

I. WELCOME TO GAINFIELD SCHOOL  
An Instructor A+ School



*“Do not follow where the path may lead.  
Go, instead, where there is no path  
and leave a trail.”*

*-Ralph Waldo Emerson*

**The Gainfield Mission Statement**

**The mission of Gainfield Elementary School is to provide a nurturing, respectful learning environment which develops the whole child and builds a solid foundation for each student to become a critically thinking lifelong learner and responsible citizen. Through collaboration and communication with the entire learning community, we are continually committed to the growth of each child so they can achieve their personal best.**

**-The Gainfield Staff**

Topic	Table of Contents	Page #
<b>SECTION I: Introduction</b>		
GES Mission Statement	.....	3
Principal’s Letter	.....	4
Internet Information about Region 15.....	.....	5
Telephone Directory	.....	6
School Day Schedule	.....	6
Early Dismissal Special Category.....	.....	7
<b>SECTION II: INSTRUCTIONAL PROGRAM</b>		
Teacher Characteristics	.....	7-9
<b>SECTION III: SCHOOL PROCEEDURES</b>		
Attendance & Absences	.....	10
Animals in School	.....	10
Books/Lockers/Desks	.....	10
Bullying	.....	11
Behavior Expectations	.....	11
Dismissal	.....	12
After School Activities	.....	12
Before School	.....	12
Cafeteria/Lunch/Recess	.....	12
Dismissal	.....	13
Homeroom	.....	13
Hallway Behavior	.....	13
Playground	.....	14
Evening School Events	.....	14
Damaged or Lost Books/or School Property.....	.....	15
Dress Code	.....	15
Field Trips	.....	15
Fire Drills	.....	16
Fundraisers	.....	16
Going Green	.....	16
Homework	.....	16
Lost & Found	.....	17
Make-Up Work Guidelines	.....	17-18
Newsletters	.....	17
Parties and Celebrations	.....	18
GES Birthday Celebrations	.....	18
Other GES Celebrations	.....	19
Permission Slips	.....	19
Personal Property	.....	19
Security System	.....	20
Special Services	.....	20
Tardiness	.....	20
Technology/Computer Use	.....	20
Snacks	.....	20
Vacations	.....	21
Visiting the School	.....	21
Volunteers	.....	22
Transportation	.....	22-23

Permission to Ride a Different Bus.....	23
---	----

**HEALTH SERVICES**

Nurse .....	23
Insurance .....	23
Accidents .....	24
Health Program .....	24
Physical Assessments/Immunizations.....	24
Medical Appointments .....	24
Health Records .....	24
Screenings .....	24
Emergency Forms .....	24
Emergency Notification & Transportation.....	25
Recess & Physical Education .....	25
Policy on Medications in School .....	25
Guidelines Before Returning to School.....	25

**PARENT INFORMATION**

Attendance Procedures .....	26
Cancellation/Emergency Closings/Delayed Opening.....	26
Student Notes/Picking Up Students.....	27
School Security .....	27
Placement & Retention .....	28
Region 15 Internet Information .....	28
Legal Information .....	29-32
Where To Go When You Don't Know.....	32
Staff List .....	33
PTO Executive Board .....	34
Notice of Non-Discrimination .....	35
Alternative Transportation Form.....	36
AHERA Annual Update Notice .....	37
Integrated Pest Management Plan.....	38

## Principal's Letter

Dear Friend,

Welcome. I hope you enjoyed your summer vacation and are now ready for school to begin. I am especially excited for this school year to begin! Your teachers and I have worked hard to get the school ready for you. We hope you have a very good year.

The 2011-2012 Student/Family Handbook has been written to help you and your parents learn about the many activities, responsibilities, and opportunities available to you and your family at Gainfield Elementary School.

Gainfield will become a special place for you over the next ten months. The staff, students, and parents will work together to make this year an exciting learning experience for you and your friends. As one of our very special students, we want you to always give your best effort in all your school work. We also expect you to treat one another with kindness and respect.

Our staff works very hard to make Gainfield a friendly, warm place of learning for each of you. We know you will be an important part of what will make 2011-2012 the best school year ever!

Mr. Salvestrini  
Principal



***This handbook was written in a style that is friendly to the eyes and ears of young readers. The information in the school handbook is meant for students and their parents, but the parts that are of special interest to parents are identified by this logo. We hope you find the answers to many of your questions here. After you read the handbook, we invite you to share your feedback with us by completing the Reader's Response Form at the back of the handbook. Enjoy!***

## **I. INTRODUCTION**

This handbook has been created to help answer questions for parents and students about the various aspects of Gainfield Elementary School. Included within this handbook are important guidelines, procedures and general information about our school. I hope that you find the contents to be informative and easy to use.

This handbook is one of many tools that we use to maintain ongoing communication between school and home. Please visit our website at [www.region15.org/ges](http://www.region15.org/ges), read our newsletters and attend school functions such as open house and conferences. A strong connection between school and home is one of the best ways to ensure a quality education.

Matt Salvestrini, Principal

### **A. INTERNET INFORMATION ABOUT REGION 15**

Our handbook has been designed to answer most of your questions but there is a wealth of information available to you on the Internet.

Region 15 has created a District/Parent Handbook that can be found at [www.region15.org](http://www.region15.org). This handbook contains additional information such as:

- Confidentiality of School Records
- Title IX Compliance Information
- Notification to Parents Regarding Qualification of Teachers
- School-Family-Community Partnership and Parental Involvement
- Student Privacy
- Parent Access to Instructional Materials
- Programs of Instruction (i.e., reading, writing, music, field trips)
- Support Services (i.e., speech, homebound instruction, special education)
- Delays, Cancellations, and Early Dismissal
- Attendance and Truancy

Throughout this handbook several Board of Education policies are discussed and summarized. The full text of all Board of Education policies may be found on the web at [www.region15.org/subsite/dist/page/policies-3178](http://www.region15.org/subsite/dist/page/policies-3178) or you can just click on the link on our web page.

## II. GENERAL INFORMATION

### Telephone Directory

#### Gainfield Elementary School

Office..... (203) 264-5312  
 Fax.....(203) 264-6439  
 Nurse..... (203) 264-6811  
 Website.....[www.region15.org/ges](http://www.region15.org/ges)



#### Region 15 Central Office

Superintendent..... (203) 758-8259  
 Assistant to the Superintendent..... (203) 758-8259  
 Assistant Superintendent of Business..... (203) 758-8259  
 Director of Pupil Personnel & Special Services..... (203) 758-8259  
 Region 15 Website.....[www.region15.org](http://www.region15.org)

#### Bus Transportation

First Student, Inc..... (203) 758-1686

### SCHOOL DAY SCHEDULE

8:30am ..... Teachers Report  
 8:40am ..... Student Drop Off Begins  
 9:00am ..... Classes Begin  
 11:55am ..... Morning Kindergarten Ends  
 12:45pm ..... Afternoon Kindergarten Begins  
 3:40pm ..... School Day Ends

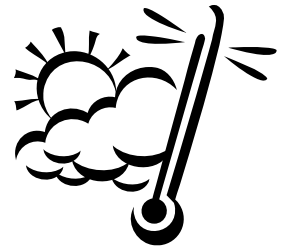
### ALTERNATE SCHEDULES

Grade Level	Regular School Day	90-Minute Delay	Planned Early Dismissal	Emergency Early Dismissal	Heat-Index Early Dismissal
High School	7:20 AM-2:05 PM	8:50 AM-2:05 PM	7:20 -11:30 AM	7:20-11:30 AM	Regular Day
Middle School	8:05 AM-2:45 PM	9:35 AM-2:45 PM	8:05 AM-12:15 PM	8:05 AM-12:15 PM	8:05-11:30 AM
Elementary School	9:00 AM-3:40 PM	10:30 AM-3:40 PM	9:00 AM-1:00 PM	9:00 AM-1:00 PM *	9:00 AM-12:30 PM *
AM Kindergarten	9:00-11:55 AM	10:30-11:55 AM	9:00 -10:45 AM	9:00 -10:45 AM	9:00 AM-10:45 PM
PM Kindergarten	12:45-3:40 PM	12:45-3:40 PM	11:15 AM-1:00 PM	Cancelled	Cancelled

\* Please note: On Emergency and Heat Index Early Dismissal days, lunch may not be served to students in grades 3-5. This will depend on when early dismissal is announced on that day.

