistent attendance.

## **AWARDS (continued)**

"Spotlight Awards" include Reader of the Month, Writer of the Month and Mathematician of the Month. We also discuss and practice specific character traits all year.

By the month, beginning in September, these traits are honored:

Good Listening	Respect	Responsibility	Kindness to Others	Safety
Helpfulness	Friendliness	Honesty	Cooperation	
Thoughtfulness				

## **BICYCLES**

Due to reasons of safety for your child and others, bicycles are not allowed at school. We cannot be responsible for their damage or loss. Skateboards, roller blades, "heelies", and scooters are not to be ridden or brought to school.

## **BIRTHDAY INVITATIONS**

Please do not send birthday invitations to your child's friends at school, unless the entire class is being invited to the celebration. Following this procedure will prevent hurt feelings or exclusion. We also ask that you do not have gifts or flowers delivered to the school as this is disruptive to the learning process.

## **BOARD OF EDUCATION**

The Board of Education is committed to the betterment of all students and staff in the Plainfield School District. The BOE meets on the second Wednesday of the month at 7:00 PM in the high school library. We encourage you to attend whenever possible.

## **BREAKFAST PROGRAM**

Breakfast is available to all students between 8:45 and 9:00 AM. Students pick up their breakfast "Grab and Go" bag in the cafeteria and eat promptly in their classrooms. The cost is \$1.90 or \$.30 for students qualifying for reduced meals. Students who qualify for free lunch may also receive free breakfast. Lunch is not served on Early Dismissal Days; however, breakfast will be provided.

## **BULLYING**

Bullying is not permitted at Moosup Elementary School. Bullying is defined as any overt act committed more than once by a student or group of students with the intent to ridicule, humiliate or intimidate another student. These acts can occur on school grounds, school buses, or at a school sponsored activity.

## **BULLYING (continued)**

At MES we strive to create a climate in which all types of bullying are unacceptable. Examples include taunts, name-calling and insults, threats and intimidation, physical violence and attacks, extortion or exclusions. Students and/or parents should report all incidents to a teacher or principal. A complete copy of the Board of Education Policy regarding Bullying is available upon request.

## **BUS GUIDELINES**

Parents are encouraged to monitor their children at the bus stop. Students waiting at bus stops are expected to behave in an appropriate manner. When the bus arrives at the bus stop in the morning, students should line up and enter the bus in an orderly fashion without any pushing or shoving. Once a child has entered the bus, he/she must comply with school rules and policies.

There is to be no fighting, physical, or verbal harassment of any kind. Students should not act in a way, which may cause damage to someone else's property. Profanity and vulgar gestures or language are not permitted.

Students are to remain seated in the bus and keep their hands and belongings inside the windows. Shouting and any other behavior that might distract the bus driver will not be tolerated. Students are expected to address the driver in a friendly and courteous manner.

Bus drivers will send a written notice to the Principal when any of the above rules are broken. The Principal will speak to the student about the reported behavior. A copy of any warning notice will be sent to the parent(s). If a student continues to misbehave after having received a warning notice from the Principal, he or she may be suspended from riding the bus for a period of time to be determined by the Principal.

Any change of transportation must be submitted in writing to the school by the parent or legal guardian for the Principal's approval. No changes will be accepted via the telephone, as the caller cannot be verified. Changes requested strictly for social reasons (a child wants to play at another child's house) will not be approved.

## **CELLULAR PHONES/PAGERS/LASER POINTERS**

Students are not permitted to possess a cellular phone, pager or laser pointer while on school property. This includes riding the bus to and from school. Items of this nature will be confiscated and returned only to the parent.

## **CLASS SCHEDULE**

The school day begins at 9:00 AM. Individual teachers maintain their own academic schedule, from 9:00 AM-12: 45 PM and 1:45-3:27 PM. The Kindergarten schedule is 9:00-11:40 and 12:40-3:27.

## CODE OF CONDUCT

Our School Code of Conduct represents our vision, values and expectations for how everyone in our school community will behave. There are four guiding principles:

I am responsible: Only I can control what I say and do.

I am respectful: I will treat others as I want to be treated.

