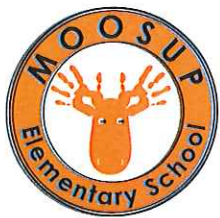


**2022-2023**  
**STUDENT AND PARENT**  
**HANDBOOK**

**Fostering**  
**A**  
**Family-School Partnership**

*The policies referenced in this handbook are available online in their entirety at  
[www.painfieldschools.org](http://www.painfieldschools.org)*



# Moosup Elementary School

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Plainfield Public Schools

"GATEWAY TO THE FUTURE"

**PRINCIPAL**  
WILLIAM L. NAGEL  
[nagelw@plainfieldschools.org](mailto:nagelw@plainfieldschools.org)

35 Church Street  
Moosup, CT 06354  
860-564-6430

RE: School Year 2022-2023

August 1, 2022

Welcome Back to Moosup Elementary School!

Dear Parents, Guardians, Students, and Members of the Moosup Elementary School Community, Welcome Back! The first day of school for all children is Monday, August 29, 2022.

Each year I begin this letter with about four weeks of summer left for most of our students and their families. Staff members also have several weeks of fun. This year many staff members have been serving on Task Force groups to review programs, assessments and continually look at ways for our district to better meet the needs of our students.

This will be an important year of learning for all of us. The State of CT is in the process of developing new Teaching and Learning standards. Our district has purchased a New English language arts (ELA) model program to support each grade level's curriculum. The **NEW WONDERS** model of teaching phonics, phonemic awareness, reading, writing, and comprehension will be introduced and implemented from Kindergarten through Grade Five.

On the first day of school, we will have many **NEW** staff members to welcome to our school. If you see a new or unfamiliar face, please say hello and introduce your-self. It is my pleasure to introduce and welcome the following **NEW** staff members to MES and the Moosup Community for 2022-2023 school year. Joining us mid-year last year as an evening custodian, is Shauna Tatro. We have three new teachers in kindergarten this year. Welcome Ms. Libby Merchant, Ms. Jessica Servidio who has moved to K after teaching in special education last year at MES and Mrs. Michelle Barber who has moved from teaching pre-K at our ECC building. Please Welcome Mitchell Dyer. Mr. Dyer is our new physical education teacher. I hear he some great games and skills to teach you during Phys. Ed.

Please welcome Ms. Olivia Orr. Last year she provided support to several individualized learning programs at several schools throughout the district. I am excited for our school community because this year Ms. Orr will focus on MES.

I would like to say *Thank You* to Mrs. Sweet, Mrs. Haviland, Mr. Dave Hinds, and Ms. Shauna Tatro. They have worked all summer long to help prepare for the return of students and staff. *Thank you* to Ms. Jen and Ms. Marlene from Chartwells for providing meals to families this summer. *Thank you*, Mr. Wilcox, for doing a great job of filling Mr. Wozniak's work boots. MES is a busy place for one person all day long. You met the needs of everyone. This summer you have worked on so many unseen but important projects to help protect staff and students. *Thank you* for working so hard for our school community.

Our PTO is organized and hitting the ground running. Mrs. Newland, Mrs. Noonan, and Ms. Lewis are back with their hearts pounding with excitement as they plan great events and surprises this year. We are lucky to have them and all of our families to support our school community. We, the staff at Moosup Elementary School Thank You too.

Not everything is new. You still have the same but older principal. Our district is, as always continuing to plan and take action to ensure children are physically safe, socially and emotionally supported, and academically prepared for success. We look at what we do, how our students are learning, and how people feel every day. We hope you can find comfort in the efforts our district is making to provide all students and staff with a safe and healthy environment, physically, socially, and emotionally. The mission of Plainfield Public Schools for each and every student in Plainfield is to be ready and prepared to:

***Lead Safe and Healthy Lives with Skills to Become Productive Members of the  
Community and Workforce.***

On Monday August 29, and everyday thereafter, MES will have our doors open at 9:00 AM every day for buses and parents dropping off students so we can work towards that mission together. Please note that student drop-off will again be in the upper side lot, with school staff assisting students exit vehicles. All students coming in before 9:15 will enter through the cafeteria. The school day begins at 9:15. All children arriving by then will be considered on time. Students choosing to get breakfast when they come into the building will eat in the cafeteria. We want your children to come by bus, on foot, by parent drop-off. Whatever way works for them to get here for a great new year. The school day ends at 3:45. Please note that one of our focuses to assist children learn and grow is daily attendance. We will begin bus dismissal at 3:30 and parent pick up at 3:45 PM. Parent pick will be done at the recess door on the playground with school staff assisting students to pick up vehicle. Please remember to always have a valid photo I.D. to pick up your child. The ID for the adult picking up a child is required.

In conjunction with the school district's mission, ***MOOSUP ELEMENTARY SCHOOL'S Vision*** is to:

***Develop an enriched community of caring and creative life-long learners who strive to excel in the ABC's" Academic  
Achievement, Behavior, & Character.***

On behalf of the office staff, all of our teachers, para-educators, tutors, and our custodians I want to Welcome You Back. I encourage you to call with your questions and concerns. This year is about moving forward together, cohesively, and collaboratively as one school community with a shared vision for students in Plainfield Public Schools.

Sincerely,

William L. Nagel

Principal, Moosup Elementary School





**PLAINFIELD PUBLIC SCHOOLS**  
**EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Plainfield Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs and courses of study offered by the school district without discrimination on account of race, color, national origin, sex, disability, religion, national origin, sexual orientation, marital status, parenthood, pregnancy, age, ancestry, genetic predisposition, alienage or any other basis prohibited by local, state and federal law. Additionally, pursuant to Title IX and relevant state law, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Plainfield Board of Education complies with all laws pertaining to student disabilities, including but not limited to Section 504 and the Rehabilitation Act of 1973, as amended from time to time, and the Individuals with Disabilities Educational Act, as amended from time to time (IDEA), and applicable state laws and federal and state regulations.

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, Guidance Counselor or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools.