### **Early Dismissal Special Category**

When it's very, very hot, we may determine an "Early Dismissal Heat Index Day" where the high school would have a regular schedule while middle school and elementary schools would operate under a different schedule (see table on page 6).



## **II. THE GES INSTRUCTIONAL PROGRAM**

---

### **A. Curriculum**

The educational program at Gainfield is designed to help every student learn and grow. Some of our subjects will help you become better readers and writers. You'll learn to use the library and computers to find information about anything you might be interested in and to present your work in interesting ways. Other subjects will help you use numbers to solve problems, and some will help you create beautiful pieces of art and music. We also want your bodies to grow, too, so we have physical education and health programs that you will enjoy. You can see the whole school's elementary curriculum on the web at <http://www.region15.org/subsite/dis/page/curriculum4889>.

### **B. LIBRARY**

All children in the school meet in weekly classes with the librarian. During those classes and at other times during the day, children explore the world of ideas through literature and media. The librarian and classroom teacher work closely in teaching children to locate, analyze, and synthesize information. By grade five, students are able to develop original research reports.

The Library Media Center is open to every child in the school. Students may visit the library any time the classroom teacher gives permission. This means that as soon as a library book has been read, the child may return it and choose another.

### **C. COMPUTER**

A computer lab is available to students and a new computer cart with 25 laptops will be added for the 2011-12 school year. Computers may be used for research, writing or skills reinforcement and is available for all classes with a variety of computer software. Every classroom in the school also has three computers connected by a high-speed, school-wide network.

All computers have the capability of connecting to the Internet or searching our computerized library collection. Through the use of software and staff supervision, student use of the Internet is monitored; however, there is no software or supervision that can be 100% effective. It is, therefore, the responsibility of students not to attempt to access inappropriate sites or utilize chat rooms and it is the responsibility of every child to let staff know if they inadvertently access an inappropriate site. Students who do not adhere to regulations may have computer privileges revoked.

*(The full Board policy, Acceptable Student Use of Technology Resources, may be read by clicking on "Board Policies" on the school web site.)*

#### **D. MUSIC**



Children in kindergarten through grade five receive one music class per week. Children explore the elements of music by developing various musical skills. These skills include singing, rhythmic competency, playing instruments, listening, creating, moving, and note reading. The Orff approach to teaching music is utilized which encourages the student to participate actively in the making of music. Through positive, enjoyable experiences in music, students will develop a deeper understanding of music's expressive qualities.

For the older children, we offer a fourth and fifth grade chorus. Each chorus meets during the school day and presents at least one performance annually.

String and band lessons begin in grade five with a beginners' band created as the year progresses.

#### **E. ART EDUCATION**

All students receive one formal art class per week. Children learn to express themselves through a variety of 2D and 3D techniques and materials. Creative processes and the development of decision-making skills are always stressed over the art product. Emphasis is also placed on developing understanding of different peoples through experiences with cultural arts.

Students also have experiences with clay and ceramics. Nothing seems more wonderful to students in ceramics than creating something that can be functional as well as visually pleasing. Students always ask if it is ok to use their items for food. Our materials are AP approved, nontoxic and dinnerware safe, BUT, we ask that students not use their creations for food or drink. The district has adopted a policy for not using ceramics for food or drink just to make sure that we are protecting the safety of students and their families. As an example, some of our goblet makers have chosen to glue jewels onto their goblets. The jewels and/or the glue could come lose over time and we would not want anyone to ingest these items. These goblets make great decorative pieces for your home! Please do not hesitate to contact Pattee Pinto, Art Teacher, if you have any questions.

#### **F. PHYSICAL EDUCATION PROGRAM**

Our country has an epidemic of obese and poorly nourished students. A sedate life style coupled with a culture full of junk food is having a terrible effect on the health of children and adults. Obesity is the cause of many serious medical conditions. PE, therefore, becomes essential in teaching students how to develop lifelong exercise habits and knowledge about proper nutrition.

The Region 15 physical education program aims to educate students to be healthy and active throughout their lives. We recognize that regular physical activity is imperative to the well being of all people. We know that good health habits begin in childhood. Our focus is to motivate children toward a physically active lifestyle by helping them to

understand the physiological benefits of exercise, perform a variety of movements, and appreciate the joy of activity.

Kindergarten students receive one formal PE class each week while students in grades one through five receive two formal classes.

### **G. DEVELOPMENTAL GUIDANCE PROGRAM**

The counseling program is designed to provide guidance to all students. The guidance counselor meets regularly with all students as part of an educational program to teach students to work together, to handle peer pressure, to solve problems, and to know the dangers of alcohol and drugs. Gainfield Elementary is also lucky to have a relationship with the Southbury Police Department. Each year two officers work closely with our entire grade five students on the DARE program which is designed to give students the skills to avoid drug and alcohol use.

The guidance counselor also organizes and runs the "GES Guides". This select group of grade 5 students work together to provide a number of community services throughout the year.

### **H. FIELD TRIPS**

Throughout the year the students at each grade level attend various field trips to supplement the educational program. These trips are usually closely aligned with units of study in social studies, science or language arts. The trips provide an experience that is impossible to duplicate in the school. Guidelines for these trips have been established and will be shared in writing and verbally before each trip. General guidelines are:

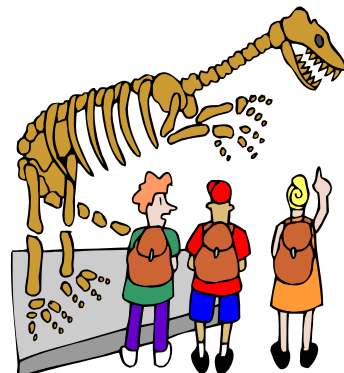
A limited number of chaperones are needed for each trip. It is the responsibility of the classroom teacher to choose those staff or parents who will attend the trip.

If your child is on medication during the school day and is going to need medication during the field trip, it is the responsibility of the parent to contact the school nurse one week in advance of the trip to make arrangements.

Please make sure that your child does not bring anything of value on a field trip such as a camera or expensive dental mouth appliances. Students should bring only a reasonable amount of spending money on the trip. The school and district is relieved of any responsibility for damage or loss to the student's personal property.

Financial support is available and parents requesting funds should contact Mr. Salvestrini, the classroom teacher, or the guidance counselor.

All school rules are enforced during a field trip.



## IV. Student Expectations

---

### Student/Parent School Information

#### **Attendance & Absences**

Coming to school every day is very important to learning. It's important that you get plenty of sleep each night, eat a good breakfast, and stay healthy. It's also important for you to get to school **on time** each day. Mornings can be very busy times for many families, so you might want to organize your school things before you go to bed each night. This might save some time and frustration in the morning! Finally, you need to cooperate at home each morning so you can be ready to leave for school when your bus arrives or your parent is ready to drive you to school.

If you are absent, a parent or guardian needs to call the School Nurse at (203) 264-6811 before school starts. A message can be left on the answering machine if the nurse isn't in her office. This is important so your absence can be recorded as an excused absence. If you are going to be absent for three days or more, the nurse needs a written note.

You are expected to make up all work missed during your absence. You should check with your teachers on the day you come back to school to find out what work is to be made up. You can read more about work you missed in the "Make-up Work Guidelines" section of this handbook.