I am safe: I will obey all rules in school, on the playground, and on the bus. I will not bring unsafe items to school.

I am kind: I will care about others and treat them politely. I will let others know I am concerned about them.

### The First Step:

The first step in fostering appropriate school behavior is establishing clear rules and standards. When students understand what is expected of them, they learn how to make appropriate choices for behaving in a variety of situations. The goal of our school's approach to discipline is to teach children that they are responsible for their behaviors and the choices they make, using a positive approach.

### Common Behavioral Expectations:

Our school rules focus upon maintaining a safe learning setting; highlighting respect for other people, while being safe and kind. They are all important in creating the positive school climate that is conducive to learning. Maintaining appropriate behavior needs to be a cooperative effort between the child, the teacher, the parents and the school administration. Teachers and parents working together will increase the effectiveness of this discipline code. We ask parents to support our efforts to provide a safe and welcoming school environment where each child can learn academically as well as socially and become a responsible person.

### General School Rules:

1. Students are expected to be polite and respect others at all times.
2. To honor the learning of others, students are expected to walk facing forward, on the right-hand side of the hallways, and use "indoor voices."
3. Physical aggression is not permitted in school, on the bus, or on the playground.
4. Profanity or use of otherwise objectionable language is not allowed. Clothing with offensive language and/or graphics will not be permitted.
5. Noncompliant or defiant behaviors toward staff are not permitted.

## CODE OF CONDUCT (continued)

6. When behaviors result in damage/monetary loss to the school district, other students or staff, the district may ask parents to compensate financially for the loss.
7. Weapons or other potentially dangerous items (such as fireworks, ammunition, matches or lighters) are prohibited on school grounds.
8. Alcohol and tobacco are not permitted on school grounds.
9. No personal electronic games or equipment such as CD Players, IPODS or cell phones are permitted in school. These will be confiscated and returned only to the parents. Calculators and spell checkers are allowed with teacher permission.
10. While teachers may choose to have classroom pets, other animals are not to be brought to school without specific permission from the administration.
11. All school property must be treated with respect. Repairs or replacement of damaged property will be the responsibility of the parents.

### Playground Rules:

1. Contact sports or activities which involve shoving, pushing, or tripping are not permitted.
2. Fair play and good sportsmanship are expected at all times.
3. Students are to remain in designated play areas.
4. Toys and stuffed animals, as well as balls, dolls and other personal items must be left at home.
5. Hard balls, bats, "Frisbees" and water guns are not permitted.
6. Throwing of potentially dangerous objects, such as rocks, sand, ice and snowballs is prohibited.
7. Spitting is not permitted.
8. Standing on the swings or jumping out of them is not permitted.

### Problem Solving/Reflection Sheet:

As part of our discipline process, students may be asked to complete a Problem Solving/Reflection Sheet. The Reflection Sheet is used as a teaching tool. The goal is to have students become more aware of their behavior and to identify a better way to manage a problem in the future. The adult assigning the Reflection Sheet reviews it with the student and determines the appropriate consequence. Parents will be contacted when a Reflection Sheet is assigned.

### Special Considerations

When a student exhibits inappropriate behavior and corrective measures are necessary, the child's age and ability level, as well as the seriousness of the offense and previous infractions,

## CODE OF CONDUCT (continued)

will be taken into consideration. Acts of behavior considered unacceptable consist of 3 levels of offenses and 3 corresponding levels of actions.

Each level denotes the degree of severity of the offense. Each level of intervention is designed to assist the student in developing skills that are necessary for responsible student conduct and build future decision making skills. In addition, breaches of conduct on school grounds, school transportation, or any other school-sponsored activity shall be subject to the School Code of Conduct. The administration retains the right of assigning discipline to a student.

### Level 1 Offenses

1. Disobedience to staff members
2. Using abusive, vulgar, or degrading language or actions
3. Drawing/writing images of violence, weapons, intimidation

### Level 1 Interventions

1. Informal Talk: A school official (teacher, administrator, or social worker/psychologist) will talk to the student about his or her behavior. An "Apology of Action" form may be completed with a copy sent home to be signed.
2. Detention: The student may receive a lunch, recess or after school detention. An "Apology of Action" form may be completed, with a copy sent home to be signed.
3. Conference: A formal conference is held between the student and one or more school officials. The parent may be asked to attend or will be notified of the incident at this level.