The Title IX Coordinator may be contacted at:

Plainfield Public Schools  
Scott Sugarman  
651 Norwich Road  
Plainfield, CT 06374  
860-564-6401



## THE Plainfield BOARD OF EDUCATION

Christi Haskell, Chairperson  
Audrey Lemieux, Secretary  
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Mr. Paul Brenton, Superintendent  
Mr. Ronald Lussier, Business Manager  
Ms. Jessica Fitch, Director of Pupil Personnel Services  
Mr. Scott Sugarman, Assistant Superintendent, Talent and Instruction  
Mrs. Courtney Langlois, Supervisor of Special Education  
Mrs. Jane Pepler, DATTCO Transportation

*The Mission of Plainfield Public Schools is  
To Prepare ALL Students to lead Safe and Healthy Lives with  
Skills to Become Productive Members of the Community  
and Workforce.*

## IMPORTANT CONTACT INFORMATION

Moosup Elementary School	860-564-6430
Address: 35 Church Street, Moosup, CT 06354	
MES Main Office Fax	860-564-6175
Nurse's Office	860-564-6185
Transportation	860-564-7017
William Nagel, Principal	<a href="mailto:nagelw@plainfieldschools.org">nagelw@plainfieldschools.org</a>
Olivia Orr, Social Worker	<a href="mailto:orro@plainfieldschools.org">orro@plainfieldschools.org</a>
Sarah Malboeuf, Nurse	<a href="mailto:malboeufs@plainfieldschools.org">malboeufs@plainfieldschools.org</a>
Priscilla Sweet, Main office	<a href="mailto:sweetp@plainfieldschools.org">sweetp@plainfieldschools.org</a>
Ruth Haviland, Guidance/Attendance	<a href="mailto:havilandr@plainfieldschools.org">havilandr@plainfieldschools.org</a>

## **The information you need most often!**

9:00 AM	Buses arrive* <i>Students in grades K -3 should not arrive at school prior to 9:00AM. There is no adult supervision prior to the unloading of buses.</i>
9:15 AM	School day begins
11:30 AM	Kindergarten Lunch
12:00 PM	First Grade Lunch
12:30 PM	Second Grade Lunch
1:00 PM	Third Grade Lunch
3:40 PM	Preparation for dismissal <i>If your child is being picked up at dismissal Please refer to our student pick up procedure on page 31 of this handbook.</i>
3:45 PM	Student Pick Up
3:30 PM	Bus Dismissal

### **Delayed Opening Schedule:**

11:15 AM to 3:45 PM (no breakfast) Students should not arrive at school prior to 11:00 AM

### **Early Dismissal Schedule:**

9:15 AM	School day
1:30 PM	Student Pick up
1:15 PM	Bus Dismissal

**If your child will be absent:** please call the school between 7:30 and 9:00 AM to report that the child will be absent and give the reason. Please use the phone directory and dial "1".

**If your child is tardy (arrives after 9:15 AM) or must leave early:** a parent/guardian must sign the student in or out.

### **Breakfast and Lunch Prices:**

Breakfast:\$ 1.90      Lunch: \$2.80

Please send all lunch money in a sealed envelope or zip lock bag labeled with your child's full name and teacher.

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## ACCEPTABLE USE OF COMPUTERIZED COMMUNICATION PRODUCTS AND SERVICES

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

In making decisions regarding student access to the internet, Plainfield Public Schools considers its own stated educational mission, goals and objectives. The District expects that faculty will blend thoughtful use of the internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to the internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt will be made to prevent access to inappropriate material, including measures to block or filter internet access to visual depictions that are deemed obscene, pornographic, or otherwise harmful to minors.

Staff and students in the Plainfield Public Schools who use computerized communication products and services must adhere to the following regulations:

1. The use of computerized communication products and services must be related to the Plainfield Public School System's goals of educating students and/or conducting Plainfield Public School business.
2. Transmission of any material in violation of State or Federal regulations is prohibited. This includes copyrighted material as well as threatening or obscene material.
3. The Plainfield Board of Education will not allow the last name of any student to be published via electronic communication. In addition, a parent may deny permission for a student's first name and/or photograph to be used. Students will not access chat rooms, or any site that publishes personal information about a student.
4. Each student and his/her parent will sign the Student's Acceptable Use contract at the beginning of each new school a student enters. Faculty and staff will sign the Acceptable Use contract at the beginning of each school year. Access to the internet and Plainfield Public Schools' network will be denied until a signed Acceptable Use has been submitted.
5. The Plainfield Public School System network may not be used for downloading entertainment software or other files not related to the mission and objectives of Plainfield Public School System for use on Plainfield Public School System's network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Plainfield Public School System.
6. Plainfield Public School System computers may only be used by Plainfield Public School System staff and students, and others expressly authorized by the Plainfield Public School System to use the equipment.
7. Plainfield Public School System computers may not be used to interfere with or disrupt other users, services, or equipment. Plainfield Public School System computers may not be used to access another individual's materials, information, or files without permission.
8. The use of any non-Plainfield Public School District owned software, hardware or peripherals on any Plainfield Public School System computers (including laptops, desktops, and the network) must be approved by the building principal or the superintendent of schools.



9. Plainfield Public School System software is licensed to the Plainfield Public School System by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Plainfield Public School System prior to copying or loading Plainfield Public School system software onto any computer, whether the computer is privately owned or is a Plainfield Public School System computer.

This policy also applies to any non-students who are expressly authorized by the Plainfield Public School System to use electronic information resources. Please see Policy 4214.4 Electronic Mail and Internet Use by Personnel.

Adopted: 3/13/96

Revised: 6/8/16

### **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.

### **AIDS Education Board of Education Policy 6164.2**

Education is the best way to prevent the spread of AIDS, and through learning the facts about AIDS, students are better able to make decisions which will keep them healthy and even save their lives. Various school district curricula, including health curricula, science curricula, and social studies curricula among others shall include information on AIDS-both its cause and prevention.

STUDENT EXEMPTION: Parents (guardians) may exempt their child from the AIDS education instruction delivered at school by submitting a written request to the principal. The request must state the reason for exemption. Such a request can be considered only after a meeting with the building principal or other designated professionals who will explain the curriculum. A copy of the written request from the parents indicating their desire to exempt their child from the educational program on this topic must be submitted to the Assistant Superintendent of Student Services Section 10-19(b) of the State General Statutes requires that Acquired Immune Deficiency Syndrome (AIDS) instruction be offered.

