

# BROOKLYN ELEMENTARY SCHOOL

[www.brooklynschools.org](http://www.brooklynschools.org)

119 Gorman Road  
Brooklyn, CT 06234  
Phone: (860) 774-7577 Fax: (860) 779-1162



2009 – 2010

## PARENT & STUDENT HANDBOOK

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August 2009

Dear B.E.S. Families,

Greetings from B.E.S. and welcome to a new school year!

This handbook has been developed to assist parents and students with essential and helpful information about our daily life at B.E.S. Please review the contents, share appropriate sections with your child, and feel free to contact the school and talk with those who might help if you have any questions or concerns. Upon completing the reading of this handbook, please sign and return the *Student/Parent Handbook Return Form* to your child's teacher.

Our 2009-2010 school theme continues to be "Soaring To Success at B.E.S." Our staff is looking forward to working with our families as we help our students feel successful about their learning. When home and school are partners and work together, children learn best.

Thank you for your support and cooperation. Let us continue to work together to provide a successful learning experience for our children---our most valuable resource.

Sincerely,

Thomas M. Caruso  
Principal

## **MISSION STATEMENT**

The Brooklyn School will foster a drive for learning within each student that will allow that student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet the needs of all students and to meet this community's expectations for a quality education for all.

## **VISION**

- Every child can learn
- Each child has individual needs
- We must meet the needs of each child
- Each child can develop a sense of responsibility and self-worth
- The Brooklyn School is a community of learners
- We must create life-long learners

## **BOARD GOALS**

- **Communication** between home, school and community is **vital**
- **Planning** for the educational needs of all students is **essential**
- **Continuous improvement** in the curriculum and instructional practices is **necessary**
- **Instruction** based on the individual need of each student is **indispensable**
- **Professional** development for staff is **critical**
- **Supplies, equipment** and **facilities** to support education are **fundamental**

## **BOARD OF EDUCATION**

Mrs. Mae Lyons – Chairman  
Mrs. Valerie Downs – Vice Chairman  
Ms. JoAnn Gerardi-Voccio  
Mr. Arturo Gutierrez  
Mrs. Sheila Johnson  
Mrs. Joan Trivella

## **BROOKLYN ELEMENTARY SCHOOL STAFF**

Dr. Louise S. Berry – Superintendent  
Mr. Thomas Caruso – Principal  
Mrs. Peggy Muscente – Director of Pupil Personnel & Preschool Principal  
Mrs. Marybeth Sweet – Assistant Principal  
Mrs. Cynthia McCallum – School Secretary

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### **PRESCHOOL**

Mrs. Carrie Bauch  
Mrs. Suzanne Dillon  
Mrs. Susan Leahy

### **KINDERGARTEN**

Mrs. Theresa Goulet  
Mrs. Anna Logee

### **GRADE ONE**

Mrs. Charlene Barbour  
Miss Cheryl Berker  
Mrs. Joyce Davis  
Mrs. Joanne Lantry  
Mrs. Marla Rufo-Pellegrino

### **GRADE TWO**

Mrs. Christie Deary  
Mr. Pedro Lima  
Mrs. Denise Nault  
Mrs. JoAnn Wendoloski  
Mrs. Kathleen Schwab

### **GRADE THREE**

Mr. William Briere  
Miss Julie Ducharme  
Mrs. Beth Frink  
Mrs. Laura Lipka  
Ms. Patricia Ryan

### **GRADE FOUR**

Mr. Carl DalBon  
Mrs. Sara Guimont  
Miss Brianna Lazure  
Mr. Sean Maloney

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### **MUSIC**

Mrs. Patricia O'Rourke

### **HEALTH**

Mrs. Linda Congdon-Marr

### **ART**

Mrs. Dorthe Dougal  
Mrs. Marcia Hardell

### **LIBRARY**

Mrs. Willow Therrien

### **PHYSICAL EDUCATION**

Mr. Robert Chenail

### **SPECIAL EDUCATION**

Mrs. Pam Abel  
Mrs. Bove  
Mrs. Maryann Sjogren

### **SPECIAL EDUCATION SECRETARY**

Ms. Maria Bashaw (774-9153 X207)