### Level 2 Offenses

1. Breaking school rules repeatedly
2. Fighting: Any participant in a fight will be disciplined according to each student's involvement in order to discourage fighting.
3. Intimidation by frightening, discouraging or inhibiting by word or deed.
4. Conduct or behavior offensive to accepted school standards of decency or modesty.
5. Resisting, challenging, or opposing a teacher, administrator, or other school personnel in the performance of their duty
6. Use of or possession of tobacco
7. Taking property without rightful ownership or permission

## CODE OF CONDUCT (continued)

8. Unruly behavior that disrupts the normal flow of school achievement
9. Obtaining or attempting to extort money or property by violence or threat of violence
10. Use of religious, sexual, ethnic or racial slurs

### Level 2 Interventions

1. Exclusion from Class: The student may be temporarily removed from one or more class activities.
2. Conference: The Administrator will notify the parents that a conference will be held with the appropriate school officials.
3. Behavior Plans: A plan will be explored to help the student develop improved decision-making skills.

### Level 3 Offenses

1. Possession, distribution, or sale of alcoholic beverages
2. Possession, distribution, or sale of narcotics or drugs
3. Possession or use of lethal weapons
4. Aggravated Battery: Use of force causing or intending imminent serious bodily harm to another person.
5. Threatening

### Level 3 Interventions

1. A PPT may be called. This meeting includes parents and school officials.
2. Infractions will be handled in accordance with Board policies (i.e. police involvement, student suspension, and expulsion.)

## CONFERENCES AND VISITS

We at Moosup Elementary School welcome and encourage visitors to the school. Upon arrival, please report directly to the office and sign in. For conferences with teachers, it is always best to schedule an appointment. Call the school at 564-6430 to do this. Teachers can then provide their undivided attention to your concerns. We ask that parents not deliver items to the classroom during the academic day as this interrupts the learning process.

Occasionally, parents will send notes to teachers and desire a response in the form of either a phone call, letter or e-mail. Our teachers are more than willing to respond, however, it is not always possible on the same day. We ask for your patience in this regard.

### **CHILD STUDY TEAM (CST)**

Our Child Study Team meets regularly to discuss student needs. Parents are notified of these meetings and often attend. Other members of the CST include your child's teacher, our school psychologist, school social worker, additional staff working with your child such as the reading teacher, and the principal. We'll discuss your child's progress and brainstorm strategies and possible "next steps" to address the concern(s). Additional meeting(s) may be scheduled if warranted. This process is also initiated when school attendance becomes a concern.

### **COMMUNITY AGREEMENT**

It is important that students have a voice. During the first few weeks of school, all students discuss universal rules/ideals that will help ensure a safe and productive learning environment. A Community Agreement is created once each grade level has provided feedback. Student representatives meet with administration to finalize the document.

### **DESTRUCTION OF RECORDS**

Parents and former students (18 years old and older) are informed by the School District when educational records are scheduled to be destroyed and are advised on how they may obtain copies of the records before destruction. Notice (regarding record destruction) will also be placed in local newspapers.

### **DISMISSAL**

Students are not to leave the building until 3:30 PM. Buses will not depart until all classes have been dismissed. Walkers exit through the cafeteria. Students must walk single file on the stairs and through the halls in an orderly manner. Teachers will direct students to the appropriate exits.

If it becomes necessary to remove your child from school during school hours, please send a note with your child on that day. Please come to the office to sign out your child. If you are not familiar to the office personnel, you will be asked to show identification. Only those listed on the student's information sheet will be allowed to remove him or her from school. To reduce interruption to your child's learning, we respectfully request that you make any appointments for your child after school hours whenever possible.

### **DRESS CODE**

A student's overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Students are expected to be dressed appropriately for learning so as to neither distract other students or teachers, disrupt the education process, or pose a health or safety threat to anyone. Clothing should be free from promotion of or reference to drugs, alcohol or tobacco, and offensive signs, symbols, or words. The appropriateness of dress will be determined by the school administration.