### **ALCOHOL AND DRUG USE POLICY (BOE Policy 5131)**

The use, possession, and/or sale of alcoholic beverages and non-prescribed drugs, and drugs not prescribed for the individual in possession 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. School personnel will apply the following terms and regulations, or combination thereof, in enforcing these policies.

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 can arrive at school between 9:00 and 9:15.** 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 9:00 AM. Buses arrive between 9:00 & 9:15 AM. Walkers should arrive **no earlier than 9:00 AM**. When driving your child to school in the morning, please drop him/her off at the parent drop off. A staff member will be on duty to assist your child. Your child must be seated on the driver's side of the vehicle to allow for safe drop off.

**If you walk your child into the school, please drop him/her off at the cafeteria entrance. 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 9:15 AM, **a parent or guardian or other adult family member must accompany him/her to the main entrance. 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 Summary (BOE Policy 5113)**

*Please see BOE Policy 5113 for terms and definitions*

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy. 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 secretary will call parents/guardians who have not phoned the school reporting the student's absence with a reason.
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. covid-19, chicken pox, strep throat, etc., in order to alert other parents and staff members.
3. **We encourage families to plan family trips and or vacations when school is not in session.**

In order to take full advantage of all that Moosup Elementary School has to offer, students should make every effort to be in school each day. Good attendance is a major contributor to academic success. Therefore, we at MES work closely with the home to monitor student attendance.

State law reads that absences from school will be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school. For the tenth absence and all absences after, a student's absences from school are considered excused for the following reasons.

1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional, which includes the school nurse, to be deemed excused, regardless of the length of 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 (additional documentation required)
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason)
6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition for an excused absence (including documentation requirements); or
- B. The absence meets the definition of a disciplinary absence.

### **ATTENDANCE PROCEDURE (K-8)**

#### **ABSENCES:**

Research shows regular attendance is the single most important factor in school success. The following represents the legal mandates and district policy/regulations for grades K-8.

1. If a student is absent from school, the parent(s) or other person having control of the student, will contact the school.
2. If no contact is received, the school will make a reasonable effort to notify the parent or other person having control of the student by telephone of the student's absence. A record of these attempts shall be maintained. If a parent/guardian does not contact the school, this absence will be recorded as unexcused.
3. Responsibility for completion of missed classwork lies with the student. Unless a student has an extended illness, all make-up work will be completed within three days after the student returns. An attendance letter will be sent home if a student has an accumulation of six absences. Additional letters may be sent at any time if attendance continues to be a concern. When a student has four unexcused absences in one month, an attendance letter will be sent home. If the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in one year, the student will be identified as per Connecticut state law "truant". The Superintendent may file a written complaint with the Superior Court for Juvenile Matters for a Family with Service Needs and/or the Department of Children and Families. A student who is identified as a habitual "truant" or who has excessive absences (30 or more), excused or unexcused, may be subject to the following consequences:
  - a) Promotion to the next grade may be contingent upon the student successfully completing a summer school program;
  - b) The student may be retained in the same grade to acquire the skills necessary for promotion to the next grade level.



## **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/CELEBRATIONS AND 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. As a Healthy School we encourage healthy food choices whenever possible. Understanding that your child may wish to celebrate their special day with a shared snack we ask you contact your child's teacher ahead of time to plan for this.

**PLEASE NOTE THAT AT THIS TIME NO SUGARY ITEMS OR SNACKS SHOULD BE SENT TO SCHOOL. THE CLASSROOM TEACHER WILL NOT DISTRIBUTE THEM.**

## **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 at Plainfield High School. We encourage you to attend whenever possible.

## **BREAKFAST PROGRAM**

Breakfast is available to all students between 9:00 and 9:15 AM. Students eat their breakfast in their classroom. The cost is \$1.90 or \$.30 for students qualifying for reduced meals. Students who qualify for free lunch may also receive free breakfast. Breakfast is **NOT** served on delayed opening days.

## **BULLYING PREVENTION AND INTERVENTION (Policy 5131.3)**

The Plainfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.



Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. 5131.3 For purposes of this policy,

*Please see BOE Policy 5131.3 for definitions of Bullying, Cyber bullying and other terms.*

### **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 and safe 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.

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 with at least 48 hours notice. **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.**

### **WHEN NO ONE IS HOME**

In the event that no one is home to receive a child off the school bus, every effort will be made to contact the parent/guardian. Students will be returned to school to await pick-up.

*Please see BOE Policy 3541 for additional information.*

### **BUS CAMERA POLICY (3541.1)**

In order to provide a safe environment and assist bus drivers with the monitoring of student behavior on school buses the Plainfield Board of Education has agreed to support an electronic surveillance program through the use of the video camera. A posted warning will alert them to the possibility.

## **ACCEPTABLE USE OF COMPUTERIZED COMMUNICATION PRODUCTS/SERVICES**

### **(BOE Policy 6027)**

BOE Policy 6027 allows students to have cell phones and other personal communication devices in school with the following conditions:

1. They may only be used for educational purposes and under the direction of staff or administration.
2. Students are not permitted to access, view, record, display, or distribute inappropriate images or recordings.
3. Students are not permitted to take photographs, video and/or audio recordings with or without the knowledge and consent of the individual(s) being photographed or recorded.
4. The school accepts no responsibility for lost or stolen electronic devices including cell phones.

Any student using personal communication devices in violation of the policy will be subject to disciplinary action. Students using a device during class time will be asked to discontinue use and to put it away in a pocket, bag locker, etc. If use continues, the device will be confiscated and the administrator will contact parent/guardian to retrieve the device.

### **CLASS SCHEDULE**

The school day begins at 9:15 AM. Individual teachers maintain their own academic schedule, from 9:15 AM-3:30 PM.