### **REMEDIAL MATH**

Mrs. Sherri Brady

### **REMEDIAL READING**

Mrs. Mary Martin  
Mrs. Joanne Bell  
Mrs. Linda Jung

### **SCHOOL PSYCHOLOGIST**

Mrs. Amy Maloney

### **SOCIAL WORKERS**

Mrs. Anne Marie Kniffin  
Mr. David Partyka

### **LANGUAGE/SPEECH PATHOLOGIST**

Mr. Kevin Collins  
Mrs. Lori Gibb

### **SCHOOL NURSE**

Mrs. Mary Brennan

### **OCCUPATIONAL THERAPIST**

(Services provided as needed)

### **PHYSICAL THERAPIST**

(Services provided as needed)

## PARA-PROFESSIONALS

Mrs. Chris Boyle  
Mrs. Tracie Brouillard  
Mr. Normand Chartier  
Mrs. Sandra Faucher  
Mrs. Jennifer Fontaine  
Mrs. Janice Franklin  
Mrs. Jeannie Gorky  
Mrs. Beverly Grennan  
Mrs. Wendy Harrington  
Mrs. Marietta Jones  
Mrs. Ana Klawitter

Mrs. Lisa Lernould  
Mrs. Kim Morelli  
Mrs. Monique Oatley  
Mrs. Wendy Page  
Mrs. Patty Pescatello  
Mrs. Maria Reynolds  
Ms. Bianca Scelfo  
Mrs. Pamela Tiffany  
Mrs. Jane Walker  
Mrs. Yvette Zahansky

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## CUSTODIAL STAFF

Mr. David Kowolenko – Property Services Director  
Mr. John Cole - Day Shift  
Mr. Craig Barrett – Evening Shift  
Mrs. Lori Denomme – Evening Shift  
Mrs. Diane Sorel – Evening Shift  
Mrs. Deborah White – Evening Shift

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## CAFETERIA STAFF

Mrs. Doris Marquis– Manager  
Loretta Daigneault  
Carla Gluck  
Laure Nelson

## SCHOOL HOURS

OFFICE HOURS: 8:00 AM – 4:00 PM

SCHOOL HOURS: 8:45 AM – 3:15 PM

### PRESCHOOL

Morning Session  
Afternoon Session

8:45 AM – 11:45 AM  
12:15 PM – 3:15 PM

### KINDERGARTEN

Morning Session  
Afternoon Session

8:45 AM – 11:45 AM  
12:15 PM – 3:15 PM

### GRADES 1 – 4

Students may enter the building at 8:30 AM.

## **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: Brooklyn Recreation – 774-5464.

## **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 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.

## **ATTENDANCE**

### **Attendance Law**

State law requires parents to cause their children, ages five to eighteen inclusive to attend school regularly during the hours and terms the public school is in session. Parents or persons having charge of a child five years of age have the option of not sending the child to school until ages six or seven.

Classroom learning experiences are the basis for public school education. Time lost from class is a lost instructional opportunity. The Board of Education

requires that accurate attendance of each child is maintained. Students should not be absent from school without parent knowledge and consent.

## **Attendance**

All absences must be accounted for by the parent/guardian.

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. Extended absences must be approved in advance by the administration.

Parents may report their child's absence to the school three ways:

1. Call the school at 774-7577 and press 2 and inform Mrs. Brennan
2. Email Mrs. Brennan at [brennan@brooklynschools.org](mailto:brennan@brooklynschools.org)
3. Send a note upon the child's returning to school.

**\*\*\*\*Otherwise, absences are considered unexcused.**

When a student has 4 unexcused absences in a month or 10 in a school year, a meeting will be held with the principal and the parent/guardian. If the parent/guardian fails to attend his 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.

## **Tardiness**

Students who arrive after 8:45 AM without a written excuse will be considered tardy unexcused. It is stressful for the child and disruptive for the class when a child is late to school. In those cases when tardiness is unavoidable, please accompany your child to the office before he/she goes to the classroom.

