

Brooklyn Elementary School School Handbook

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ACCIDENTS

A student, who suffers an accident during school hours or on the way to or from school, whether on the school bus, bike riding or walking, should report the circumstances to the school nurse.

Medical assistance will be provided as appropriate and the home notified if the situation so warrants.

AFTER SCHOOL PROGRAM

The Brooklyn Recreation Department offers an after-school program for all elementary age children. Through the cooperation of the Brooklyn Board of Education, space in the elementary school is made available for this program.

The program runs throughout the school year from 3:15 PM to 5:30 PM, Monday through Friday each week while school is in session. A snack is provided. Children participate in a variety of recreational activities. Any questions should be directed to: **Recreation Director - 774-5464**

ATTENDANCE

Attendance Law

State law requires that schools receive a written excuse for absences upon the student's return to the classroom. Connecticut law, section 10-184 provides that each parent or other person having control of a child 5 years of age and older and under 18 years of age, shall cause the child to attend school regularly during the hours and times school is in session.

Attendance

In order for the staff to provide each child with appropriate educational experiences, daily attendance at school is essential -- time lost from that experience is detrimental to the learning process. Families can help their children by:

1. Stressing the importance of regular school attendance.
2. Limiting non-school activities to after-school hours and vacations.
3. Calling the school if absence will be more than one day.

Children who are absent because of a fever should remain at home until they are fever-free for 24 hours. Please call the nurse to report your child's absence.

Excused absences are the following:

1. Serious illness or death in the family.
2. Serious illness or injury to the student.
3. Religious observances
4. Emergency situations
5. Other absences approved in advance by the administration.

After the first unexcused absence, a verification form will be sent home via the student. After the third unexcused absence, the school will contact the home seeking explanations for the absences. When a student has 4 unexcused absences in a month or 10 unexcused absences in a year, a meeting will be scheduled with the Principal and the parent/guardian. If the parent/guardian fails to attend this required meeting or fails to cooperate with the school, the Superintendent will file a "family with service needs" petition with the Court. Twenty or more unexcused absences in a year will automatically result in a petition with the Court.

Students who arrive after 8:45 AM without a written excuse will be considered tardy

unexcused.

Tardiness

It is stressful for the child and disruptive for the class when a child arrives late to school. In those cases when tardiness is unavoidable, please accompany your child to the office before he/she goes to class. Entering school after 8:45 AM is an unexcused tardy.

ANIMALS IN SCHOOL

The following are guidelines regarding live animals in classrooms.

1. Animals may be brought to school as part of a specific education lesson.
2. Teachers must submit a written request to the Principal with information about the animal and the activity prior to the lesson.
3. Owners of domesticated animals must show proof of rabies vaccination prior to the activity.
4. No wild animals are permitted.
5. Animals will be allowed to be housed in classrooms only for a specified and appropriate education purpose for the time necessary to achieve the educational goal.
6. If a child in the classroom has an allergy – the animal will not be permitted in the class.

CAFETERIA

School Breakfast and Lunch Programs

A selection of breakfast food is available for all children starting at 8:15 AM. Menus are provided on a monthly basis to enable students to purchase lunch at the school. Children are encouraged to purchase meals upon arrival the first school day of each week. Should breakfast or lunch money be lost or forgotten, a credit will be issued by the cafeteria worker. Repayment is requested to be made by the next school day.

Children from families who qualify for free or reduced price meals may request an application form from the office. The completed form should then be returned to the office and processing will occur within ten (10) days.

Breakfast will not be served on delayed opening days.

Snacks

Snacks are a part of most classroom routines, midway through the morning. Children are encouraged to bring snacks such as fruit, vegetables, nuts, and juices, which are considered “healthy” snacks and consistent with health teaching.

CANCELLATION - DELAYED OPENING

60 MINUTE DELAY	No AM Kindergarten nor Preschool
90 MINUTE DELAY	No AM Kindergarten nor Preschool
EARLY DISMISSAL	No PM Kindergarten nor Preschool

Where to Listen:

These announcements will be made on the following radio stations:

WILI	-	Willimantic	-	1400
WTIC	-	Hartford	-	1030
WINY	-	Putnam	-	1350

These announcements will also be made on the following TV stations:

Channel 3

Channel 30

To avoid confusion in the school office, please refrain from calling the main office on these occasions.

Please note that breakfast will not be served when there is a delayed school opening.

CONFERENCES

Parent-Teacher conferences are usually scheduled during the fall and spring. At any time during the year additional conferences may be arranged at the request of either parent or teacher. The Brooklyn Elementary School encourages home/school communication.

CURRICULUM

ART - Art is offered to all students in preschool through grade four to familiarize children with basic art skills and concepts. Children are introduced to a wide variety of media through a flexible, sequential approach to the development of skills, understanding and appreciation of art.