### **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.          |



## Moosup Elementary School Behavior Expectations

Location	Responsible	Respectful	Safe	Kind
<b>Assembly</b>	Leave no trace, clean your space.  Limited entry and exit	Follow the "Give me five" rule.  Stay seated on your bottom.	Keep hands, feet and objects to yourself.	Treat others the way you would like to be treated.  Use appropriate applause and response to the speaker/performer.
<b>Bus</b>	Leave no trace, clean your space.  Enter and exit the bus in an orderly manner.	Follow the "Give me five" rule.  Follow directions the first time they are given.	Keep hands, feet and objects to yourself.  Sit bottom to bottom and back to back	Treat others the way you would like to be treated.
<b>Cafeteria</b>	Leave no trace, clean your space.  Choose one of your classroom tables.  Take only the food you signed up for.	Follow the "Give me five" rule.  Use utensils and napkin appropriately.  Enter and exit quietly.	Keep hands, feet and objects to yourself.  Walk at all times.  Keep your chair on all "4's" and feet remain under the table.	Treat others the way you would like to be treated.  Follow the voice scale.
<b>Classroom</b>	Leave no trace, clean your space.  Return homework and folders each day.  Be focused while working on class work.	Follow the "Give Me Five" rule  Eyes on teacher during lessons.  Raise your hand and wait to be called on before speaking.	Keep hands, feet, and objects to yourself.    Walk in the classroom  Sit with all 4 chair legs on the floor.	Treat others the way you want to be treated.  Include others in games and activities.  Share class materials.
<b>Hallway</b>	Leave no trace, clean your space.  Report hazards.	Follow the "Give me five" rule.  Move silently as a group.	Keep hands, feet and objects to yourself.    Walk at ALL times.  Walk with eyes forward.	Treat others the way you would like to be treated.  Turn in found items to an adult.  Follow the voice scale.
<b>Playground</b>	Report to an adult when arriving late.  Line up when the bell rings  Leave no trace, clean your space.	Follow the "Give me five" rule.  Practice good sportsmanship.  Enter the building quietly.	Report problems to the nearest adult.  Keep hands, feet and objects to yourself.  Follow the playground rules and routines.	Include others in games and play.  Take turns. Share with others.  Apologize and be forgiving.



## CODE OF CONDUCT (continued...)

### 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. Moosup Elementary School uses a Positive Behavior Intervention and Supports (PBIS) framework to promote common behavior expectations.

### Common Behavioral Expectations:

Our school rules focus upon maintaining a safe and welcoming learning setting; highlighting respect for other people; responsibility for our actions while being safe and kind. These 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 adhere to the voice scale rules.
3. Hands, feet and objects to yourself at all times.
4. Use polite and kind language. Clothing with offensive language and/or graphics will not be permitted.
5. Listen to and follow the directions of staff at all times.
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. Personal electronic games or equipment such as CD Players, IPODS and personal tablets are NOT permitted at MES. 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.

### 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, will be taken into consideration. Acts of behavior considered unacceptable consist of 2 levels (Major/Minor).

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.

See the included Behavior Report Form for specific behaviors, definitions and possible consequences.

### **CONSEQUENCES FOR BEHAVIORS CLASSIFIED AS MINOR**

(see Behavior Definitions on the back of the Behavior Referral Form)

*See Behavior Report Form in Appendix*

#### **Minor Offenses – Teacher Actions**

**Conference with student:** School faculty or staff will talk with the student about his/her behavior. A Problem Solving/Reflection sheet may be completed.

**Modeling of expected behavior:** School faculty or staff will model and help the student practice the appropriate behavior.

**Present/review problem solving strategies:** School faculty or staff will present/review different ways the student may have handled the situation and ideas for handling any future similar situation. A Problem Solving/Reflection sheet may be assigned/completed.

**Loss of privilege:** The student may be temporarily removed from one or more class activities.

**Time Out (In class/Buddy Classroom):** Student will be given the opportunity to have a brief time out either in their classroom or a neighboring classroom. This provides the student with a "cool down" space and time to rethink their actions.

**Parent notified or contacted:** Parent contact may either be by phone call, email or a copy of The Behavior Report Form may be sent home.

**Individualized instruction:** School faculty or staff will work with the student, instructing them on the appropriate behavior for the situation.

**Natural consequence:** At times faculty and staff will strive to use natural consequences to student behavior (i.e. misuse of property – item taken away)

### **CONSEQUENCES FOR BEHAVIORS CLASSIFIED AS MAJOR**

(see Behavior Definitions on the back of the Behavior Referral Form)

#### **Major Offenses – Administrator Actions**

**Conference with student:** School administrator or designee will talk with the student about his/her behavior. A Problem Solving/Reflection sheet may be completed.

**Modeling of expected behavior:** School administrator or designee will model and help the student practice the appropriate behavior.

**Present/review problem solving strategies:** School administrator or designee will present/review different ways the student may have handled the situation and ideas for handling any future similar situation. A Problem Solving Reflection Sheet may be assigned/completed.

**Loss of privilege:** The student may be temporarily removed from one or more class activities.

**Office Time Out:** Student will be given the opportunity to have a brief to extended time out under the guidance of the administrator or designee.

**Parent notified or contacted:** Parent contact may either be by phone call, email or a copy of the Behavior Report Form may be sent home. This contact may be from the administrator, the designee or the classroom teacher.

**Individualized instruction:** School administrator or designee will work with the student, instructing them on the appropriate behavior for the situation.



**Natural consequence:** At times the administrator or designee will strive to use natural consequences to student behavior (i.e. property damage – student will make restitution for item or “work it off” doing some type of job at the school)

**After school detention:** The administrator or designee will assign the child to after school detention. This may only happen after the parent contact is made due to the fact that parents will need to give permission and provide transportation.

**Referral made to School Climate Specialist or Support Specialist:** The administrator may make the referral to the School Climate Specialist/Support Specialist when they feel the student shows a pattern of repeated concerning behaviors or a pattern of escalation of behavior. They may also make this referral based on the severity of the student’s behavior. There may be a meeting called to devise a plan to support the student in making appropriate behavior choices. Parents would be invited to give their input into any such plans. Infractions will be handled in accordance with Board policies (i.e. police involvement, student suspension, and expulsion.)