***State law requires the school district to inform Juvenile Authorities whenever a child has had four (4) unexcused absences in a month, or ten (10) or more unexcused absences in the course of a year.***

#### **Animals in School**

If you wish to bring a pet to your classroom, you must first get your teacher's permission. Your teacher will then discuss your request with the principal and school nurse. We also will have to make sure none of your classmates or teacher is allergic to your pet. We love animals, but there are health considerations which must be considered before we can grant a request.



#### **Books/Lockers/Desks**

It's important that you take care of the school property you use for learning each day. This includes your books, computers, science equipment, gym equipment, art & music materials, and playground equipment...just about everything you use while at school. To help you with this responsibility, you should do the following:

- Cover all school books!
- Keep your locker clean...no stickers, pictures, or posters on or in your locker.
- Combination locks or padlocks are not allowed.

- School desks are to be kept clean at all times...no decals, stickers or writing on desks, please. A neat desk will help you find learning materials when you need them, so also keep your desk free of clutter!



***Backpacks with wheels are discouraged because they don't fit in student lockers AND they are potentially dangerous especially during dismissal and arrival times when hallways are used by many children and adults. When selecting a backpack for your child, keep in mind that the maximum weight of a loaded backpack should not exceed 15% of your child's body weight. (Source: [www.backpacksafe.com](http://www.backpacksafe.com).)***

### **Bullying**

We expect every student and every adult at Gainfield to be treated with respect and kindness at all times. Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over. Bullying also can happen online or electronically. "Cyberbullying" is when children or teens bully each other using the Internet, mobile phones or other cyber technology. There is no place for behavior that is hurtful, unkind or unsafe. We are very serious about this. Bullying is simply not allowed at our school. Students who bully others will be reported to the principal. The bully's parents will speak with the principal and a consequence will be given. Bullying reports are kept on file in the principal's office. If the principal meets with a student who bullies other children too often, he or she may be suspended from school...and that's not a good thing! If someone is bullying you, please tell your teacher or another adult so we can stop it.



***The definition of "bullying" includes "any overt acts by a student or group of students directed against another student with the intent of ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Students and parents may file formal or informal complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.2 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."***

### **Behavior Expectations**

In our school, everyone must work together in a spirit of cooperation, respect and trust. Therefore, it is necessary that we have school rules and expectations that we all understand and follow. It is your responsibility to read these expectations carefully, to understand them and to follow them. If you have any questions about them, ask your teacher. The following information explains how we want you to act in many different school settings and situations.

Basically, we expect you to be kind and respectful to all students and adults at all times.

We will **not** allow:

- Behavior that harms any person or damages property
- Behavior that seriously prevents students from learning in a safe place
- Behavior that goes against any policy of the Board of Education

### **After School Activities**

- All students who remain on school grounds after school must follow the same rules as they do during the school day.

### **Before School**

- You should arrive at school no earlier than 8:40 A.M. because there are no adults available to watch you until that time. You should arrive no later than 8:55 A.M. so you will be ready to learn by the time school begins.
- When you get to school, go directly to the rear playground. If you need the lavatory when you arrive, you should use the one near the cafeteria.
- You may not walk around the halls or stand by the doorways before school.
- When the 8:57 A.M. bell rings, line up in your assigned line.
- Enter the building only when a teacher or aide tells you.
- On poor weather days, report to the gym and behave in an orderly fashion.



***The Before & After School Program (BAS) meets at Gainfield Elementary School, but it is NOT a school-sponsored program. The Before School Program begins at 7:30 a.m. The After School Program ends at 6:00. If you have questions about this program, contact Leslie at The Nest, 984 Southford Road/Rt. 188, Middlebury, CT. (758-9799)***

### **Cafeteria/Lunch/Recess**

- Students should enter and exit the cafeteria quietly.
- Students will listen to paraprofessionals and cafeteria staff directions respectfully.
- Students should welcome all students to sit together. We do not reserve seats at Gainfield.
- Clean-up your space.
- Exit by walking when dismissed.
- **Due to the fact that individuals may be allergic to certain food items, we ask that you do NOT share your lunch with others.**
- Get an adult's permission before leaving the cafeteria.
- Only the lavatories next to the cafeteria are to be used during lunch.
- Lunch is a great time to spend time with your friends. Help us to make this time enjoyable and safe for everyone by using "inside voices" and showing that you have good manners.
- If you have recess first, don't go to the cafeteria before the bell rings.
- Enjoy your whole lunch before leaving the cafeteria.



## Dismissal

Dismissal is a time where all students at Gainfield wrap up their day and leave for home or other after school activities. An orderly dismissal is essential to make sure that every child arrives at their destination safely and on time. Here are some dismissal expectations:

- After last period, you will have a chance to go to your locker, return to your homeroom, and wait until you are dismissed by a teacher when bus waves are announced.
- If you are being picked up by a parent/guardian, you will be dismissed at 3:30. You will be dismissed before bus waves so you can walk to the Cafeteria where you will be picked up. Please leave the building as soon as possible so the halls will be clear for students walking to their buses.
- Walkers must have written permission on file and will be dismissed from the cafeteria or gym by the adult in charge.
- Students must stay in class until they are called over the loudspeaker.
- Each class will walk with their teacher, or another adult to the dismissal location.
- When passing in the halls, students walk in single file lines and will be silent so they can hear instructions from the teacher or other important announcements.
- Once at the dismissal location, students may quietly read a book until they are picked up.
- Hall Monitors are responsible for the safety of students in the hallways. Students should listen to their suggestions.

**Pick-Ups:** Parents, you can help ensure a smooth and safe dismissal by following them helpful steps.

- 1) All student pick-ups are dismissed from the cafeteria ONLY. Please do not go to the Office or walk through the building to pick up your child.
- 2) The gates are opened at 3:30pm to allow cars to line up. Arriving before this time is not permitted and causes traffic and safety concerns.

## Homeroom

- When entering the building, go to your locker before going to your homeroom.

## Hallway Behavior

When passing in the hallways, we ask that everyone to remember that Gainfield is a place where students are working hard at learning. Students at work need an environment that is calm and free of distractions. When in the hallways, students should behave in a way that shows respect for others and the work that they are doing in the classroom.

- Students will walk in a straight line quietly on the right side of the hallway and stairs with hands at their sides.
- Individual students should walk quietly when passing in the hallway without an adult.
- Out of respect for our country, all students should stop for pledge if they are passing in the hallway.
- Lockers: students should access lockers in a way that is respectful of learning that occurs in classroom. You should not plan to visit your locker when passing to a different classroom, except when you need gym equipment, musical instruments or bulky projects.
- Keep lockers closed.

## Playground

The purpose of recess is to have fun and include all students. Please practice safety rules on equipment and during games.

- Be respectful of paraprofessional's and other adults. Take responsibility for your actions and listen to the guidance of adults on the playground.
- Play games away from the building (on field side of white line) when classes are in session. We don't want to interrupt the learning in these classes.
- Line up quickly when it's time to come into the building.
- Keep playground clean and put away equipment.
- Use only the lavatories near the cafeteria.
- In order to have a safe playground experience for everyone, you may **NOT**:
  - \* Stand in doorways
  - \* Leave playground without permission
  - \* Use climbing equipment when wet
  - \* Kick balls on blacktop or throw balls toward the building
  - \* Kick or throw balls in areas where there are many children
  - \* Play tackle football, keep-away, or hardball
  - \* Climb trees or swing on branches
  - \* Throw or kick sand
  - \* Go into parking areas
  - \* Re-enter the building
  - \* Throw dangerous objects
  - \* Bully, tease, fight or push
  - \* **Interfere with games in progress**
  - \* Go on any roof area
  - \* Stand on the tire swing
  - \* Jump off swings
  - \* Eat food on the playground



***Play safe...take turns...make good choices...and include friends in your games!***



***During recess only Gainfield students and staff are allowed on the playground.***

## Evening School Events

- We enjoy having you and your family attend special school celebrations and performances that take place after regular school hours. Remember that we expect you to follow all school expectations while at these events and that you continue to listen to your parents or other adults who come with you!