## **BEHAVIORAL EXPECTATIONS OF STUDENTS/CONSEQUENCES FOR VIOLATION OF SCHOOL RULES**

The staff of the Brooklyn Elementary School strives to provide a safe, secure environment for our students. School staff is directed to maintain an atmosphere conducive to education. Brooklyn Elementary School students are expected to show respect for people within their school and for school property. Students are encouraged to make anonymous reports of bullying to school staff and administrators.

There are general school rules which apply to all students in all school areas.

All Students are to:

- walk and talk quietly;
- keep hands, feet and objects to oneself;
- speak to one another courteously;
- follow teachers' instructions;
- respect others and their property;
- tell the closest staff member about any problems as they occur.

Additionally there are guidelines which are specific to certain locations within the school. Classrooms, cafeteria, library, auditorium, etc., have their own requirements. Staff members shall inform students of the rules for these areas.

Students who violate the school rules listed above may be subject to the following consequences:

1. Verbal warning
2. Parent contact
3. Removal from social activities, assemblies and field trips
4. Loss of recess privileges
5. Office detention
6. In school or Out of school suspension

### **Infractions Which May lead to Suspension**

- A. Verbal/Non-verbal abuse such as cursing, swearing, threats to staff and inappropriate gestures/comments to and or about staff.
- B. Verbal/Non-verbal harassment of students such as provoking, insulting, annoying, or threatening another student.
- C. Bullying which is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, the bus or at a school-sponsored activity in which acts are committed more than once against any student during the school year.
- D. Fighting or any inappropriate physical behavior intended to cause harm to another person.
- E. Sexual Harassment which is defined as any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:
  - a. Insulting or degrading sexual remarks or conduct;
  - b. Conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment-such as the display in the education setting of sexually suggestive objects or pictures.
- F. Property Destruction (school or another person's).
- G. Theft (school or another person's).

- H. The use or possession of tobacco or any controlled substance/material in any area of the school

For infractions A through H, a referral may be made to the Child Study Team (CST) or the Planning and Placement Special Education Team (PPT) if appropriate.

### **Infractions Which Will Lead to Suspension**

The use or possession of alcohol or drugs in any area of the school

- a. First Offense – 10 school day suspension and contact of police  
*For the above infraction, if appropriate, the student will be referred to a PPT to determine if his/her behavior is a result of a handicapping condition.*
- b. Second Offense – Referral to Board of Education for consideration of expulsion and contact of police.

Following any out-of-school suspension, parents are expected to participate in a conference with the administration prior to student's return to school.

### **Procedures Governing Suspension**

- A. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Administration when the student completes the eighth grade or is not suspended again during the two-year period commencing on the date of his/her return to school from the suspension.
- B. Unless an emergency situation requiring the student's immediate removal exists, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
- C. The Principal or his/her designee shall, by telephone, immediately notify the parent/guardian of the student to be suspended, and the reason(s) for suspension. A parent/guardian is expected to participate in a conference.
- D. The Principal or his/her designee shall forward a written report of the details relevant to (B) above to the parent/guardian and the Superintendent within one school day of the suspension.
- E. Following a written or oral notification, the parent/guardian of student may request the Superintendent to review the circumstances leading to the suspension.
- F. Textbooks and homework are to be provided each pupil for the duration of the suspension period and the student shall be expected to complete

any class work, including examinations, which he or she missed while under suspension.

- G. When a student has accumulated two suspensions within a marking period for any infractions listed under Suspension Infractions, said student shall be ineligible for participation in any after-school activity for the remainder of the activity or the end of the marking period, whichever is appropriate. However, the administration has the right to remove or exclude any student from participating in any after-school activity when a student has been given one suspension for extremely grievous behavior.

### **Infractions Which May Lead to Expulsion On or Off School Property**

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under Connecticut General Statutes 4-177 through 4-180.

Disciplinary records will be considered in determining expulsion. Grounds for expulsion may occur on or off school property, while receiving or awaiting school transportation services, or at any school sponsored activity. Examples of conduct, which may lead to expulsion, are;

- a. Willfully striking or assaulting a student or any member of the school staff;
- b. Theft;
- c. The use of obscene or profane language or gestures to a member of the school staff;
- d. Deliberate refusal to obey a member of the school staff;
- e. A walk-out from or a sit-in within a classroom or school building or class;
- f. Blackmailing, threatening or intimidating school staff or another student;
- g. Having in personal possession, any kind of weapon such as pistol, knife, blackjack, martial arts weapons, or weapon facsimile;
- h. Unauthorized possession, selling on or off school ground, distribution or consumption of dangerous drugs, narcotics or alcoholic beverages (Dangerous drugs or narcotics shall mean any "controlled" drug as defines in C.G.S. 21a-240, subsection (8));
- i. Willful destruction of school property or of property of staff members or other students.