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Since parents and teachers are partners in children’s education, it is important to maintain good communication between home and school. Our teachers will communicate with parents about their children’s growth and progress through, but not limited to, notes or letters, phone calls, emails, conferences, progress reports, and report cards.

Parents should also inform the school of any changes or issues at home that may affect your child’s education or our ability to reach you in case of emergency. If there are any medical, emotional, or behavioral issues that may affect your child’s learning, please inform the teacher, nurse, or school social worker.

It is vital that the school have updated information at all times. Please make it a point to notify the school as early as possible regarding such things as change of address, change of telephone number, change of any emergency telephone numbers, change of custody, etc. Pertinent health information should also be conveyed to the school nurse. Keeping our records up-to-date is important for the safety of your child.

Occasionally, parents will write letters or emails to teachers and desire an answer. Our teachers are more than willing to respond, however, it is not always possible to respond the same day. We ask that you be patient in this regard. If you wish to reach a teacher by phone, please call and leave a message between 9:00 A.M. and 4:00 P.M. Calls will be returned as quickly as possible. Other school calls, of course, can be made at any time between 8:00 A.M. and 4:00 P.M.

### **CONFERENCES AND VISITS**

We at Moosup Elementary School welcome and encourage visitors to the school as permissible by health guidelines. Upon arrival, please report directly to the office and sign in. All visits including conferences with teachers should be scheduled in advance. 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.

When parents or guardians would like a more formal observation or visit to their child’s classroom, the following protocol will be followed, they should contact the child’s teacher and the building principal to arrange this.

Occasionally, parents will send notes to teachers and desire a response in the form of 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. Teachers always strive to respond as quickly as possible. We ask for your patience in this regard.

### **CONFIDENTIALITY**

Conversations and incidents that involve a family or child are to be held in the strictest of confidence between the staff and those involved in the situation. **Also see: CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS Policy 5125**



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

Our Child Study Team meets regularly to discuss student needs. 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. At times, parents may be invited to these meetings.

## **DELAYED OPENINGS**

Delayed Opening Schedule: 11:15 AM to 3:45 PM. Students should not arrive at school prior to 11:00 AM. There is no adult supervision prior to the unloading of buses at that time. Recess will not take place when a delayed opening is called. For more information about weather delays, please see "Snow Days."

## **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 newspaper.

## **DISMISSAL**

Students are not to leave the building until their normal dismissal time. Students taking the bus will be dismissed as the buses arrive. Walkers exit through the gymnasium. Students must walk single file on the stairs and through the halls in an orderly manner. Teachers will direct students to the appropriate exits.

## **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 not to distract other students or teachers, disrupt the education process, nor 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.

The following clothing styles are specifically **prohibited**:

1. High-heeled shoes, clogs, or flip flops-open toed shoes
2. "See-through" styles and/or mesh style shirts, blouses, midriff tops, spaghetti straps, and underwear worn as outer garments;
3. Hats removed when entering the building (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)

### **EARLY DISMISSAL**

Instructional time in the classroom is of the utmost importance for a student in school. Students being dismissed early create an interruption to the instruction in the classroom. To reduce interruption to your child's learning, we respectfully request that you make any appointments for your child after school hours whenever possible.

Students being dismissed before our regular dismissal time need to:

- Bring a note to their teacher to the office when they arrive in the morning stating the purpose and the time of the dismissal.
- The note should also state who is picking the child up and a phone number where a parent/guardian can be contacted.
- Only people who are listed on the Student Information/Registration Form may pick-up students from school.

If parents/guardians wish to have someone added to or removed from the list, please notify the office in writing.

**Picture identification is required before a student is released.**

### **ELECTRONIC ENTERTAINMENT EQUIPMENT AND CELL PHONES**

Electronic items such as video games, iPods, CD players, DVD players, cell phones, and other entertainment equipment should not be brought to school. Students at Moosup Elementary School will not currently use personal communication devices for educational purposes therefore cell phones are not allowed. Any student using personal communication devices may be subject to disciplinary action.

### **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.

### **ENTRY, EXIT & PARKING**

Moosup Elementary School has a designated entrance and a designated exit. No vehicles should enter through the designated exit at any time. For the safety of all, vehicles should not be double parked at any time.

**Additional parking is available on the Daggett Street side adjacent to our school.** A gate has been put in the fence for your convenience.

**Please note:**

- **Only Emergency Vehicles are allowed to park in fire lanes in front of and alongside the school.**
- **Parking is not allowed in front of the entry gate to the playground and rear field.**
- **Violators may be towed at their own expense.**



### **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 any other children 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 prior to the day of the trip.

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 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 twenty-two 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 the GAP child associate. 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 if Plainfield receives the grant and if their child is being considered for GAP.

### **GIFTS TO TEACHERS (BOE POLICY 4112.9 STAFF GIFTS AND SOLICITATIONS)**

It is the policy of the Plainfield Board of Education, that representatives and/or employees of the school district not accept gifts or special considerations from any of the individuals or vendor-firms who may be prospective, present, or past suppliers of goods and services to the district. Due to financial implications, the students could be placed in an embarrassing position with his or her peers resulting in either isolation from others, or to avoid this, purchasing a gift which he or she cannot afford. Teachers and staff do not expect gifts.



### **HEAD LICE (Pediculosis) (Policy # 5141.221)**

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. We encourage parents to promote healthy food choices by packing snacks and lunches that include fruits, vegetables and whole grains, and also refrain from including processed, sugary treats.

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. As many students have reported food allergies, it is especially important that communication with the classroom teacher occur prior to sending in shared food items to ensure all our students food safety needs are met.

### **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:***

COVID-19	Follow CDC Guidelines...note these are subject to change.
Chicken Pox/Varicella	Out of school usually until all lesions have disappeared.
Measles/Rubella	Out of school until rash disappears.
German Measles/Rubella	Out of school one week.
Whooping Cough/Pertussis	Out of school usually at least 3 weeks.
Scarlet Fever/Scariatina	Out of school until a physician permits student to return.
Pediculosis (Head Lice)	See BOE Policy 5141.221

### **NOTIFICATION OF HIGHLY QUALIFIED TEACHERS**

According to legislation, parents of each student attending any school receiving Title I funds may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teacher. The information must include:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction
- If the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher
- The baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree
- And information on whether the student is provided services by a paraprofessional and, if so, their qualifications.