***Participating in evening school events is a positive way to build our school community. When you accompany your children to such events, we ask that you take primary responsibility for their supervision. We need your cooperation to make each event a safe and happy experience for everyone. We know that positive adult models can have a powerful influence on our children. Let's model the appropriate, positive behaviors and courtesies that we expect our children to learn.***

### **Damaged or Lost Books and/or School Property.**

If you lose or damage books or other school property, you will be responsible for paying for a new book or fixing the property you damaged. Show that you respect the school's property by taking care of any school materials or equipment you use.

### **Dress Code**

How you dress can show others how you feel about yourself. How you dress can also influence how you act and how you learn. Students should choose clothes that are appropriate for the activities that they engage in during the school day.



***We encourage parents to play a strong role in deciding how their children dress and in ensuring that they are neat and clean whenever they come to school. Children may not wear any clothing that may interfere with the educational process. The following are examples of attire that may not be worn in the school during the academic school day or at school activities:***

- ***Attire or accessories that set out disruptive, obscene writing, or pictures.***
- ***Attire or accessories that depict logos, emblems, or images that encourage the use of drugs, tobacco products, or alcohol beverages.***
- ***Clothing that is overly revealing, considering the age and sex of the student.***
- ***Attire or accessories that depict vulgar, illegal, racial, sexist, or other discriminatory viewpoints that could contribute to a hostile learning environment for students.***
- ***Footwear that can be a safety hazard (including flip flops , black-soled shoes that damage floors and Wheelies)***
- ***Sunglasses (unless required by doctor's order).***
- ***Ripped pants or jeans.***
- ***Hats are not to be worn inside the school.***
- ***Heavy jackets, coats, and hats are outdoor items and are not to be worn in the building.***
- ***No painted tattoos.***

We suggest that you keep an extra sweater or sweatshirt (labeled with your name) in your locker to be worn when there is a chill in the air. You should wear sneakers and loose-fitting clothing during your physical education classes.

### **Field Trips**

We expect you to follow all school rules when you are on field trips. Before you go on most field trips, your teacher will send a notice home to your parents so they will know where you're going and why you're going. It's important that your parent gets these notices, so please be sure to deliver them for us. If the notice has a place for your parent to sign, you may not go on the trip unless it's signed! Sometimes, your class will go to Pomperaug High School for a special presentation or concert. Notices about these trips will be sent from the principal, not your teacher.

## **Fire Drills**

Each month we have a fire drill so we can practice leaving the building in case of an emergency. These are just practices. Your teachers will know exactly what to do when we have a fire drill. Just pay attention to them when they ask you to line up quietly to exit the building in line without talking, running, or pushing.

Once your class is outside the building, stay in line without talking, so your teacher can check to see that all your classmates are with you. When the all-clear signal is given, your teacher will direct you to enter the building in a quiet line.

## **Fundraisers**

Fundraising special events make money for many of the special programs you will enjoy during the year. Some of the fundraisers are the Winter Fair, Book Fairs and Plant Sale. We hope your parents become active members of the Gainfield Parent Teacher Organization.



## **Going Green**

We are continuing to try to reduce the amount of paper we use for notices and newsletters. That's one of the reasons this handbook is not being printed for each of our students and their families. We will save several hundred pieces of paper by having the handbook available to you and your family on your computer. If you have a great idea for how we can save our natural resources, please let us know.

## **Homework**

Homework is an important part of learning for all Gainfield students. Completing your homework well and on time can make you a better student! Homework assignments are given by your teachers so you can practice skills and understand concepts (big ideas) that have been taught in the classroom. Most of the time, your parents will not have to give you lots of help with your homework. They can help you complete your homework responsibility by doing the following:



1. Finding a quiet, comfortable place to do your homework.
2. Helping you decide the best time to complete your homework.
3. Checking your homework to make sure it's complete and well done, *and* signing your assignment pad.
4. Letting your teacher know of any special problems you had with your homework.

How much time you spend on homework depends on your grade and how well you use your time! This chart shows how much time most students in your grade should spend on homework each day.

Gr. K – 1	No specific amount is specified at this level
Gr. 2 – 3	15 – 30 minutes
Gr. 4 – 5	30 – 45 minutes

In addition to these homework times, we expect you to spend 15-30 minutes reading one of your favorite books every night.



***For some families, completing homework can be a very frustrating experience. It doesn't have to be! Here are some suggestions that seem to make the experience more pleasant and productive for other families and, perhaps, they'll work for yours. First of all, remember that the homework is your child's responsibility! You can provide encouragement and support by doing the following:***

- 1. Identify a work space that is conducive to the completion of homework.***
- 2. Keep younger siblings away.***
- 3. Decide with your child, a specific time to complete homework. There is no "best time" to do one's homework.***
- 4. If requested by the teacher, help with occasional special projects.***
- 5. Write a note to the teacher if your child is experiencing difficulty with an assignment or project.***

***If your child experiences difficulty completing homework within the suggested time frame on a consistent basis, please contact the classroom teacher. Also, if your child is being frustrated with a homework assignment, try one of the following strategies:***

- have your child take a short break, then return to the assignment***
- put the work away and have the teacher deal with it (a note from you will help the teacher understand the situation)***

### **Lost & Found**

Students sometimes lose clothing, lunch boxes and personal property while at school. If you lose something while at school, you should ask to check our Lost & Found which is in the cafeteria. Help yourself by putting your name on your personal property so you can claim it easily.



***A few times during the year, we will give students an opportunity to visit the Lost & Found area to view all found items. After they have had a chance to claim any lost items, we send the unclaimed items to a local charity. Please help our effort to get all items back to their owners by labeling all personal property that is brought to school. If your child cannot find a lost item in the Lost & Found area, they should check with the Main Office.***

### **Make-Up Work Guidelines**

The teachers and principal have written the following guidelines for making up work you might have missed because you were absent from school. It is important that you make up important work missed so you can continue to learn.



If you are going to be absent for one or two days, the make up work will be given to you by the teacher when you **return** to school. If you are going to be absent for **three or more days**, your parents can pick up the work for you in the Main Office.

Your parents should contact the Main Office **at least 24 hours before** they wish to pick up your work. The secretaries in the Main Office will contact your teacher who will send the work to the office by the morning of the next day.

Parents may pick up work from the office at any time that day. Parents should not ask a sibling, classmate or neighbor to request work from your teacher. All requests go through the office.

Make-up work will be sent home for no more than one week at a time. It is very important that you do only the work assigned by your teacher, and that you do **not** work ahead in workbooks.

### **Newsletter**

The ***Gainfield Newsletter*** is published on our websites every month. These newsletters give information about class events, reports from principal and professional staff, and parenting topics. Please encourage your parents read these newsletters so they can know what's going on in our school!



### **Parties and Celebrations**

Students and teachers work very hard at Gainfield. It is important to find opportunities to recognize the academic and social success of our students. Celebrations are special times in all our lives and we recognize that it is important to celebrate important events with children. Prepared foods as well as home-cooked foods may provide ingredients that could be indirectly or directly harmful to some children. In recent years, we have had a growing number of students with serious and even life threatening food allergies. In addition, with concerns over childhood obesity and the increased frequency of juvenile diabetes, the administrative team and I feel the use of non-food rewards is a safer and healthier alternative for our students.



We will continue to celebrate important events at Gainfield, but will look for ways to recognize these occasions through non-food items.

### **GES BIRTHDAY CELEBRATIONS**

Students will continue to have their birthdays recognized at Gainfield Elementary School but recognition will come with **non-food items**. To this end, the GES faculty and administration developed a list of non-food alternatives for celebrating birthdays which is listed below. **Please do not send food to school for your child's classmates.**

**In Kindergarten**, they have the children wear a birthday crown all day and the rest of the class sings to him/her. The birthday child is also the Super Star that day, meaning they get to be line leader and lead the class in the morning message and math meeting. Students will be given a birthday bag full of books which.