### **Infractions, Which Will Lead To Expulsion**

It shall be the policy of the Board to expel a student for one full calendar year if:

1. The student, on ground, or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school ground, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime, or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intend to sell or dispense, offering or administering is subject to criminal penalties under C.G.S.21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon, or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy club, black jack, bludgeon or metal knuckles.

If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by the student's disability. A student may be suspended for up to 10 days pending the IEP team (PPT) determination.

### **Procedures for Expulsion**

Unless an emergency exists, no student shall be expelled without a formal hearing by the Board of Education consistent with Section 10-233d of the C.G.S. with notice given to the parents or guardian of the pupil. If an emergency exists, such hearing shall be held as soon after the expulsion as possible.

In determining the length of an expulsion and the nature of the alternative educational opportunity to be offered, the local or regional board of education, or the impartial hearing board may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of such pupil.

Whenever a student is expelled, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil's cumulative education record. Such notice, except for notice of an expulsion based on

possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the local board of education when the student graduates from the Brooklyn Middle School.

If a pupil is expelled for possession of a firearm or deadly weapon, the Board of Education shall report the violation to the police department. If a pupil is expelled for the sale or distribution of a controlled substance, the Board of Education shall refer the pupil to an appropriated state or local agency for rehabilitation and intervention, or any combination thereof, and inform the agency of its action.

Whenever the Board of Education notifies a student under the age of sixteen and the parents or guardian of such pupil that an expulsion hearing will be held, the notification shall include a statement that the Board of Education shall offer an alternative educational opportunity to any student who is found to have engaged in the conduct described above.

### **Interrogations**

Although the Board of Education believes that school officials must cooperate with all law enforcement agencies, it has an obligation to protect the personal rights of all students and staff members.

Therefore: when law enforcement officials find it necessary to question a student within the school day or during extracurricular activities, the principal or a designee will be present. An effort will be made to contact the parent/guardian having custody of the child so that they may be present for the questioning.

### **BUS TRANSPORTATION**

#### **CARRIER – First Student, Inc. (860) 779-1256**

Please direct any questions or problems which you may have concerning busing to the school or carrier. Any request for change in transportation on a long term basis, must be submitted in writing to the school by a parent or legal guardian on a **BUS REQUEST FORM** which you may procure from the office.

Any daily transportation changes, i.e. different bus, parent-pick-up, or another person other than a parent picking up a student, MUST be in writing from a parent or guardian. Parents must send the note to the child's teacher or to the school office. Parents need to include the child's full name, the date of the transportation change, and the type of transportation change. Changes via the telephone cannot be accepted as the caller cannot be verified by our office personnel. This is a security issue and this procedure will increase the security/safety of your child.

## **Bus Behavior and Consequences**

Students are expected to sit in their designated seats and remain seated until their destination is reached; keep their hands, feet and objects to themselves; refrain from eating or drinking on the bus; keep their hands and heads inside the bus at all times; and be respectful and courteous to fellow passengers and the driver. **Repeated violations** of the above may lead to the loss of bus riding privileges.

The following conduct may lead to suspension, expulsion, and/or police intervention: obscene gesture or language to the bus driver; theft or destruction of bus equipment; bullying, fighting; smoking; or the possession of a weapon(s).

## **CAFETERIA**

### **Meal Program**

Menus are provided every month. Daily breakfast and hot lunch programs are offered to all students. Breakfast is available at 8:30 AM. Students may also purchase milk (1/2 pint) to drink with their lunch brought from home. We have an automated cafeteria accounting program. With this system, parents may pre-pay as far in advance as they wish. Checks should be made out to Brooklyn Elementary School and should be submitted on Mondays. If you have more than one child in school, only one check is needed, **simply list their names (first and last) and their accounts will be credited.** If your child has left over money at the end of the school year, the money will stay in his/her account for the following school year. Students can access their account by entering their pin number. This number is issued to each student and will be theirs as long as they are in our system. Students who have unpaid balances at the end of the school year will not be issued their report card until payment is made in full.