## **HOLIDAY CELEBRATION**

There is much fun and enthusiasm in the celebration of holidays. We must be careful to recognize that children view holiday activities differently than adults, and that some families do not celebrate or practice any holidays. As a public school we must be respectful of the beliefs and practices of all students.

## **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 and return 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 about 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.

### **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

If your child is not able to complete the assigned homework in the above stated time frame, on a consistent basis, please contact the teacher to discuss possible strategies to assist with this matter.

## **INTERNET/COMPUTER USE POLICY 6027**

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

In making decisions regarding student access to the Internet, Plainfield Public Schools considers its own stated educational mission, goals, and objectives. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to the Internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt will be made to prevent access to inappropriate material, including measures to block or filter Internet access to visual depictions that are deemed obscene, pornographic, or otherwise harmful to minors.

This policy also applies to any non-students who are expressly authorized by the Plainfield Public School System to use electronic information resources.

Parents must sign a consent form for their child to have permission to use the Internet in school. Please see the policy in its entirety for the complete list of regulations



## **JUMP IN!**

Jump into your child's educational experience at MES. Become involved! There are many ways to volunteer!

## **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 students are responsible for returning the books in good condition; parents will be expected to pay for lost or damaged materials. Report cards will be held if payment for lost/damaged books has not been made. Materials for school libraries in Plainfield will be recommended for purchase by the professional personnel of the libraries and approved by the principal. All materials purchased will be **consistent with** the stated **principles of selection** which apply to all **instructional materials**.

The following guidelines apply to the use of the Library:

1. All books may be signed out for 2 weeks.
2. A child may not borrow books unless previous ones have been returned.
3. The borrower will pay for damaged or lost books.

## **LOST AND FOUND**

A Lost and Found area is located in the Main Hallway. 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: 11:30-12:00 (Kindergarten), 12:00-12:30 (Grade 1), 12:30-1:00 (Grade 2), and 1:00-1:30 (Grade 3). Students may purchase lunch in the morning on a weekly basis or they may put money on their account at any time; 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. Reduced price for lunch is \$.40. Chartwells, our food service provider, offers an online prepayment option. Parents can access this feature through our district website: [www.painfieldschools.org](http://www.painfieldschools.org) Under resources select "My Payments Plus" to create an account. This account can be used to make payments but can also be used just to check account balances as well.

### **Lunch Costs:**

Complete Lunch \$2.80

Milk only \$.50

Frozen Dessert \$1.00

Please Note: As a school, we promote healthy eating and wise food choices. We expect students to follow these guidelines so that everyone may enjoy a pleasant, healthy environment for eating and socializing.

We expect students to follow these guidelines so that everyone may enjoy a pleasant, healthy environment for eating and socializing. Please also see the Behavior Expectations under the Code of Conduct.

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 (or other allergen 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.

### **LUNCH & FOOD SERVICES POLICY 3542 & 3542.43**

*(Please view complete BOE Policies 3542 and 3542.43 on the Plainfield Public Schools web site)*

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system. The purpose of this policy is to ensure that each child has access to healthy and nutritious lunch,, regardless of the socio-economic status of a family.

As required for participation in the national school food service program, the Board supports the following regulations: a) That a Traditional Food-Based lunch will be made available for students. b) That free or reduced-priced meals and free milk be provided to students who cannot afford to pay the price based on NSLP guidelines. c) That the meals available to students meet USDA and Health & Wellness nutritional standards. Food items sold in the public elementary schools will be only those food items approved for sale in schools by the United States Department of Agriculture. An "Offer vs. Serve" policy will be used: Under this policy, the five required food components for the National School Lunch Traditional Food-Based meal will be offered to students.

### **CHARGING POLICY:**

The Parent/Guardian: Parent/Guardian will be responsible for making immediate payment. CHARGING THE COST OF MEALS:

- If a child fails to bring the necessary funds for a lunch, the student will be allowed to charge up to an accumulated maximum of four meals.
- When the charges reach the threshold maximum, the student will be provided an "alternative lunch meal," Until the charges are paid, the student will only be allowed to secure the "alternative lunch meal."
- The student will incur a cost for the "alternative lunch meal." "Alternate Meals": The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

▫ Examples of an alternative meal include but are not limited to the following:

Cheese or Peanut Butter and Jelly Sandwich, Fruit/Veggie, Milk

- For departmental record-keeping, the food service program shall notify the district monthly of all negative balances.



- The District may use an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account.
- Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge meals.
- When the charge limit is reached, an alternate meal will be provided consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full.
- If a financial hardship is suspected, the principal shall encourage the family to apply for free/reduced meals anytime during the school year.

### **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 Policy 5141**

In accordance with state law, it is the policy of the Plainfield Board of Education to allow the administration of medication in the schools and programs under its jurisdiction. This includes any program operating during the regular hours of the school day, before and after school care programs, on field trips, and sporting events.

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 school to retrieve it. Please see Board of Education Policy 5141 for additional clarifications of definitions and regulations.

### **SELF ADMINISTRATION OF MEDICATIONS 5141.1**

The Plainfield Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medication. Medications for students who are permitted to self-administer medication in accordance with these regulations shall be stored in such a way as to make them inaccessible to other students. Please reference policy 5141.1 for complete details. Please note recent changes in the law do allow children to self-administer sunscreen to themselves with a note from home.

### **MONEY IN SCHOOL**

Money should only be brought to school for a specific purpose (breakfast/lunch, field trip, book fair, etc.). Please send money to school in a sealed envelope or zip lock bag labeled with your child's name, amount, and the purpose for the money.

