

BROOKLYN ELEMENTARY SCHOOL

www.brooklynschools.org

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PARENT & STUDENT HANDBOOK

2010 – 2011

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August 2010

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 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.

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
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

PRESCHOOL

Mrs. Suzanne Dillon
Mrs. Beth Frink
Mrs. Susan Leahy

KINDERGARTEN

Mrs. Carrie Bauch
Mrs. Theresa Goulet
Mrs. Anna Logee

GRADE ONE

Mrs. Charlene Barbour
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
Mrs. Cheryl Effman
Mrs. Lindsey Exarhoulias
Mrs. Laura Lipka
Ms. Patricia Ryan

GRADE FOUR

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

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. Kristen Bove
Mrs. Maryann Sjogren

SPECIAL EDUCATION SECRETARY

Ms. Maria Bashaw (774-9153 X207)

REMEDIAL MATH

Mrs. Sherri Brady

REMEDIAL READING

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

SCHOOL PSYCHOLOGIST

Mrs. Amy Maloney

SOCIAL WORKERS

Ms. Anne Marie Malone
Mr. David Partyka

LANGUAGE/SPEECH PATHOLOGIST

Mr. Kevin Collins
Mrs. Lori Gibb

SCHOOL NURSE

Mrs. Mary Brennan

OCCUPATIONAL THERAPIST

Mrs. Jennifer Wright

PHYSICAL THERAPIST

Mrs. Sue Eddy
Mrs. Chris Kane

PARA-PROFESSIONALS

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

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

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

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
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 1st.

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. In light of our experience with students eating their ice cream and not eating their meal, we will no longer be serving ice cream once a month. This decision was discussed with teachers and there was overwhelming sentiment to stop the once a month ice cream sale.

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	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:

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 grades 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-flops, sandals must have a heel strap
- 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, COLLECTING/TRADING ITEMS, CARDS & TOYS

Electronic devices of any kind, as well as collecting/trading items, cards and toys, 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.

FOOD GUIDELINES

- 1) Students may bring in their own snacks or treats for snack time or for special events
- 2) Students will not be allowed to bring food out to recess
- 3) Students will not be allowed to share or trade food
- 4) No food incentives or rewards for students will be utilized by staff
- 5) The school nurse and principal will approve in advance the use of any food for curriculum related activities (special education program staff will also need the approval of the Director of Special Education Services) Once approved, the teacher will send a notice home to parents specifying what food items will be used and requesting a parent signature
- 6) Bus drivers may not distribute candy or other food products to students at any time
- 7) Other school sponsored programs will adhere to these same food guidelines
- 8) An “Allergy Free” table will be established and maintained in the cafeteria. It will be cleaned between each lunch group
- 9) A Health Care Plan will be developed by the school nurse for each student with a Life Threatening Allergy (LTA)
- 10) The school nurse will conduct Epipen training for all necessary staff members
- 11) Teachers will maintain a list of students with allergies in their sub folder
- 12) Hand washing will be emphasized with all our students and staff
- 13) Vending machine items will follow our Wellness policy guidelines.
- 14) LTA training will be conducted for all staff
- 15) The school nurse will maintain, update as needed, and disseminate an allergy list to staff
- 16) Fundraisers should be planned consistent with healthy food choices and in accordance with school board policy
- 17) Students are not to assist cafeteria or maintenance personnel in cleaning tables, floors, etc. nor in “scraping” plates or disposing of trash

- 18) "Nut Free" classrooms may be designated as needed – parents will be involved and every effort will be made to accommodate all students
- 19) "Allergy Buddies" may be established with parental permission
- 20) Greeting cards, Valentine's Day cards, etc. should not contain any candy or food items
- 21) Cafeteria personnel will be trained in various allergy related issues such as cross contamination, "allergy free" table procedures, etc.
- 22) Every effort will be made to enforce a "no eating" policy on the bus
- 23) These guidelines will be updated and revised as needed to adhere to Board of Ed. policies

The CT Dept. of Education has designated BES as a Healthy Food Certified School

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 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.

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.

LOCKERS

Some of our students have lockers, however all lockers remain the property of the school and are subject to search by school personnel.

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. As the year progresses all Grade 4 students will have an opportunity to host the daily program.

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.