Free/reduced meal application forms will be distributed to all students the first week of school. This application **must be completed every year** it is only good for one school year. Completed applications must be returned by October 1<sup>st</sup>.

Your child will be allowed to charge five meals. Credit will not be issued to students who have a negative balance of \$10.00, reduced \$3.00. Frozen treats are available the first Wednesday of every month. All Treats are 60 cents. Treats can not be charged to students who have a negative balance of \$10.00, reduced \$3.00

### **BREAKFAST WILL NOT BE SERVED ON DELAYED OPENING DAYS.**

Snacks are a part of most classroom routines. Children are encouraged to bring snacks such as fruit, vegetables and juice, which are considered "healthy" snacks and consistent with health teaching.

In keeping with our goal to promote a healthy lifestyle and in order to maintain a safe environment for all staff and students; parents are encouraged to adhere to the snack policy outlined by their child's classroom teacher. Snacks can not be shared or traded.

### **Cafeteria Rules**

1. Students will raise their hands and are expected to receive the permission of the teacher before they may leave their seats.
2. The cafeteria is a place to talk quietly, not to scream, whistle, or yell
3. Food is for eating; food should not be played with or thrown.
4. Fighting is not permitted under any conditions or for any reasons.
5. Each class will have an assigned table in the cafeteria. Students are to clean their area after they have finished their eating.
6. Students are to walk in the cafeteria, not run.

### **CANCELLATION-DELAYED OPENING**

90 MINUTE DELAY  
EARLY DISMISSAL

No AM Kindergarten nor Preschool  
No PM Kindergarten nor Preschool

### **Where to Listen:**

These announcements will be made on the following radio stations:

|           |   |          |   |         |
|-----------|---|----------|---|---------|
| WTIC      | - | Hartford | - | 1080 AM |
| WINY      | - | Putnam   | - | 1350 AM |
| CBS Radio |   |          |   |         |

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

WFSB Channel 3  
NBC Channel 30  
Fox 61

To avoid confusion in the school office, please use the schools automated message system and press 7 for a recorded message.

**BREAKFAST WILL NOT BE SERVED ON DELAYED OPENING DAYS.**

### **CHAPERONES**

Throughout the year there may be opportunities for parents/guardians to chaperone various classroom activities. The role of a chaperone is to help the teacher monitor students during the activity. To ensure that all chaperones give full attention to students; chaperones are not allowed to bring other family members with them to an activity. Chaperones may not smoke and are asked to refrain from using cell phones.

## **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.

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.

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.

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.

## **DRESS CODE**

Students are expected to come to school in neat and suitable attire that does not create a distraction to others or cause a disruption of the learning environment. The following are examples of inappropriate attire.

- Cut-off shirts that expose the midriff
- Exposed spaghetti straps
- Flip-flop sandals,
- Hats and or head covering of any kind, including, but not limited to, scarves, bandanas, masks, kerchiefs, athletic headbands, caps or hoods are prohibited in the school building
- Net shirts
- Pants must cover underwear and should not drag under shoes
- Shirts with inappropriate messages
- Short shorts and skirts

The school administration is the final authority regarding the appropriateness of dress and grooming.

## **ELECTRONIC DEVICES AND COLLECTING/TRADING CARDS**

Electronic devices of any kind, as well as collecting/trading cards, are not allowed in school. Students bringing these items will have them taken away and returned at the end of the school day for the first offense. For additional instances the parents will need to pick up the item. Cell phones should not be brought to school.

## **EMERGENCY DRILLS**

### **Fire Drills**

Fire drills are held to ensure the safety and protection of all students. Announced & unannounced fire drills will be held throughout the school year. Students will follow displayed evacuation routes and teachers' 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. Announced & unannounced intruder drills will be held throughout the school year. 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 & WELLNESS**

### **Health Service**

The school nurse is available during the school day from 8:00 AM to 3:30 PM. Please contact the school nurse if your child will not be in school to report their absence.