COMPUTER EDUCATION - The use of the computer provides opportunities for both word-processing and supplemental instruction. Use of the computer room by classes of students is at the discretion of the classroom teacher and the availability of the computer room.

HEALTH EDUCATION - The health program assists each student to understand the relationship between physical and emotional health. The program develops life skills and healthy choices in life style.

LIBRARY - Normally students visit the library once a week. During library times students borrow library books for personal reading. At that time the librarians remind students of overdue books. All students are encouraged to use the school library when the librarian is on duty and their class schedule permits.

MATHEMATICS - The goal of the mathematics program is to help students learn basic math skills while developing a positive attitude toward the subject. The focus of the math curriculum is to develop problem solving skills, mathematical concepts and practical mathematical applications consistent with the child's ability.

MUSIC - Elementary music education provides students with a variety of musical experiences. Special emphasis is placed on movement to music and developing singing skills. Chorus is offered as elective in grade three and four.

PHYSICAL EDUCATION - Physical education is offered to students in all grades. The children participate in activities that develop a foundation of basic skills, body management, and expressive movement. These skills are combined into more complicated activities in the area of games, dance, gymnastics and fitness. Emphasis is placed on cooperation and successful participation.

READING/LANGUAGE ARTS -Our goal is to encourage children to become independent learners and lifelong readers. All students will be provided with daily opportunities to read and write, allowing each student to analyze, evaluate and respond critically in a variety of situations.

SCIENCE - The science program is developed through key concepts in physical, biological, and earth science. The students will engage in many experiences that create a better understanding of the world around them. Many topics are thematically integrated with other curriculum areas.

SOCIAL STUDIES - The social studies curriculum is designated to help students acquire the knowledge and the understanding necessary to function as members of the family, school, community, state, nation, and world. Themes are developed which incorporate key concepts and link information presented in the classroom with experiences gained by students through observation, analysis and participation in a variety of activities.

EMERGENCY DRILLS

Fire Drills

Fire drills are held to ensure the safety and protection of all students. Unannounced fire drills will be held throughout the school year. Students will follow displayed escape routes and teacher's directions to evacuate the building as quickly as possible. Students should exit the building walking in a single file and remain silent. An administrator will inform staff and students when the building should be reentered.

Intruder Drills

Intruder drills are held to ensure the safety and protection of all students. Unannounced intruder drills will be held throughout the school year on a regular basis. This procedure will be used if a situation warrants students to remain in classrooms. In these drills, a pre-established code will be announced over the public address system and the school will be locked down. An "all clear" announcement will signal the drill has ended.

HEALTH

Health Service

The school nurse is available during the school day from 8:30 AM to 3:30 PM. Please call the school nurse if your child will not be in school to report their absence.

The goal in providing health services is to ensure that each child is healthy in all respects so that the maximum benefit can be attained from the educational experience. State regulations require the following:

1. Physical examinations prior to preschool and kindergarten entry and for children new to the school for which there is no record of a health examination within the past year.
2. Annual vision screening for students in grades K-4 and for those referred by teachers, parents, or physicians.
3. Annual hearing screening for students in Grades K-3 and for those referred by teachers, parents, or physicians.

Other services include preschool screening, height and weight screening when requested.

If necessary, the school nurse will administer medication. Written authorization by a licensed physician or dentist and by the parent is needed for any type of medication whether prescription or over the counter, this includes Tylenol. The medication must be in the original container and delivered by the parent directly to the school nurse or principal. Forms are available through the nurse's office.

The nurse will request information for a health history when additional information is warranted. Completion of an emergency health plan, when medically indicated for a child's benefit, will be requested also.

Health records, which are confidential, are maintained by the nurse. A copy may be requested by the parent or guardian. A copy of the original record will be provided upon request of the parent. If a student transfers to a new school in the state, the original record will then be sent

to the student's new school. Copies of original records will be sent to the new school if the student transfers out of state.

HOMEWORK

The purpose of homework is to reinforce and extend classroom instruction. It may include any number of activities the teachers consider appropriate and/or necessary. By providing a time and place for children to do their homework, families can demonstrate their interest in, and support of, their children's education.

The Brooklyn Board of Education believes that homework serves an important educational function; specifically to enhance and enrich the learning process. Additionally, homework can provide the student with the experience of developing self-discipline, responsibility and independence as well as the study skills necessary for obtaining knowledge independently.

Advantages of Homework Assignments:

- reinforces what was learned in the classroom by providing an opportunity to assimilate, practice and apply new concepts.
- allows students to complete unfinished class assignments and make up work missed during absences.
- provides a background for classroom activities by allowing students to preview work that is to be taken up in the near future.
- allows teachers to adjust class instruction to individual differences in ability and interest.
- The material studied in class sometimes needs to be supplemented by projects that cannot be done in the classroom. (ie reviewing reading materials other than textbooks, watching a special T.V. program or movie, or writing reports.)