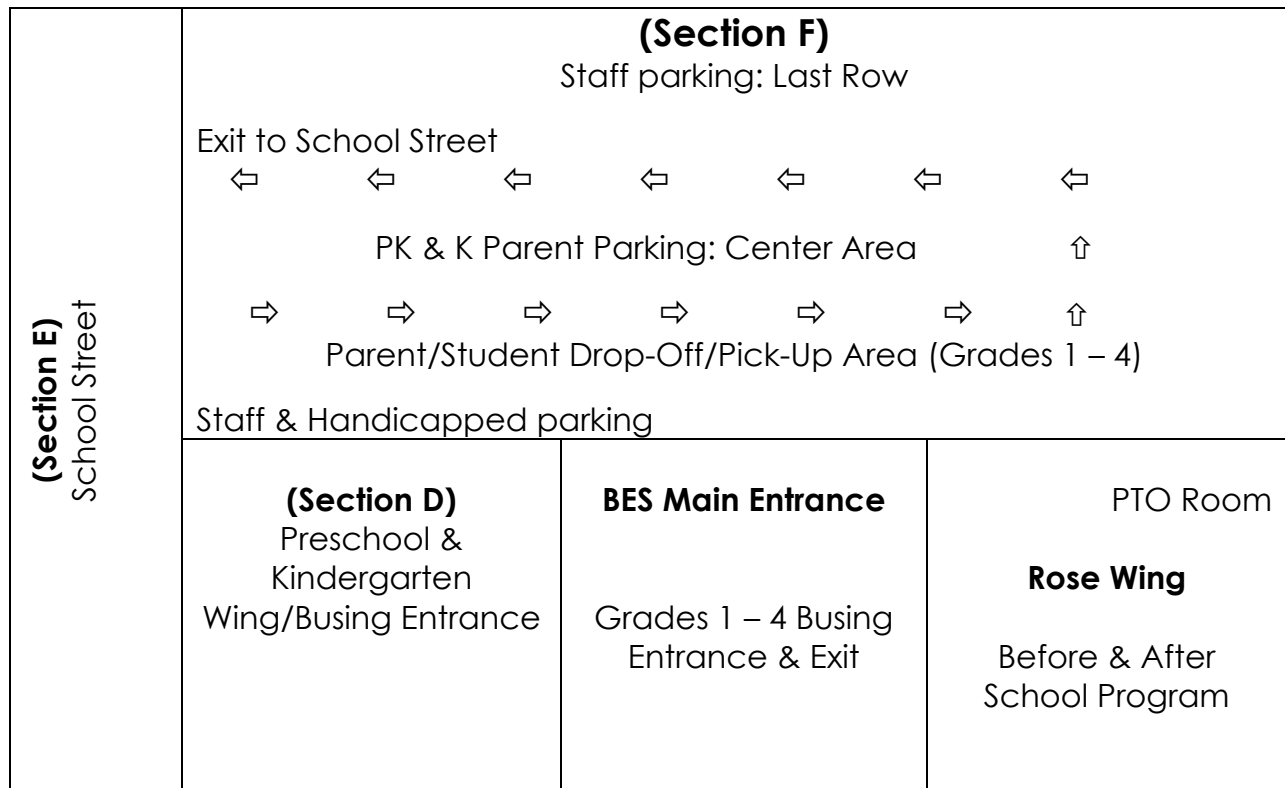
***Preschool/Kindergarten Wing (Busing Entrance) (Area D):** All Preschool and Kindergarten students on buses will enter through this Area D. Staff will be present to welcome, supervise, and take students to their classrooms.

***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 continue around the one way driveway 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 escort their child(ren) to the car.

***Daily Transportation Changes:** Any daily transportation changes, i.e. bus changes, or other people picking up students, **MUST** be in writing. Telephone calls to change the daily transportation cannot be accepted. This change is to increase the security/safety for our students.

Parking Map



(Section C)	(Section B)	(Section A)
Bus Entrance Only	Flagpole Area Front Row: Parent & Handicap parking Rear Row: Staff parking	Rose Wing Parking Area Front section of lot: Parking for PTO and Before and After School Rear Row: Staff parking
Gorman Road		

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
- 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 his/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

SCHOOL PROPERTY/REPORT CARDS

Once a student has been issued any school property such as books, etc. the full responsibility for the care of and return of that property rests with the student and his/her parent/guardian. Final report cards will not be issued until all lost property and/or cafeteria debts have been paid.

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.

STAFF DIRECTORY

Mr. Tom Caruso	Principal	caruso@brooklynschools.org
Mrs. Cynthia McCallum	Secretary	mccallum@brooklynschools.org
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Mrs. Joanne Bell	Remedial Reading	bell@brooklynschools.org

Mrs. Kristin Bove	SPED	bove@brooklynschools.org
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Mr. Dave Partyka	Social Worker	partyka@brooklynschools.org
Mrs. Maryann Sjogren	SPED	sjogren@brooklynschools.org
Mrs. Willow Therrien	Library	therrien@brooklynschools.org

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.