## **DRESS CODE (continued)**

The following clothing styles are specifically prohibited:

1. High-heeled shoes, clogs, or flip flops (sandals with backs are permitted)
2. "See-through" styles and/or mesh style shirts, blouses, midriff tops, spaghetti straps, and underwear worn as outer garments;
3. Hats (including bandannas and other headgear) except in 'special circumstances' approved by the administration;
4. Short shorts (Shorts will be permitted as long as they are mid thigh length)
5. Make-up, body glitter, and dangling earrings.
6. Artificial fingernails.
7. Purses and pocketbooks (wallets containing lunch money are acceptable)

## **EMERGENCIES**

Every attempt will be made to notify parents if injury or illness occurs during the school day. It is essential that your emergency contact information be kept up to date. Decision making becomes most difficult when we cannot reach parents, or someone you designate, in times of emergency.

## **FIELD TRIPS**

Field trips are extremely valuable extensions of school experiences. As such, they provide great benefits to the educational development of our children. Field trips are planned for the purpose of providing enriching learning experiences. Parents of students at M.E.S. are notified of planned field trips and must sign a permission slip approving their children to go on the trip.

Parents/Guardians may volunteer to help chaperone field trips. (Please see "Volunteers" for specific application procedures.) All students participating in the trip will be transported from and back to school in school sponsored vehicles. No parent vehicles will be used for this purpose. Parents/Guardians are asked to not bring a preschool aged child with them, given your chaperone duties and the safety of all children. Parents/Guardians may not ride on the school bus, unless there is a specific need, to be approved by the Principal.

Please remind your children that that they represent Moosup Elementary School. Students are expected to behave in a courteous, respectful manner and are reminded that all school rules apply during a field trip. Modification of field trip participation will depend on appropriate behavior of students.

## **FIRE/INTRUSION ALERT DRILLS**

Fire drills and other safety drills are conducted on an average of once a month. Teachers will review instructions for each type of drill with their class. Instructions for evacuating the building are posted in each room, and EXIT signs help guide occupants out of the building.

### **GAP (GUIDANCE ASSISTANCE PROGRAM)**

GAP, a state funded, grant based program, has been operating in the Plainfield Public Schools for thirteen years. Nationally known as "Primary Project", it is recognized as one of five exemplary research-based prevention programs in the nation for enhancing a child's success in the classroom. GAP is an early detection and prevention program that seeks to enhance learning and reduce social, emotional, and school adjustment difficulties. Children are selected for the program through a screening process performed by the classroom teacher, the school social worker and GAP assistant counselors. A carefully selected and trained child associate works with children once a week. The child's competencies and strengths are reinforced and built upon through individual and small group activities. Parents will be notified when their child is being considered for GAP.

### **HEAD LICE (Pediculosis)**

All children at some point in their lives will likely be exposed to or contract head lice. Head lice are troublesome pests but are rarely cause for serious illness. Protect your child by teaching them to not share combs, brushes, hats, stuffed toys or jackets with others. For further information, please refer to the brochure, "Parent's Guide To Controlling HEAD LICE", sent home during the first week of school.

### **HEALTHY FOOD CHOICES**

Our school is committed to providing students with healthy foods. Foods sold in our cafeteria meet USDA standards and Connecticut Healthy Snack Standards. Decreasing fat and sugar content is a priority.

Students enjoy sharing "treats" for their class to celebrate a birthday or special occasion. We ask that you refrain from sending sugary items such as cupcakes and cookies. Please consider sending items such as popcorn, pretzels, cut up vegetables or fruit with dip, animal crackers, yogurt cups or cheese and crackers. Instead of food, "treats" might include stickers or pencils.

### **HEALTH SERVICES**

The primary objective of our school health program is to promote the well being of children so that maximum learning can take place. This is accomplished through a process of screenings at various points in the year. The school nurse will conduct the screenings. Parents will be notified if it is felt that follow-up is needed.

The school health officer's rulings on communicable diseases, which warrant exclusion, are as follows:

Chicken Pox/Varicella	Out of school usually until all lesions have disappeared.
Measles/Rubella	Out of school until rash disappears.