**First grade** birthday celebrants have a song, cheer, special birthday pencil, sticker and hand-decorated hat. In addition, birthday students will be able to donate a book to the classroom library on their behalf. Each birthday book will have a commemorative placard placed on the inside cover.

**Second grade** will recognize birthdays by giving out a social birthdays pencil, sticker and a card.

**Third grade** teachers will give out a birthday pencil. In addition, the class will make a “compliment book” for the birthday child on that day to recognize special things about them which will be sent home with the child on that day.

**Fourth grade** students get a birthday t-shirt for their classmates to sign.

**Fifth grade** birthday celebrants have a song, cheer, special birthday pencil, and certificate. In addition, they will be given the unique privilege of being a guest reader to students in kindergarten or grade 1



***When planning birthday celebrations outside of school, please be sensitive to the fact that most young children are easily hurt if left out of such events. Therefore, invitations are not to be distributed in school unless all class members are included. Also, it is Board of Education policy that we cannot provide addresses and/or phone number of students. We appreciate your cooperation and understanding when dealing with this situation.***

### **OTHER GES CELEBRATIONS**

Other celebrations will focus on a non-food activity which relates closely to the event. This may be a craft, performance or other activity. In many cases, classroom teachers are able to incorporate some aspect of learning into the event as well. For example, many teachers plan celebrations around important learning landmarks (i.e. publishing a piece of writing) or holidays. However, we don't want to take a lot of time away from learning for our students, so individual classroom parties are be limited in frequency and duration.

#### **Permission Slips**

If you wish to do any of the following, we must have a written Permission Slip from your parent.

- Ride your bike to school (one permission slip can be sent in for the whole year)
- Get picked up or walk home if you usually take a bus.
- Leave school before the regular dismissal time.
- Attend events/practices/scout activities after school.



***If blanket permission has been given and you need to make a change or an exception for a particular day, a note must be written stating the changed information for that date. Your child's safety is very important to us. Communicating any changes in his/her routines will help us very much!***

#### **Personal Property**

Materials brought from home should relate to the educational experience or classroom activities. Your safety and learning are very important to us. There are some things which may interfere with the learning experience so you should not bring in the following:

- ipods / MP3 Players
- Toys such as: video games / systems, legos, action figures, stuffed animals, pillows, blankets, puppets, silly bands
- cell phones
- sports equipment such as skate boards, lacrosse sticks or hard rubber balls
- laser pointers, knives, guns

The school cannot be responsible if your favorite personal property is lost, damaged or stolen while you're at school or on the school bus. So, please leave them home!

### **Security System**

Our security system is in place so that we can make Gainfield a safer place for you and the teachers during the day. All visitors, including parents, will have to come into the building through the front door and only after we unlock them. When they come to school they will have to press a button and may not enter the building until they are "buzzed-in."

### **Special Services**

Gainfield has programs and professional staff available for children who have special learning needs. They include: remedial reading, speech and language, resource teachers, and reading/math tutors.

### **Tardiness (Being late for school!)**

If you arrive after 9:00 A.M., you are tardy (except for late bus arrivals). All tardy students report to the Main Office to get checked in before going to their classrooms. This tardiness will be excused only if a parent or guardian sends a note to school.

### **Technology/Computer Use**

You will have many chances to use computers to help you learn. Computers can be wonderful learning tools when used correctly. We expect you to use the school computers properly at all times. Your teachers will tell you which websites you can use while you are in school. You **are not** allowed in any "chat rooms."

If you have any questions about where to find something, or how to do something on the computer, ask an adult for help.



***Please read the region's Acceptable Student Use of Technology Policy [Policy 6163.6] that is available at: [www.region15.org/file/10506/download](http://www.region15.org/file/10506/download)***



### **Snacks**

Every class has a snack period during the day. Healthy snacks such as fruits, vegetables, yogurt, cheese and crackers are good choices. You should not bring "junk" food for snacks. Please do not share your snack with other students. Since some students are allergic to certain foods, we want to be sure that students only eat foods they know they can eat.



***A growing number of children have allergies to many food products, like peanut butter or other nuts. But food allergies are not limited to these. To help us provide a safe environment for all children, we request that you check with your child's teacher to learn if any children are allergic to specific food products.***

***In classrooms with identified students with food allergies, a letter will be sent home informing parents about any food restrictions. Our position on***

*this is critical to the safety of our students. The school will remove from the classroom, any food product it deems to be potentially dangerous.*

### Vacations



*We strongly urge parents to plan vacations that don't conflict with the school calendar whenever possible. No matter what make-up work is completed, we cannot fully duplicate the classroom learning experience that is lost by going on vacations of a week or more. Keep in mind that some students have a very difficult time catching up with their classes when they return from such vacations.*

*If you must take your children out of school for an extended vacation when school is in session, please help them by doing the following:*

- *As far in advance as possible request your children's teachers collect work that can be completed during vacation. The teacher will not give work to a child before the trip. Upon your return, your child will receive a list of missed assignments.*
- *A few days after returning to school, check with your children's teachers to see if any of the children are experiencing difficulties.*
- *All makeup work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make up work must be completed in one week upon return to school. After that time, work will be graded as incomplete.*



*Bienvenido*

### Visiting the school

*For the protection of our students, no one may enter the school without permission and no one should ever enter a classroom without teacher permission. If you are volunteering in the school, or have a conference with one of our staff members, you must:*

- *Check in at the office and obtain a Visitor's Badge, which is to be worn while you are in the building.*
- *Make certain the office and the person you wish to see knows, in advance, that you are visiting.*
- *You may not visit classrooms without permission from the office. Please do not escort your child down to class in the morning.*
- *Teachers are not expected to hold conferences unless an appointment has been made beforehand.*
- *You must check into the office when picking up your child. This procedure is necessary because of the numerous legal obligations we must adhere to.*
- *Parents who bring pre-school children in for speech and hearing services must wait outside the Main Office until those services are completed.*
- *Park only in areas designated "Visitors".*
- *Remember to sign out when you are leaving the building.*



## Volunteers



***It is important to us that community volunteers find Gainfield an inviting and comfortable place in which to share special talents, time and treasures. Please know that we invite you to serve your children, their friends and teachers, by volunteering at our school. There are many opportunities for you here. For example, you can join a PTO committee that works to support some of our programs. Or you can volunteer to work in the Media Center where lots of exciting learning takes place.***

***If you have a particular talent or special skill, and would like to share it with our school, please talk to your child's teacher or the principal. Your volunteer participation is welcomed...come join us!***

## TRANSPORTATION



In the interest of safety, the Regional School District #15 Board of Education has adopted the following regulations (Policy #5131.1).

### Driver Responsibility

The driver is in charge of the bus and all students while they are riding to and from school. The bus driver can assign students to specific seats if needed. He/She is required to follow all bus rules so that your bus ride is safe at all times. You can help to make your bus rides comfortable and happy by being respectful, kind, and helpful to other students and to your driver! Students who don't cooperate by following all bus rules will be reported to Mr. Salvestrini. If a serious problem occurs on the regular bus ride, the driver may return to school and report to the school principal.



***All students must ride only the bus to which they are assigned. They will be dropped off at their assigned stops or at the school. If necessary, a child may be dropped off at a location other than his/her regular stop, but this location must be on the child's regular bus route. All such requests must be in writing and given to the office staff, who will then communicate, in writing, this change to the bus driver.***

### Student Expectations

We expect all students to show they are kind and caring when they ride the bus to and from school each day. These can be a happy, safe times when all students cooperate by remembering the following bus rules:

- Help us keep our morning bus schedule by being at your bus stop when the bus arrives. This will help us get you and your friends to school on time!
- Remain seated while the bus is moving and keep your feet out of the aisle. When the bus stops, you may change seats, only with the permission of the driver.
- Never use bad language, never tease, never shout or yell.
- Keep food and pets off the bus.