## **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 radio and television stations listed below will carry the announcement.
2. When possible we will also use the School Messenger System (District Wide Phone System) to notify you of any school delays, closures or early dismissals due to weather or other emergencies. **Please be sure that you provide us with updated phone numbers.**

<b><u>AM Radio stations</u></b>	<b><u>FM Radio Stations</u></b>	<b><u>TV Stations</u></b>
WTIC- 1080	WDRC 102.9	NBC (Ch. 4)
WINY- 1350 AM in Putnam	WCTY 97.7	WFSB (Ch. 3)
	WHCN 105.9	
	WKSS 95.7	
	WILI 98.3	

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. When possible we will also use the School Messenger System (District Wide Phone System) to notify you of early dismissals due to weather or other emergencies . **Please be sure that you provide us with updated numbers.**
3. 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/CAREGIVER PICKUP OF STUDENTS AT DISMISSAL**

Students being picked up will be called down at 3:40 PM. Every child must be signed out; parents may arrive at 3:45 PM to begin the process. To make the dismissal process run smoothly and safely for all students:

**School staff will not take requests or changes over the phone. If your child is being picked up at dismissal, you must send a note to school in the morning stating the date, child's full name, and the name of the person that is picking him/her up.**

### **Anyone picking up a child must:**

- **Present a valid photo ID. This person must also meet state requirements and laws for supervising and/or transporting your child.**
- **This person must be on your approved pick up list or the school must have written notification in advance signed by legal guardian.**

While emergencies do arise, please plan ahead by writing a note so we can be sure that your child arrives home safely.

I.E. A new driver that is 16 years old may be prohibited by law to have child in the car with them.

**The Department of Children and Families also has guidelines for the supervision of children. Please see Appendix E.**

Please note that when picking up your child, all vehicles must be parked in designated parking spaces. **Please do not park in the fire lane or in travel lanes.**



## **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.

## **PERFECT ATTENDANCE**

Perfect school attendance is defined by no absences, no incidents of tardiness, or any early dismissals.

## **PETS**

Due to the risk of allergies, student pets are not permitted in school.

## **PLAYGROUND RULES & EXPECTATIONS**

### **Recess**

Recess is held outdoors except when it is raining or when the temperature (including the wind chill factor) is below 25 degrees, so students should come to school dressed appropriately for the weather. Only children wearing boots may play in the snow. Others must stay on the black top cleared areas. Students are expected to be respectful, responsible, safe, and kind. Examples of what this may look like on the playground are: taking turns, sharing with other students, asking other students to play, using equipment as intended, playing in designated areas, lining up when signaled. See Playground Safety Video below.

<https://www.youtube.com/watch?v=zDBELgyaZ-Q&t=328s>

### **Playground**

Recess is a time for positive, safe interactions among students. It is a time to relax, enjoy friendships and use those large muscles! ***Please see the Moosup Elementary School Behavior Expectations Chart under Code of Conduct.***

#### ***Playground Consequences:***

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

#### ***Playground Rewards:***

Students who follow all playground expectations **MAY** receive an "Extra recess time" card. This will entitle the student to have an extra 5 minutes of recess.

### **Buddy Bench:**

The MES playground has a Buddy Bench. Students who are looking for a friend to play with, sit on the bench and other students may either go over and ask them to play or they may find another student already on the bench that will be interested in playing with them.

## **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)**

### **STUDENT CONDUCT Policy 5131**

The Plainfield Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens as well as to the provision of an effective school program. Positive behavior is based on self-respect and respect for others.

To attain this goal, learning activities must take place in an environment that is conducive to learning. Each member of the staff must establish and maintain a consistent appropriate behavioral atmosphere. Students are expected to support a positive and healthy environment through their active participation in class, orderly behavior, self-discipline and respect for the rights and property of others. Students must control their own behavior and must be responsible for their actions.

The Board establishes certain district policies and procedures concerning student conduct and behavior but additional rules must be established in each school building. The building principal is responsible for the development and implementation of the code of student conduct for that school. These rules must be made available to students and parents at the beginning of each school year.

**Please see Appendix B PBIS**

### **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.

### **PROMOTION, RETENTION, AND CLASS PLACEMENT**

**Promotion/Retention:** It is the policy of Moosup Elementary School to promote those students who have made satisfactory progress both academically and developmentally. There are many factors that relate to a student's grade placement, including personal history, physical, social/emotional, behavioral, and academic issues. Normally, students will progress annually from grade to grade. A student may be considered for retention if failure has occurred in the year end average for more than one subject. Parents should feel free to contact the teacher with any concerns regarding academic performance. The principal has the final authority regarding the promotion/retention of any student.

**Class placement:** Parents are invited to describe specific traits, learning style(s) and factors which are likely to have a significant impact on the child's educational experience, based on personal experience and knowledge. This information should be provided to the principal in writing by April 1. Requests for specific teachers will not be honored.

### **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 December, March and the last day of school in June. Specific dates are noted on the District Calendar in the back of this handbook.

## SCHOOL EXPECTATIONS

It is important that students have a voice. During the first few weeks of school, all students discuss universal rules/expectations that will help ensure a safe and productive learning environment. These expectations will be explicitly taught so that all MES students and staff develop a shared understanding of the expected behaviors. Please see the MES Behavior Expectations chart under Code of Conduct.

## SCHOOL MESSENGER

The Principal will send out monthly phone calls via the School Messenger System to give information on upcoming events. A school calendar will be sent home 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 with classroom newsletters.

## SEARCHES (BOE POLICY 5145.12)

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

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only on the express authorization of the Superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

A student may be searched 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 the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant. The school Principal or designee will attempt to notify the student's parents in advance and will be present for all such searches.

Strip searches **shall not** be conducted by school authorities. All searches by the Principal or his/her designee shall be carried out in the presence of another adult witness.

**Security cameras** are in use on the premises for the safety of students, staff and the school grounds. School administrators and security personnel have access to this recorded information.

### **SEXUAL HARASSMENT POLICY SUMMARY (BOE Policy 5145.31)**

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

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 Assistant Superintendent, Mr. Scott Sugarman is responsible to oversee Title IX issues as directed by the Superintendent.

### **SMOKE FREE ENVIRONMENT (BOE Policy 5131.1)**

Smoking and the use of tobacco products are prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other such activities. For the purposes of this policy, "use of tobacco product" shall mean all uses of tobacco, including but not limited to, cigarettes, electronic cigarettes, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products.