## HEALTH SERVICES (continued)

German Measles/Rubella	Out of school one week.
Whooping Cough/Pertussis	Out of school usually at least 3 weeks.
Scarlet Fever/Scarlatina	Out of school until a physician permits student to return.
Pediculosis (Head Lice)	Exclude from school until both nits and any adult lice are eliminated. The school nurse will advise parents of the appropriate therapy at the time of exclusion. (The child may alert parent to this problem by persistent scratching of the head.) *** Affected students must be checked and cleared by the school nurse before returning to class.

## HOMEWORK

### Philosophy:

Homework is a valuable aid to help students make the most of their school experience.

Homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of student progress.

Homework is an independent activity to be accomplished outside of the school day to reinforce concepts learned in class. Some homework may require parental help. Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

### Objectives:

1. To develop a student's higher level thinking skills
2. To reinforce learning through practice
3. To develop good study habits, self-discipline and a sense of responsibility
4. To encourage independent learning
5. To aid in the development of positive work habits
6. To promote positive parental involvement

### Students' Responsibilities:

1. Make a list of homework assignments.
2. Assume responsibility for obtaining the proper resources and materials.
3. Take home all books and materials needed to complete the assignment,
4. Complete homework on time and to the best of his/her ability.
5. Complete unfinished class assignments.
6. Be aware that the content, appearance and corrections of all assignments are important elements in the grading process.
7. Be responsible for finding out and making up work missed when absent.
8. In the absence of a specific daily assignment, the student should review, preview or improve his/her present assignment, work on long-term assignments, and read.

## HOMEWORK (continued)

### Parents' Responsibilities:

1. Arrange a quiet suitable area with adequate workspace, for your child to work.
2. Encourage your child to complete homework assignments (in a timely manner) on time.
3. Emphasize to the child the value and importance of homework.
4. If a child requests, give assistance only until he/she can work adequately alone.
5. Be aware of teacher expectations in relation to homework assignments.
6. Communicate with teacher to clarify any homework concerns.
7. Consult with your child's teachers when the total homework time exceeds reasonable limits. Budget time realistically.

### Teachers' Responsibilities:

1. Explain homework expectations to the students and parents at the beginning of the school year and subsequently, if necessary.
2. Assign homework on a regular basis consistent with our school's guidelines.
3. Provide for students' learning strengths and weaknesses by individualizing assignments when appropriate.
4. Properly evaluate record and return every homework assignment within as short a time as possible after its completion. The results of evaluation should be reflected in the student's overall grade.
5. Give consideration to students who may not have adequate time for homework preparation due to religious observance, illness or school vacation.

### Suggested Time Allotment:

The following guidelines have been established for the assignment of homework in the Plainfield Public Schools:

Grades K-2 10-20 minutes each school night

Grades 3-6 30-60 minutes each school night

Grades 7-12 In middle and high school, the amount of homework will vary by subject. Most middle and high school students will also have homework projects such as research papers and oral reports that may have long-range deadlines. Help may be needed in organizing assignments and planning work times to make sure homework is turned in on time.

## **IT'S UP TO ME**

This is a school-wide behavior model that helps students reflect upon their own behavior. There are four levels of behavior. Students are often asked to identify their level of behavior in order to enhance their understanding of appropriate behavior.

4. I do the right thing because I know it's the right thing to do.
3. I do the right thing because others expect me to.
2. I am being inappropriate and not following the community agreement.
1. I am being unsafe and/or disruptive.

## **JUMP IN!**

Jump into your child's educational experience at M.E.S. Become involved!

## **KEEPING THE SCHOOL INFORMED**

When completing your child's information sheet, please provide the school with your home and work information as well as a minimum of two emergency contacts. If at any time these numbers change during the school year, please notify the office as soon as possible. This information is extremely important to maintain communication, especially in an urgent situation.

When completing the information sheet, please note if there are any legal restrictions regarding adults who may not remove your child from school. A legal document must be provided to the school to ensure your child's safety. If there are any changes throughout the school year regarding divorce decrees, restraining orders, adoption papers, etc. please provide this information to the school immediately.