- Avoid distracting the drivers by talking to them while they're driving.
- Never throw objects that can hurt others or distract the driver.
- Never put arms or head out the bus windows at any time.
- Don't open windows unless the driver gives permission.
- Respect the bus by keeping it free of litter, and by not damaging its seat cushions or other equipment.
- Avoid crowding or pushing other students when entering the bus.
- Enter and leave the bus only by the front door except in case of emergency.
- When leaving the bus, do not cross in front of the bus until the bus driver tells you it's okay.

A student who does not follow these rules will be reported to the principal by the bus driver. After speaking with the student, the principal may call the parent to discuss the problem and the student's consequence. Students who fail to follow the bus rules may be forbidden from riding the bus for a period of time. If this happens, the student's parents will be responsible for getting the student to school on time and picked up at the end of the day.

#### **Permission to Ride a Different Bus**

Students are assigned to a regular bus and bus stop. It is extremely difficult to change a child's bus because many of them are filled to capacity. Requests should only be made in **emergency** situations. If such an emergency does occur, and your child requires a temporary change in bus transportation, the school requires a note, signed by the parent. Whenever possible, please give us 24 hours notice so we can coordinate the change.

Students changing buses for babysitting purposes must do so for five (5) days. If the babysitting is needed only for two or three days each week, then the student must be picked up at school on alternate days.

## **V. Health Services**

---



### **Nurse**

The Nurse's Office is supervised by a registered nurse. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher or a teacher-aide. If the nurse is out of the office, any emergency will be handled by the Main Office.

### **Insurance**

The convenience of purchasing group school accident insurance is available. During September, application forms are distributed to students for parent consideration. Applications may also be obtained at any other time during the year upon request.

### **Accidents**

Every accidental injury in school or on the grounds, no matter how slight,

should be reported immediately to the teacher or teacher-aide in charge, the nurse, or to the Main Office.



### **Health Program**

The goal of the School Health Program of Region 15 is to promote, protect, maintain, and improve student health. The school nurse is a health advocate for all students and coordinates the health services of school, home and community. The school nurse implements state laws, local board policies and administrative procedures relative to health services in assigned schools.

### **Physical Assessments/Immunizations**



Physical assessments shall be completed for those students entering preschool or kindergarten, grade 6, and grade 10. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and **filed with the school nurse annually. Failure to meet the requirements will cause the student to be excluded from school.**

Prior to enrollment, new students to Region 15 must present the written results of a physical examination that is less than one year old on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

### **Medical Appointments**

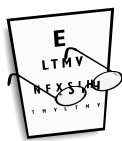
Pupil medical appointments should be made, whenever possible, so as to avoid taking a child out of school.

### **Health Records**

A cumulative Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school nurse. The nurse will relay pertinent information to appropriate school personnel.

### **Screenings**

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.



- Annual Vision screenings      Grades 1 - 6 inclusive, and grade 9
- Audiometric screenings      Grades 1 - 3 inclusive, grades 5 & 8
- Postural screenings      Grades 5 - 9 inclusive

### **Emergency Forms**

Students will be given emergency forms at the beginning of each school year. It is important that this form be completely filled out and returned promptly. Three adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. Babysitters, daycare providers, and neighbors should also be listed. **If any change in the information occurs during the school year, please notify the school nurse or the Main Office in writing immediately.**

### **Emergency Notification and Transportation**

When any severe accident or acute illness occurs, a parent or person listed on the student's emergency card will be notified. Transportation for the student who must leave school will be provided by the parent/guardian except when the nurse determines that the student must be taken to a hospital by ambulance.

### **Recess and Physical Education**

Children are expected to come to school properly clothed for weather conditions. Hat, coat, gloves, snow pants, and boots are required to play in the snow.

For an excused absence from Physical Education for more than two consecutive periods during the school year, a doctor's excuse, in **writing** is necessary. If the doctor's written excuse states "until further notice," a second written note is required to return to Physical Education.



### **Policy on Medications in School**

This Board of Education of Regional School District 15 policy complies with the state of Connecticut's health regulations.

1. Medications may only be administered in school with the **written** order of a physician or dentist, and written authorization of the parent/guardian.
2. Doctor's orders are needed for all medications, including Tylenol or Advil and other over-the-counter medications. A form can be obtained from the nurse if a medication is required during school hours.
3. Students may only self medicate with doctor's order.
4. Medications must be brought to the school nurse by a **parent or other responsible adult** and must be in the original container. Students are not permitted to transport medication unless they also have an order to self-administer the medication.
5. New medication orders must be written for every school year.
6. If your child is on medication during the school day and is going to need medication during a field trip, you, the parent/guardian, must contact the school nurse **one week in advance** of the trip to make arrangements for the administration of the medication.

**Notes from the Nurse:** With cold and flu season upon us, please follow the guidelines listed below for when children should return to school or attend school.

### **The following guidelines must be adhered to before returning to school:**

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol before returning to school.
2. Vomiting and/or Diarrhea – No further incidence for 24 hours.
3. Step Throat – 24 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours or three doses and no drainage from the eye.

**Questions?** If you have any questions about a health-related matter, please call Maryann Ferguson, RN at (203) 264-6811 between 8:35 and 3:35 p.m

## VI. Parent Information



### Attendance Procedures

*State law requires the school district to inform Juvenile Authorities whenever a child has had four (4) unexcused absences in a month, or ten (10) or more unexcused absences in the course of a year.*

Tardy	Dismissed Early	Half Day	Absent	Excused v. Unexcused
<p>Arrives after 9:00 and before 11:00</p> <p><u>Note:</u> Students are not marked Tardy if their bus arrives late.</p>	<p>Leaves between 1:30 and 3:15</p> <p>(No records kept if a student leaves between 3:15 and 3:40)</p>	<p>Student is in attendance for a minimum of 2 hours up to a total of 4.5 hours:</p> <p>Arrives at school after 11:00 or leaves school before 1:30, or</p> <p>Comes to school but leaves after the start of the school day and then returns, missing 2 or more hours of school</p> <p>Ex. Doctor's appointment</p>	<p>Does not report to school all day or</p> <p>Comes to school but attends for less than a total of 2 hours</p> <p>Ex. Goes home sick before 11:00</p>	<p><u>Excused per State law:</u></p> <ul style="list-style-type: none"> <li>• Medical reason</li> <li>• Religious holiday</li> <li>• Court Appearance</li> <li>• Funeral or death in the family</li> <li>• Serious family emergency</li> <li>• Approved school activity</li> <li>• Suspension</li> <li>• A special activity (limited circumstances, prior approval of the principal)</li> </ul> <p><u>Unexcused:</u> A special activity which has not been granted prior approval by the principal such as:</p> <ul style="list-style-type: none"> <li>• A family trip</li> <li>• Take Your Child To Work Day</li> </ul>

### Cancellation/Emergency Closings/Delayed Openings

If school must be closed early or opened late for any reason, information will be announced on the following radio stations and television channels. Listen for the announcer to say:

**“Regional School District #15, Towns of Middlebury and Southbury”.**

### AM Stations

WICC	600	Bridgeport
WINE	940	Brookfield
WTIC	1080	Hartford
WWACO	1240	Waterbury
WATR	1320	Waterbury
WDRC	1360	Hartford

### FM Stations



WKSS	95.7	Hartford
WPLR	99.1	New Haven
WEZN	99.9	Bridgeport
WDRC	103	Hartford

### TV Stations

WFSB	Channel 3
WTHN	Channel 8
WVIT	Channel 30



**The decision to close school early is usually made by 10:00 A.M.  
Delayed openings are for 90 minutes...school begins at 10:30.**

### Student Notes/ Picking Up Students

Gainfield School is concerned for the safety of your child. Written notes informing the teacher of a change to your child's daily dismissal routine are required when your child arrives in class. The classroom teacher then forwards the note to the school office.