Homework must be meaningful and assigned with the intent of improvement in the learning process. Assignments should always be clearly understood by both the teacher and the student. Assignments should be based on reinforcement of learning and supplementary to classroom experiences as well as, growing out of classroom instruction.

Although the relationship of homework to academic success is affected by many variables, it has been generally accepted, when appropriate homework assignments are given and completed grades improve.

Guidelines for Homework Assignments

(Assignment days are normally Monday through Friday.)

Grades K - 2 - The process of homework assignments begins in Kindergarten, however homework at this level is at the discretion of the teacher. It is suggested that students in grades one and two have an average of 10-20 minutes of homework each night.

Grades 3-4 - Students at this level are expected to have, at a minimum, weekly assignments to be completed at home. It is suggested that students in grades three and four have an average of 30 - 40 minutes of homework each night.

Suggestions for Parents:

The times listed above serve as a guideline. A few minutes either way is not a radical deviation. However, if a student is spending considerably more or less time on homework, there may be a problem. Therefore, it is important that parents maintain close contact with teachers and check with them if this is the case.

We do not want to overburden students with homework and we recognize the school's responsibility to coordinate the distribution of assignments in all grades so that there are balances among the various content areas. Therefore, it is our intent to closely monitor the practice of homework assignments in order to have this practice be, not one of drudgery, but one of

reinforcing classroom learning, stimulating independent research, adaptation of assignments to individual differences and developing initiative and responsibility.

RECORDS ACCESS

Parents have a right to inspect and review all educational records. If you desire to review your child's record, please contact the school principal.

REPORT CARDS

Report cards will be sent home with your child and are designed to indicate the progress of each child in terms of his/her own maturity and ability. Please sign the report card envelope and return to the school. See school calendar for dates.

SPECIAL SERVICES

The major goal of the speech, hearing and language program is to increase the child's success in school by improving communication skills.

Speech, Hearing & Language Services – These services are provided by a certified speech pathologist. Children entering preschool are routinely screened by the Speech Pathologist to identify any potential speech and language problems. In addition, a speech and language evaluation is provided when recommended by the Planning and Placement Team (PPT) for children who are referred by staff, parents, and in some cases, outside agencies. Children found by the PPT to be in need of help in the areas of articulation, language, voice, fluency, and/or hearing will be provided with a speech program. Speech services are conducted on an individual and/or small group basis as well as within the classroom setting, depending on the needs of the child.

Special Services/Remedial- Each program is designated to supplement and support the classroom programs for students who are identified as having some academic difficulty. Teachers work with small groups and individuals to improve students' academic performance. The support staff works with classroom teachers to provide a positive, challenging, learning experience for students under state and federal guidelines.

Special Services/Resource Room - The purpose of the learning disabilities program is the remediation of specific learning disabilities of student identified by the PPT. Each student must have a complete psycho-educational evaluation and an individual education plan in order to participate in this program.

Special Services/Non-Categorical - The special education teachers provide services to children having varying developmental delays. The teachers work with these students in a part-time self-contained program and include the students whenever possible in their regular educational programs. These teachers also act as a support system to the regular classroom teachers.

Special Services/Counseling/Social Services - Counseling services are provided by the school's social workers. These services are provided to students at the request of teachers, parents, or students themselves. Counseling services that are provided on an ongoing basis must be approved through PPT and/or the 504 process. The social worker is available to consult with parents and home visits are made as needed.

Students are seen individually and in small groups. Please feel free to contact the social workers to discuss issues outside of school which may have an impact on the student's performance or behavior at school.

Special Services/Psychological Services - The primary purpose of psychological services is to help identify students who may require special education because of a learning handicap, extraordinary learning ability, social maladjustment, or emotional disturbance. Students may be referred to the Planning and Placement Team (PPT) for psychological services by teachers and parents. To assist the PPT in understanding the student who may be in need of special attention, the school psychologist observes and evaluates student behavior and will conduct interviews with teachers and parents as well as administer tests of intelligence, achievement, and personality.

Special Services/Occupational Therapy - Children who receive occupational therapy are individually referred through the PPT and/or the 504 process.

TESTING PROGRAM

The Connecticut Mastery Test (CMT) is administered to students in Grade 3 and 4 in the spring.

VISITORS

Parent Visits

Parents are encouraged to visit the school. To ensure an enjoyable and productive visit, we request that you make arrangements with the teacher in advance. All parents are to report to the office upon arrival. Obtain a visitors' badge, and sign in on the log.(name, time of visit, person and class visiting) At the end of the visit, you are to return to the office to sign off on the visitors log and return your visitors' badge. The office will be responsible for the delivery of messages, lunches, books, etc.