### **School Entrance**

Connecticut State Law requires that students have a Health Assessment prior to entering school. This Health Assessment must be current within the year. All students entering the Brooklyn Elementary Preschool Program must have a current Health Assessment and as your child advances to Kindergarten an updated Health Assessment is required.

### **Immunizations**

School Immunization Law, Chapter 169, Section 10-204a of the General Laws of the State of Connecticut requires that all immunizations must be up to date for children to attend school. Connecticut General Law allows for the school district to exclude children from school whose immunizations are not up to date.

A certified record of immunizations from your child's physician(s) is required for entry into school. The school nurse audits immunizations. In the event of missing or incorrect information, your prompt attention in addressing the error/omission is imperative to assure compliance with state law.

### **Health Emergencies**

Please notify the School Nurse (yearly) of any medical condition, which may precipitate an emergency situation with your child (e.g. allergic reactions

to food, insect bites or medications; asthma; diabetes; seizures). The School Nurse will work with you in developing a care plan to meet your child's health needs.

## **Medication Policies**

State law and Board of Education policy requires that all students who need medication in school must have a written order from the child's doctor. This includes all prescription and over the counter medications. Over the counter medications include, but are not limited to: aspirin, acetaminophen, ibuprofen and antacids. If your child does need medication at school, here are a few simple steps.

Contact the school nurse so she can instruct you on how to get the Medication Authorization form or [download the form](#) from the school website. The parent/guardian must also sign the medication authorization form. Please be aware that written medication authorization must be renewed yearly. All medications must be delivered to the school by a parent/guardian or designated adult. **CHILDREN ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL.** All medication must be in the original container from the pharmacy.

### **Illnesses**

Children should be kept at home when they have a fever, are vomiting, have a contagious illness, or are too ill to be attentive in school.

### **Vomiting/Diarrhea**

A child who has vomited should wait 24 hours and be able to retain solid foods before returning to school. A child who is having frequent diarrhea stools should not attend school. Please notify the school nurse if your child contracts any contagious disease including but not limited to: strep throat, conjunctivitis, head lice, impetigo, Fifth's Disease, chicken pox, whooping cough, mononucleosis and scarlet fever.

## **Post Illness School Attendance Guidelines**

Children must be fever free without medication and symptom free for 24 hours before returning to school. According to school policy, before a child can return to school, strep throat, impetigo and conjunctivitis require 24 hours of medication.

## **Screening Programs**

**Vision Screening:** Vision screening is done yearly in grades K through 4. Parents of students who do not pass the vision or hearing screen will receive a letter recommending a professional exam. Parents should be aware that vision screening in school is for distance vision only. It is very possible for a student to pass the distance screening and still have a significant problem with near vision.

**Hearing Screening:** Hearing screening is done yearly in Kindergarten through Grade 3.

## **Health Insurance**

If your child does not have health insurance, Connecticut has insurance plans for uninsured children. Please contact your child's school nurse for more information or if you have access to the internet go to [www.huskyhealth.com](http://www.huskyhealth.com).

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 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.

## **Wellness**

The Brooklyn School is determined to create a healthful environment for our students and staff. Parents are asked to abide by the allergy policy for their child's classroom. We also ask that parents not bring in food to share with the classroom. Also, parents should not allow their child to bring soda or caffeinated energy drinks to school.

## **HOMEWORK**

The purpose of homework is to reinforce and extend classroom learning. 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. (i.e. reviewing reading materials other than textbooks, watching a special TV 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.

**OPENING EXERCISES**

Our daily opening exercises and announcements are broadcast live on WBES every morning in all classrooms at 8:45 a.m. All classrooms participate in school-wide opening exercises, so it is important that our students are in their classrooms and ready for the beginning of the day promptly at 8:45 a.m. Our Student Council will host this daily WBES production. As the year progresses all Grade 4 students will have an opportunity to host the daily program as well.

Morning Arrival Guidelines: Students may enter the building at 8:30 a.m. and should go directly to their classrooms unless participating in the Breakfast program. Please refer to the Transportation section of this handbook for additional information.