Keep in mind that there may be a substitute in the classroom or the office that day. Provide the following information in your note and **Do Not** include information regarding other issues. Dismissal pads are available from the PTO for \$2.

- \*Date
- \*Teacher Name
- \*Child's first & last name
- \* Explain type of dismissal
- \* Parent's signature

Faxed notes and phone calls should be made for family emergencies only before 3:00 p.m. **Emails should not be used as an alternative means of sending pick up notes.** If you are picking up your child, you must do so before 3:15 pm. In order to prepare for the end of the day to ensure all students are dismissed safely students **may not be picked up between 3:15 and 3:30 pm.** **\*Please note this is a new policy this year.**

Remember, all pickups during the day and at dismissal require a note. Early pick up students will be called to the office when parents arrive. Calling into classrooms ahead of time is disruptive to the instruction environment.

### School Security

To ensure the safety of our students and staff, security provisions are constantly reviewed and updated. Except at dismissal time, parents and other visitors may only enter the school through the front door and must be buzzed into the building by the office staff. All visitors must sign in with the office and receive a visitor's pass. Only individuals approved by the staff are allowed into the building. Under no circumstances may a parent or visitor

enter a classroom without the teacher's approval. (Please see the description of the Board policy "Visits to School: Contacting of Teachers and Students in School" for related information.)

### **Placement of Students**



***The teachers and the principal take great care in placing all students in their classrooms. Parents are invited to send written comments to the principal each May so they can share information with him. These comments are reviewed during the placement process. This opportunity for parents to be involved in the placement of their children should not be viewed as a chance to "pick" their child's teacher. It is inappropriate to request teachers by name in these letters.***

### **Retention of Students**



***Parents of students in danger of retention are informed of this possibility by April. The primary criteria for considering retention are:***

- \* Academic achievement in all subject areas, especially basic skills mastery, as determined by tests and other assessments.***
- \* Developmental readiness for the next grade.***

***The professional staff and administration work closely with parents in monitoring student progress, discussing appropriate options, and making the final decision. This final decision regarding retention ultimately resides with the principal. If parents disagree with the final decision, they have the right to appeal to the Superintendent and the Board of Education.***

### **Region 15 Internet Information**

Our handbook has been written to answer many of your questions, but if you want to learn more about our school or the other schools in our town, you can visit [www.region15.org](http://www.region15.org). This website has a [Region 15 District Parent Handbook](#). The region handbook has the following information that is important for your parents to know, so ask them to visit the website to learn about the following:

- Confidentiality of School Records
- Title IX Compliance Information
- Notification to Parents Regarding Qualification of Teachers
- School-Community Partnership and Parental Involvement
- Student Privacy
- Parent Access to Instructional Materials
- Programs of Instruction (i.e., reading, writing, music, field trips)
- Support Services (i.e., speech, homebound instruction, special education)
- Delays, Cancellations, and Early Dismissal
- Attendance and Truancy

Many important Board of Education policies are discussed in this handbook. All Board of Education policies can be found by clicking on the link on our school's website, or by going directly to:



<http://www.region15.org/subsite/dist/page/policies-3178>

Policies of particular interest are:

5114 and 5144	Discipline and Punishment
5113.2	Attendance and Truancy
6154	Homework
5132	Student Dress and Grooming
6163.6	Acceptable Student Use of Technology Resources
5131.2	Bullying Behavior In Schools
5151	Physical Assessments
5141.1	Immunizations
5145	Administration of Medications by School Personnel
6114.1	Fire Drill Building Evacuations
5147	Locker Use and Inspection Policy

## **LEGAL INFORMATION**

### **Notice of Non-Discrimination**

The Pomperaug Regional School District 15 does not discriminate on the basis of race, color, national origin, religious beliefs, disabilities, sex or age, marital status, sexual orientation, or any other non-job related characteristic in admission to, access to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with Section 504 of the Rehabilitation act of 1973 and Title VI is: Mrs. Donna Popowski, Director of Student Services, 286 Whittemore Road, PO Box 395, Middlebury, CT 06762-0395, 203-758-1729 (Prompt) 2. The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is: Ms. Catherine Szerszen, Pomperaug High School, Judd Road, Southbury, CT 06488-1950, 203-262-3200. Any inquiries regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the: Regional Director, U.S. Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA, 02110-1491, 617-289-0111, email OCR.Boston @ed.gov.

### **Student Records - Notification of Rights Under FERPA**

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g, *et seq.*) affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education records without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

#### **Students and Region 15 Staff appearing in videotapes, in photographs, and on audiotapes**

Videotapes, photographs, and audiotapes are sometimes made of students and staff involved in school-sponsored curricular and extra-curricular activities. These videotapes, photographs, and audiotapes, in whole or in part, along with instructional materials and products of instruction, are used to produce multimedia presentations shown in Region 15 schools, to educators in Connecticut and other states, and put on cable Channel 17 in Southbury and cable Channel 16 in Middlebury. In some cases, Region 15 sells educational materials, including multimedia materials, to other educators, and uses the money received for Region 15 instructional programs. If you do not want your child or your child's work photographed or filmed on these occasions, you must notify the principal's office, in writing, at the beginning of school. Please indicate the name and grade of the student. If you have a question or a concern about this procedure, please contact the principal of your school.

#### **Legal Custody**

If you are divorced and have custody of your child, please provide us with a copy of the legal decree. In this way we can ensure that your child is released on the permission of his/her legal guardian. Without such a decree in our files, we must legally release a child to either parent.

If you are divorced/separated and do not have physical custody of your child, but want to receive copies of report cards, your request to the principal must be put in writing each year. (Be sure to include your current mailing address in this request.) Please note that the school is not responsible for notifying the non-custodial parent of concerts, plays or other school functions.

**Notices**



Notices about upcoming events, half days, community events, school lunch prices & menus, and school plays are available on our school and PTO websites. Please be sure to check these websites out so you can know what’s going on at school. [[www.region15.org/ges](http://www.region15.org/ges)]

***WHERE TO GO WHEN YOU DON'T KNOW WHERE TO GO***



Questions about:

- Health..... Nurse
- Bus transportation..... Office, Bus Company
- Classroom..... Teacher
- Lost and Found..... Cafeteria/Office
- Absence Excuses..... Teacher
- Lockers..... Teacher
- Dismissal Requests..... Office
- Insurance..... Nurse
- Before & After School..... Leslie @758-9799
- Other questions..... Office
- PTO..... Gabby Addison, PTO President  
@203-405-3073
- Lunch menus\*.....Teacher, Cafeteria, or Office

*\*Monthly calendar/menu is usually sent home the week before a new month starts. Menus are also available in the Voices newspaper.*