## **LIBRARY**

The following guidelines apply to the use of the Library:

1. All books may be signed out for 2 weeks.
2. A child may borrow no books unless previous ones have been returned.
3. The borrower will pay for damaged or lost books.
4. Report cards will be withheld if book payments have not been made.

## **LOST AND FOUND**

A Lost and Found area is located in the All-Purpose Room. Parents are requested to periodically check the Lost and Found area for any items that the child might be missing. Periodically throughout the year, unclaimed items will be donated to charity.

## LUNCH PROGRAM

The lunch waves are as follows: 12:45-1:15 (Grade 1, Anderson, Balch, Bennett), 1:15-1:45 (Grade 2, Bourque, Munro) Students may purchase lunch in the morning on a weekly basis; otherwise they pay each day upon arrival. If a student has lost or forgotten to bring money, they will be given a basic, complete meal consisting of a sandwich, vegetable, fruit, and milk. Parents will be notified if charges are not paid.

Forms for free and reduced breakfast/lunch will be distributed on the first day of school and processed as soon as possible.

### Lunch Costs:

Complete Lunch \$2.25

Milk only \$.50

"Seconds" Portion \$1.50

Second Milk \$.50

Frozen Dessert \$1.00

Please Note: As a school, we promote healthy eating and wise food choices. Students will be permitted to buy one dessert per day. They may spend up to \$1.00 per day, in addition to their regular lunch cost. Low fat frozen desserts are sold only on Wednesdays and Fridays.

### Cafeteria Expectations

We expect students to follow these guidelines so that everyone may enjoy a pleasant, healthy environment for eating and socializing.

1. Walk in quietly under guidance of classroom teacher.
2. Food must be kept on tray; students do not share food.
3. A "Peanut Free" Table is designated for students with food allergies; others may join them to eat together.
4. Talk in quiet voices.
5. Stop talking when the "Give Me 5" signal is requested.
6. Students needing to leave their seats or use the bathroom must ask for permission.
7. Food and litter will be cleaned up by students once they finish eating. The floor area around the table will also be monitored.

The privilege of eating in the cafeteria may be restricted or denied for those students who have to be warned frequently about their inappropriate behavior. A student will be assigned to a specific seat in the cafeteria or other arrangements will be made for the student to eat in an alternate place, if necessary.

## **MANDATED REPORTER**

Connecticut law mandates professionals who work regularly with children to report suspected child abuse and neglect. These "mandated reporters" include school teachers, administrators, social workers, psychologists, nurses and paraprofessionals. Mandated reporters must make an oral report to DCF or a law enforcement agency within 12 hours of suspicion, and must submit a written report within 48 hours.

## **MEDICATION**

Due to Connecticut State law, the school nurse, principal, or teachers are not allowed to give any medication- *narcotic, prescription, non-prescription, or cough drops*- to any pupil without specific written authority from the student's attending physician and written permission from the parent or guardian. Forms for this purpose are available at school. The medicine needs to be delivered to the school nurse (to be kept under lock) by a responsible *adult*, in the original container, labeled with the child's name, and directions for administering.

Medication cannot be sent to school in a lunch box with directions to the child to take it at a specific time. Any child with medication will be referred to the principal and school nurse. The medicine shall be confiscated and held under lock until an adult can come to retrieve it. Prescribed medication should not be administered during school hours if it is possible to achieve the desired effect by giving the medicine at home.

## **MORNING WALK**

In order to help students create habits for healthy lifestyles, MES students and staff will start their day with a 10-minute walk around the school each morning. We will walk every day year round except on days that it is raining or extremely cold and outdoor activities may create a health risk. Otherwise students need to come to school prepared to walk every day. Studies have shown that as little as 10 minutes of walking first thing in the morning helps students' attention and memory, and results in better behavior throughout the day.

## **NEWSLETTERS**

A school newsletter will be sent home and posted on the school website from the principal on a monthly basis. It will include school events, classroom happenings, and informational updates. Teachers will also keep parents informed of news from their classrooms.

## **NO SCHOOL ANNOUNCEMENTS/DELAYED OPENING/EARLY DISMISSAL**

A delay or school closing on a scheduled school day will be announced in the following manner:

1. The fire alarm will sound in Moosup and the other villages at 6:30 AM.
2. The radio stations listed below will carry the announcement.