## **PARENT/STUDENT DROP-OFF/PICK-UP**

### **Traffic Pattern and Parking Map Guidelines**

Please review carefully the following description and guidelines for each area on the map and plan accordingly.

**\*Rose Wing (Area A):** The Rose Wing will house our PTO (Parent-Teacher Organization (Room # B14) and the Before & After School Program (Room # B11). The Parking area will be used for PTO and Before & After School traffic. The rear row, nearest to BMS, will be used for Staff parking. The driveway running through the Rose Wing parking area is a one-way driveway. In order to exit this area, it is necessary to exit behind BMS and go through the BMS parking lot and exit out their driveway to Gorman Road.

**\*BES Main Entrance (Area B):** The BES Main Entrance will be used for buses only for arrival and dismissal of our Grade 1-4 students. **This area will be for school buses only.** Student/Parent Drop-Off/Pick-Up will take place at the rear of the building. (Please see Section F for details.) The front row in Area B will be for Parent and Handicap parking. The rear row in this section will be for Staff parking.

**\*Bus Entrance for PK/K Wing (Area C):** Only School Buses can enter this area. There are no parking areas in Area C.

**\*Preschool/Kindergarten Wing (Busing Entrance) (Area D):** All Preschool and Kindergarten students on buses will enter through this Area D. Staff will be present to welcome, supervise, and take students to their classrooms.

**\*School Street Entrance (Area E):** Buses delivering our Preschool and Kindergarten students will enter through this area. Families transporting their children to school or picking them up will enter through this Area E as well.

**\*Parent/Student Drop-Off/Pick-Up Area (Area F):** Families will go to the rear of the school and either drop-off (8:30 AM/11:45 AM) or pick-up (11:45 AM/3:15 PM) their students at the beginning or at the end of the day or sessions. Our staff will be ready for student supervision at 8:30 AM. Therefore, we ask that students arrive at 8:30 AM and proceed to their classroom without parental supervision. Parents will need to make a U-Turn and exit to School Street on to Gorman Road. Parents will not have to get out of the car for Parent-Pick-Up. Staff will



## **Other Dismissal Procedures**

If your child needs to be picked up earlier than the normal dismissal time, please send a note to your child's teacher. All Preschool through Grade 4 parents are to go to the B.E.S. Main Office and sign out their child. The student will then be called to the Main Office for dismissal. **No students will be dismissed directly from the classroom.** All dismissal will take place through the B.E.S. Main Office.

## **PARENT TEACHER ORGANIZATION (PTO)**

It is the intent of the school to work closely with the PTO and its membership in developing and promoting activities and programs which contribute to – or are supportive of – improved education for children. All parents and teachers are urged to participate in this meaningful and purposeful organization.

## **RECESS RULES/CONSEQUENCES**

1. Keep hands, feet and objects to yourself.
2. The playscape is to be used with care and consideration of others.
3. Listen to and follow the directions of the adults on duty.
4. When recess ends, line up quickly and quietly

Inappropriate behavior will result in any of the following:

- Warning
- Loss of recess time (15 minutes of walking will be the activity during this time)
- Solution paper (a written assignment on alternative responses)
- Office detention

## **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 hi/her own maturity and ability. Please sign the report card envelope and return to the school. See school calendar for dates.

## **RESIDENCY**

No student may attend The Brooklyn School or its designated high schools or any facility requiring tuition payments from Brooklyn, unless (s)he is a resident of the Town of Brooklyn. Families wishing to enroll their children must show evidence of residence in Brooklyn prior to actual attendance of their children at The Brooklyn School. Families residing outside of the Town of Brooklyn who have plans to move into the school district may begin the process of enrollment prior to their move to Brooklyn but they must present evidence of residence on or before the attendance of their children at The Brooklyn School.

## **SCHOOL CALENDAR**

## **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.

**Remedial Reading and Math** – 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 Education** – The special education teachers provide services to children identified by the PPT as having varying developmental delays or specific learning disabilities. 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.

**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

**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.

**Occupational Therapy/Physical Therapy** – Children who receive occupational or physical 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.** Parents must obtain a visitors' badge, and sign in on the log (name, time of visit, person and class visiting) in the main office. At the end of the visit, you are to return to the office to sign off on the visitors log and return your visitor's badge.