## Gainfield Elementary School Staff List 2011-2012

<b>ADMINISTRATION</b>	<b>SUPPORT STAFF</b>
Matthew Salvestrini - Principal	<b>ART</b> – Patricia Pinto
	<b>ESL</b> – Darcy Lockood
<b>PROFESSIONAL STAFF</b>	<b>GUIDANCE</b> – Laura Phelan
<b>KINDERGARTEN</b>	<b>INTERN</b> –
Marion Bouffard	<b>LEARNING CENTER</b> – Erica Harrington,
Nicole Kulis	Rosemary Jackson
<b>GRADE ONE</b>	<b>LEARNING RESOURCE TEACHERS</b>
Meredith Hayes	Heather Iannone
Kelly Gugliotti	Silvia Ingianni
Heather Mack	<b>MEDIA SPECIALIST</b> – Heather Messina
Susan Sundholm	<b>MUSIC</b> – James Scianna
<b>GRADE TWO</b>	<b>INSTRUMENTAL MUSIC</b> – Elizabeth DelVecchio
Jennifer D’Uva	<b>STRINGS</b> – Holly Bishop
Natalie-Ann Aloï	<b>PHYSICAL EDUCATION</b> – Ronald Yacawych
Rachel Newman	Lisa Calabro
Mary Tesch	<b>PSYCHOLOGIST</b> – Ann Brittain
<b>GRADE THREE</b>	<b>READING CONSULTANT</b> – Stephanie Coxon
Lynn Cobb-Martin	<b>SPEECH</b> – Dawn Krukowski
Joanna Genualdi	
Annie Smith	<b>TITLE I</b> – Cynthia Burzynski
	Diane Bresson
<b>GRADE FOUR</b>	Dawn Dzubay
Laura Bunosso	<b>CAFETERIA STAFF</b>
Mary Gaipa	Elaine DellaRatta - Manager
Nancy Hanson	Shawn Murowski
	Lisa Parsell
<b>GRADE FIVE</b>	<b>CUSTODIAL STAFF</b>
Nancy Clement	Danny Kelley – Head Custodian
Susan Fishman	John Fischer, David Lamy, Mike Lynch
Peter McGee	<b>NURSE</b> - Maryann Ferguson (203) 264-6811
Christine Parker	
<b>OFFICE PERSONNEL</b>	<b>SCHOOL ADDRESS &amp; PHONE/FAX NOS.</b>
Cindy Markham – Administrative Secretary	Gainfield Elementary School
Linda Focarile – Clerk Typist	307 Old Field Road
	Caller Box 871
<b>PARAPROFESSIONALS</b>	Southbury, CT 06488-2211
Yvette Allen-Lomaro     Mary Feller	Phone: (203)264-5312
Bibiana Andreu     Sharon Todhunter	Fax: (203) 264-6439
Annette Carman     Cynthia Veillette	
Joanne Dean     Margaret Wildman	<b>WEBSITE:</b> <a href="http://www.region15.org/ges/">www.region15.org/ges/</a>
Erica Diehl     Trana Zuraitis	
Wendy Gaipa	<b>SCHOOL COLORS/MASCOT</b>
	Blue and White/Cougar

**Gainfield School PTO  
2010-11 Executive Board and Committee Coordinators**

**EXECUTIVE BOARD**

<b>President</b>	Gabby Addison	405-3073
<b>V.P. Grants</b>	Joshuaine Toth	405-1586
<b>V.P. Fundraising</b>	Sherrie Romano	405-1846
<b>V.P. Enrichment</b>	Sherry Bova	267-6760
<b>Secretary-Recording</b>	Sharon Martovich	264-3298
<b>Secretary-Corresponding</b>	Laura Muratori	426-5869
<b>Treasurer</b>	Donna Jensen	267-1475

**NOTICE OF NON-DISCRIMINATION**

The Pomperaug Regional School District 15 does not discriminate on the basis of race, color, national origin, religious beliefs, disabilities, sex, or age, marital status, sexual orientation, or any other non-job related characteristic in admission to, access to, treatment in, or employment in its programs and activities.

The Coordinator of the District's efforts to comply with Section 504 of the Rehabilitation act of 1973 and Title VI is:

Mrs. Donna M. Popowski Phone: 758-8259 (Prompt 2)  
Director of Student Services  
286 Whittemore Road  
Post Office Box 395  
Middlebury, Connecticut 06762-0395

The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is:

Ms. Catherine Szerszen Phone: 262-3200  
Assistant Principal  
Pomperaug High School  
234 Judd Road  
Southbury, Connecticut 06488-1950

Any inquiries regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the:

Regional Director Phone: 617-289-0111  
U.S. Department of Education E-mail: OCR.Boston@ed.gov  
Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, Massachusetts 02110-1491

POMPERAUG REGIONAL SCHOOL DISTRICT 15

Serving the Communities of Middlebury and Southbury, Connecticut

\*\*\*\*\*

2011 – 2012 ALTERNATIVE TRANSPORTATION REQUEST

At a designated location, Region 15 provides transportation for your child to and from school. In some instances, however, we recognize that parents may desire to have a child picked up and dropped off at a babysitter or a day care facility.

It is not the responsibility of Region 15 to provide this transportation. However, when the babysitter or day care facility is within the attendance area of the elementary school, and when transportation can be arranged at no additional cost to the district, we will attempt to provide this transportation. This change must be for 5 days a week and must be requested each year.

It is essential that we be notified of your request by so that we may begin planning bus routes. Please note that once these routes are complete, it may be impossible for us to make changes.

If you wish to have your child picked up or dropped off somewhere other than your house, please complete the form below and return it to the school office. If you have not confirmed your day care arrangements for next year but are considering alternative transportation, please contact the school office 203-758-2401 so that we are aware of a possible change.

PLEASE RETURN TO GAINFIELD ELEMENTARY SCHOOL

\*\*\*\*\*

TRANSPORTATION CHANGE REQUEST FOR 2011 – 2012

I request the following transportation changes for my child for the 2011 – 2012 school year (5 days a week):

Student(s)Name/Grade Level for 2011–2012: \_\_\_\_\_

Babysitter/Day Care Provider: \_\_\_\_\_

Babysitter/Day Care Provider Address: \_\_\_\_\_

Babysitter/Day Care Provider Phone Number: \_\_\_\_\_

TRANSPORTATION IN A.M.

TRANSPORTATION IN P.M.

\_\_\_\_\_ To school from our home

\_\_\_\_\_ From school to our home

\_\_\_\_\_ To school from babysitter/day care

\_\_\_\_\_ From school to babysitter or day care

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

\_\_\_\_\_  
Date

\*\*\*\*\*

FOR SCHOOL OFFICE USE ONLY: Bus \_\_\_\_\_ laf \_\_\_\_\_ cvm \_\_\_\_\_ Tchr \_\_\_\_\_

AHERA ANNUAL UPDATE NOTICE  
2011  
POMPERAUG REGIONAL SCHOOL DISTRICT  
GAINFIELD ELEMENTARY SCHOOL

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act, (AHERA), in December of 1986, Region 15 performed inspections of each of the school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each of the school administrative offices since that time.

The EPA requires that buildings be re-inspected for asbestos materials every three years. Re-inspections have occurred every three years since 1990, the last one completed in 2005. A licensed asbestos inspector performs these re-inspections. A licensed management planner reviews the results of these re-inspections and recommends actions to safely manage the asbestos material in the schools.

The results of the re-inspections are on file in the management plan in each school's administrative office. All parents, faculty and staff members may view the management plans during normal school hours, (M-F, 8:00 a.m. - 4:00 p.m.) in the main school office or at the Board of Education Office at 286 Whittemore Road in Middlebury. Any questions regarding the Plan can be answered by calling the Business office 203-758-1743.

The custodial and maintenance staff has received the required Asbestos Awareness training and are annually retrained. This training is designed to alert the custodial and maintenance staff as to the types of asbestos containing materials in their buildings and to instruct them in methods to use to work safely around these materials.

The asbestos containing materials in the schools are inspected twice a year (August and February) by a licensed asbestos inspector. There is an on going abatement program to remove or repair any materials determined to present a hazard to the school occupants. There are no known asbestos containing materials in Gainfield Elementary School.

## **Integrated Pest Management Plan 2011**

In compliance with Connecticut State Public Act #99-165, "An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers", Regional School District #15 hereby advises you that policies concerning the use and application of pesticides, herbicides, and insecticides are in use and available for review in the main office at each school.

Region 15 has developed three policies relating to this Public Act: 1) General Pest Control, 2) Rodent Control, and 3) Ornamental Turf Control. Each policy describes the procedures for applying pesticides and herbicides, and the brand names of the products to be used.

You have the right under the law to register your name as one to be notified in the event that an application of these controlled substances becomes necessary at your school. If an emergency condition requires immediate use of one of these substances, the school will attempt to notify you as soon as possible to advise you of the event. To receive notification of these applications, you must request registration of your name in writing and send it to the Principal of your school.