Possession of tobacco products by students is prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other such activities. Smoking and or use of tobacco products is not permitted in personal vehicles which are parked on school property at any time.

### **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.

### **SNOW DAYS/EMERGENCY CLOSINGS**

Plainfield Public Schools will initiate a school messenger system which will call a phone number you designate for its use as well as making announcements on the following stations:

<b><u>AM Radio stations</u></b>	<b><u>FM Radio Stations</u></b>	<b><u>TV Stations</u></b>
WTIC- 1080	WDRC 102.9	NBC (Ch. 4)
WINY- 1350 AM in Putnam	WCTY 97.7	WFSB (Ch. 3)
	WHCN 105.9	
	WKSS 95.7	



## **SPECIAL SERVICES**

The Plainfield School District provides for the special education needs of children. Moosup Elementary School is committed to full compliance with the Individuals with Disabilities Act and Section 504 of the Americans with Disabilities Act. Programs, supports, and services 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 or the student's case manager 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 specific steps to ensure full compliance with state and federal law. Procedural Safeguards describing your rights are distributed at least once annually and can also be 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.

## **TOYS**

Toys should be left at home unless they are part of a specific class project or school spirit day. Toys, including but not limited to stuffed animals, action figures, electronics, card collections, fidget spinners, and the like are not permitted in school.

## **UNIQUE**

Each and every child at M.E.S. is unique and we value that uniqueness!

## **VACATIONS**

Several breaks are scheduled into our yearly school calendar. Please note that family vacations which take place while school is in session are considered unexcused absences. Please make every effort to schedule your family trips during the scheduled breaks.

## 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, IPODS, Tablets, electronic games, collection cards (such as Pokemon) or toys including stuffed animals are NOT permitted in school, unless expressly requested by the classroom teacher for a specific academic or behavioral purpose. These items will be brought to the principal's office for parent pick up.

## VISITORS POLICY 8020

The Plainfield Board of Education encourages the community to visit its schools and classrooms throughout the school year. , The Board recognizes its responsibility to provide a safe and secure environment for staff and students; therefore, all school visitors will be welcomed at the discretion of the school principal.

We ask that you call the school to indicate your desire to visit with us. Visits should be kept to a maximum of one hour. All visitors are to report to the main office, present a valid photo ID, sign in and obtain a visitor's pass before entering any area of the school building and school grounds.

Parents are welcome to visit the school. Requests to visit classrooms and observe instructional programs and other related activities are allowed at the discretion of the principal and should be set up 24 to 48 hours in advance.

Unfortunately, visitors are not permitted access to the cafeteria or the playground during the school day. **Visitation will not be allowed during recess or lunch.** Students are not allowed to bring guests to visit the school. Student visitors, in general, are not approved.

## VOLUNTEERS POLICY 6032

The Plainfield Board of Education believes that the use of volunteers within the school district, whether during or after regular school hours, **enhances the education process** not only for students, but also for the total community. The use of volunteers provides additional support personnel in the classroom, promotes community-school cooperation in facilitating the learning process, increases community support, and provides for individuals who have expertise in various areas to be used as resource persons.

Moosup Elementary School encourages all family members to become involved in their children's education. New volunteers are welcome and we would value your participation. The work of a volunteer may be carried out in the school or at home. **All volunteers** (including field trip chaperones) who work in the school **must complete a background check.** Forms are available through the school office. All personal information will be kept confidential. Once the background check has been conducted and approved through central office, the parent/guardian is placed onto the volunteer list. Volunteers must coordinate times with staff and be approved in advance with the principal.

A new volunteer form must be completed when your child progresses on to the school with the next set of grades in our district.

Volunteers must **comply with all rules and regulations** set forth by the school district. Please see Policy 6032 for complete details.



## **WEAPONS AND DANGEROUS INSTRUMENT POLICY (BOE Policy 5020)**

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, is 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, 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.painfieldschools.org](http://www.painfieldschools.org) Monthly events, classroom activities and school policies are updated regularly. The PTO also has a website: [https://mes.painfieldschools.org/for\\_parents/pto](https://mes.painfieldschools.org/for_parents/pto)

### **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!

## **APPENDICES:**

Appendix A FERPA

Appendix B PBIS (Behavior Referral Form available in Main Office)

Appendix C Staff List, School Calendar, Forms

Appendix D District Attendance Regulations

Appendix E Connecticut Department of Children and Families: Leaving Your Child Alone

Appendix F Pediculosis (Head Lice) Policy 5141.221



**Moosup Elementary Staff 2021-2022 School Year**

William Nagel, Principal

Ruth Haviland, Guidance Secretary

Priscilla Sweet, Secretary

**Faculty**

Leigh Anderson

Nickole Assi

Michelle Barber

Marcia Danna

Courtney Donley

Mitchell Dyer

Eva Eszterhai

Brianna Gilbert

Linda Gluck

Jackie Hoffower

Sarah Hill

Ryan Hood

Lisa Irons

Megan Isbell

Sarah Jarmon

Jillian Lecy

Kate Ledogar

Sarah Malbeouf

Madilyn McNew

Libby Merchant

Olivia Orr

Danielle Parden

Lauren Parker

Lisa Robertson

Jessica Servidio

Jennifer Vanacore

Jennifer Vocatura

Christine Wakefield

**Paraprofessionals**

Ashley Baker  
Dina Bertrand  
Linda Bertsch  
Barbara Burgess  
Tonya Charlwood  
Cassandra Corcoran  
Sandra Defevers  
Ciara Devine  
Cindy Johnson  
Jenna Klapper  
Cindy Kulla  
Patricia Ravenelle  
April Robertson  
Tammy Roy  
Tina Royce  
Jill Schmidt  
Jill Shaw  
Jennifer Vesely  
Kim Wells

**Maintenance**

David Hinds  
Shauna Tatro  
Todd Wilcox



# \*\*\*\*\*Signature Page\*\*\*\*\*

Please sign and return to Moosup Elementary School.

We have read and reviewed the Student and Parent Handbook.

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_