WTIC- 1080 AM and 96.5 FM in Hartford

WICH- 1310 AM and 97.7 in Norwich

WINY- 1350 AM in Putnam

WPRO- 630 AM in Providence

## NO SCHOOL ANNOUNCEMENTS/DELAYED OPENING/EARLY DISMISSAL(continued)

Occasionally, it becomes necessary to close school early. Should this event occur, the following procedure will be used:

1. The early closing will be announced over the same radio stations as the school cancellations.
2. Please make your child aware of his/her plan should school close early. No child should be at home unsupervised.

## OPEN A BOOK...

Open a book and read to your child and with your child. It really makes a difference!

## PARENT TEACHER ORGANIZATION (PTO)

Moosup Elementary School has an active and very welcoming PTO. Please watch for announcements early in the school year. All parents and guardians hold membership in the PTO and are urged to attend meetings or programs. Meetings are held on the first Thursday of the month at 6:30 PM in the M.E.S. Library. Free child care is always available!

## PLAYGROUND/RECESS EXPECTATIONS

Students should come to school dressed appropriately for the weather and are expected to go outside weather permitting. Recess is held outdoors except when it is raining or when the temperature (including the wind chill factor) is below 20 degrees. Only children wearing boots may play in the snow. Others must stay on the cleared areas of blacktop.

All students begin their recess running twice around the perimeter of the playground blacktop under staff supervision. This activity provides a "warm up" to a productive recess period.

## PLAYGROUND EXPECTATIONS

Recess is a time for positive, safe interactions among students. It is a time to relax, enjoy friendships and use those large muscles!

1. **These games are permitted:** Basketball, Kickball, 4 Square, Hopscotch, Jumprope, passing a football, Freeze Tag/TV Tag, Soccer. Softball and Kickball may be played on the backfield with adult supervision.
2. **These activities are not acceptable:** "If you can't reach it, you can't do it."
  - Sliding head first or backwards
  - Standing or twisting swings
  - Hanging from your knees on the bars
  - Jumping out of swings

## **PLAYGROUND EXPECTATIONS (continued)**

- Chasing games
- Running around/through the playscape
- Pushing, fighting or harassing other students (see Code of Conduct)
- Throwing snowballs, ice, rocks or sticks
- Sliding on ice
- Tackling games

### **Playground Consequences:**

1. Removal from the game, activity or piece of equipment.
2. Time out on the blacktop.
3. Loss of recess privilege.
4. Office referral/parent contact.

## **PROFESSIONAL QUALIFICATIONS**

The school will provide, upon your request, information regarding the professional qualifications of your child's classroom teachers. Such information can include areas of certification, degree majors and major fields of study. Should your child receive services from a paraprofessional, his/her qualifications will also be provided, if requested.

## **QUIET TIME**

Quiet time with your child is important. Put some time aside to talk about his/her school day.

## **RECESS AND ILLNESS**

Occasionally parents will request that we keep a student in at recess time if he/she has a cold or other symptoms. It is our practice that if children are well enough to be in school, they are well enough to go outside for recess. It is generally agreed that the fresh air and a moderate amount of exercise are more beneficial to good health than remaining indoors. Any other requests for exclusion from recess or physical education must be accompanied by a physician's written excuse.

## **REPORT CARDS**

The purpose of report cards is to provide parents with a frame of reference upon which to track their child's academic growth. Report cards are issued 3 times a year in November, March and the last day of school in June. Specific dates are noted on the District Calendar in the back of this handbook.

## **SEARCHES**

A student may be searched by administrators if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating, either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and the sex of the student and the nature of the suspected violation.

The Board of Education authorizes the search of student desks, storage areas and other school property used by students. Such searches may be conducted for the presence of weapons, contraband, or the tangible results of a crime. Such searches will be justified at their inception and as actually conducted, be reasonably related in scope to the circumstances, which justified it in the first place.

## **SEXUAL HARASSMENT POLICY**

It is recognized by the Plainfield Board of Education that sexual harassment is forbidden by federal and state law and will not be tolerated by the Plainfield Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students, and to the public.

Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed. The Director of Pupil Personnel Services, Mr. John Vitale, is responsible to oversee Title IX issues as directed by the Superintendent.

## **SNACK TIME**

Snacks will be eaten at a time and place designated by the classroom teacher. We encourage parents to provide nutritious snacks, containing a minimum of sugar and "empty calories." Suggestions include popcorn, pretzels, cut up vegetables or fruit with dip, animal crackers, yogurt or cheese and crackers. "Soda" such as Coke or Pepsi is not permitted.

## **SPECIAL SERVICES**

The Plainfield School District provides for the special education needs of children. Programs are available for children with a variety of needs. Parents are a vital part of the Planning and Placement Team process and are always encouraged to participate. Please contact the principal with questions regarding your child's special educational needs.

## **STEPS TO PROTECT A CHILD'S RIGHT TO SPECIAL EDUCATION**

**Procedural Safeguards:** The parent of a child who needs or may need special education and related services can expect that school personnel will follow certain steps under state and federal law. These steps are found on our District website: [www.plainfieldschools.org](http://www.plainfieldschools.org). You may request a printed copy by calling the office of Pupil Personnel Services: 564-6401.

## **TESTING PROGRAM**

Our school district frequently monitors students' educational growth. We assess students throughout the year, using standardized tests as well as tests designed by our teachers. Children are assessed individually and/or in groups. Full reports of testing outcomes will be made available to parents and discussed at conferences. Other tests may be administered for special education purposes. These would be discussed and determined at a PPT meeting and require written parental consent.

## **TEXTBOOKS AND SCHOOL PROPERTY**

Once a student has been issued an item of school property, the full responsibility for the care of that item rests with the student. Reimbursement will be required for damaged and lost textbooks, library books, and other educational materials. We expect students to help keep our school and the surrounding grounds neat and clean at all times.

## **UNIQUE**

Each and every child at M.E.S. is unique!

## **VALUABLES**

The school administration and staff cannot be responsible for valuables that students bring to school. We request that students leave all items of value at home. Note: No CD Players, cell phones, IPODS, Walkmans, electronic games, collection cards (such as Pokemon) or toys including stuffed animals are permitted in school.

## **VOLUNTEERS**

We encourage all parents, guardians or caregivers, to become involved in their child's education. One way to do this is to be an active school volunteer. The teachers appreciate your help throughout the year. All volunteers (including chaperones on field trips) must complete the application process and be approved. Applications are available in the school office. Once the individual is approved, you may volunteer as long as your child is enrolled in the Plainfield Public Schools.

## **WEAPONS AND DANGEROUS INSTRUMENT POLICY**

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and staff within the school district.

Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity, are prohibited. For purposes of this policy, "weapon" and "dangerous instrument" include, but are not limited to, any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, "stun" gun, or other electric shock producing device,

## **WEAPONS AND DANGEROUS INSTRUMENT POLICY (continued)**

any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of inflicting injury.

Possession of an instrument that might otherwise be considered a "dangerous instrument" such as a baseball bat, tool, or laboratory device, is permitted if such instrument is in a student's possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, extra curricular activity, science fair, or other similar event.

Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student's locker, desk, vehicle parked on school property, the pockets of the student's clothing, and/or any purse, gym bag, or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonably related to the objectives of the search, and must not be excessively intrusive in light of the age and sex of the student. A student found to have in his or her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion.

In any case in which there is a possible violation of a criminal law which relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities.

Students and staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administrator or other appropriate administrator in charge.

## **WEBSITE**

Use our school website: [www.plainfieldschools.org](http://www.plainfieldschools.org) Monthly events, classroom activities and school policies are updated regularly. The PTO also has a website: [www.mespto@plainfieldschools.org](mailto:www.mespto@plainfieldschools.org).

## **XTRA**

Xtra efforts by parents create a better learning experience for children. Show them you care by taking an active role in their education.

## **YOU**

You make the difference in your child's life. Become involved!

## **ZOOM IN!**

Zoom in on your child's educational experience!

## **APPENDIX**

Plainfield Public Schools Calendar

School Faculty and Staff

Floor Plans

