

Frenchtown Elementary  
School

Student Handbook



2013-2014

Jacqueline Norcel  
Principál

Diane Strever  
Assistant Principál

Frenchtown Elementary School  
Ann D'Addario Campus  
Trumbull, CT 06611

September, 2013

Dear Frenchtown School Student:

This Handbook has been prepared to answer questions you and your parents might have concerning “*school life*” at Frenchtown. We hope this Handbook will help you to better understand Frenchtown School and enable you to enjoy your years here.

Much of what you learn at Frenchtown School will depend on you. A good and positive attitude towards your privileges and responsibilities is necessary. If you think of the school as “*your school*,” and show respect for its people and property, then the school will be one that we can be very proud of showing to parents and friends.

The faculty and staff at Frenchtown School work hard to make school an exciting and enjoyable learning environment. You should regard all adults at Frenchtown School as your teachers. They will help you as best they can. The pupil who asks will receive help or answers to their questions.

We hope your experiences at Frenchtown School will be happy and educationally rewarding. On behalf of the faculty and staff, we extend a warm welcome and best wishes for success in our learning community.

Sincerely,

*Jacqueline J. Norcel*

Jacqueline J. Norcel  
Principal

*Diane Strever*

Diane Strever  
Assistant Principal

# Frenchtown Elementary School

## Mission Statement

"The Mission of Frenchtown Elementary School is to provide a safe, caring environment where quality educational opportunities are available for all students. Everyone connected with the Frenchtown Community will assist students as they strive to reach their full potential and prepare to excel in the 21st century. We will utilize a common core of knowledge with emphasis on basic skills, thinking skills, ethical behavior and good citizenship. It is everyone's responsibility to work together and build a partnership of students, teachers, families, community, faculty, and administrators."

### Frenchtown Class Pledge

I pledge to try to do my best  
Every single day.

Listening, learning and being fair,  
When I work and play.

Keeping hands and feet to myself,  
Treating others with respect.  
Making sure our things are neat,  
Is what we should expect.

I'll listen when my teacher speaks  
And follow every rule.

I pledge I'll be a good citizen  
In my classroom and my school.

# ***EDUCATIONAL PHILOSOPHY***

***Each child*** is looked upon as an individual, having different capabilities, needs, interests, and backgrounds. A student's progress, through the learning process, should reflect these differences and satisfy each pupil's intellectual, social, emotional and physical rates of development.

***Each child*** finds learning a necessary, enjoyable and continually desirable experience.

***Each child*** will develop competence in the basic skills of reading, computation and communication with major emphasis on the acquisition of reading skills.

***Each child*** is encouraged to direct his own behavior, form his own values, be responsible for his own decisions and develop respect for the rights and actions of others.

***Each child*** acquires a sense of his self-worth through understanding and knowledge of himself.

***Each child*** becomes aware of his surroundings; begins to understand and appreciate his cultural and political heritage, anthropological background, and natural environment; and realizes his responsibility in preserving the valuable aspects of each.

***Each child's*** parents are encouraged to be both interested and involved in his education.



## ***GENERAL INFORMATION***

### **WELCOME**

Welcome to Frenchtown School! As a citizen of this school, you are expected to follow the procedures that were established for the welfare of the entire student body. Be proud of your school. Become involved in its activities and don't be afraid to show your school spirit. Throughout your life you will be looking to the future, but you will also find yourself remembering the pleasant experiences you had while a student at Frenchtown School.

### **COURTESY**

Courtesy to teachers, school employees, substitutes, other students and visitors is a tradition at our school. As a citizen of Frenchtown School, each of us must strive to be considerate of others. Always treat people as you wish to be treated. Respect and obey the judgment of your teachers. Treat all adult employees of the school with courtesy and follow any request or directive given by them.

### **SCHOOL RESPONSIBILITIES**

Each school in Trumbull is responsible for developing and implementing a plan to assure that the "Code of Responsibility Policy" is fully and properly implemented. It is the responsibility of the principal to understand, implement and monitor the plan. A school plan may include support systems such as an after-school supervised study, school-wide assignment notebook or envelope, parent training and homework hotline.

### **TEACHER RESPONSIBILITIES**

#### **1. ASSIGNMENTS**

- Assign work that can be successfully completed by students.
- Develop assignments that use a variety of learning styles. Vary assignments, e.g. practice skills, preparation for the following day, integrate/apply existing skills, extends curriculum.
- Explain the purpose of the assignment, give clear directions, check for understanding, and suggest study techniques.
- Avoid using unfinished classwork as additional homework.
- Help students organize homework (assignment notebook, envelope, etc.)

## **2. EVALUATION**

- Review and evaluate homework. The primary purpose of evaluation is to diagnose individual learning problems.
- Never use homework as a punishment.
- Provide feedback to students through a variety of evaluation techniques.
- When a problem occurs, consult with the student and their parent if necessary.

## **3. TIMING**

- Help students estimate the time that the assignment will take them.
- Coordinate homework assignments and tests with other teachers.
- Avoid assigning homework on Fridays, before a holiday, or before a major school or community event.
- Use discretion in assigning deadlines for making up work after an illness of extended absence.
- Help students break long-term assignments into manageable benchmarks.

## **PARENT RESPONSIBILITIES**

- Help your child establish a regular routine for doing homework. Provide a time and quiet place for study, which should include necessary resource materials. The study place should have good lighting and be reasonably quiet and free from distractions.
- Help your child recognize that homework is a positive activity. Encourage and praise your child's efforts.
- Make suggestions in a positive rather than a punitive manner, i.e., "The teacher will understand your ideas better if your writing is easier to read."
- Make sure that your child has the necessary learning materials at home or make provisions to borrow needed supplies from school, e.g. dictionary, ruler, etc.
- Assist your child by offering counsel, but make sure he/she does his or her own work. If your child does not understand the assignment or a particular problem, help your child write a question he or she can ask the teacher. Often writing questions about what is not understood will help clarify the child's thinking and help your child solve the problem.

- Communicate with teachers when an assignment is unclear or when your child has problems with an assignment. Don't make homework a family battleground.
- Help your child obtain and complete make-up assignments when he/she has been absent.
- Help with assignments by checking for completion and neatness, but it is not necessary to correct.
- Sign off on homework when requested by a teacher.

## **STUDENT RESPONSIBILITIES**

- Listen carefully to all directions about your assignments. Ask questions if the assignment is not clear.
- List homework assignments in the assignment notebook each day. Double check page numbers, specific instructions, materials needed and the date the assignment is due.
- Have a definite time and place for study, which is free from interruptions and is supplied with resource materials.
- Ask for help if you get stuck.
- Begin assignments promptly and turn in assignments when due.
- All assignments should reflect your best effort and should be neat, accurate and complete.
- Be responsible for making up work missed because of absence.
- Enjoy the good feeling of satisfaction that comes when a job is well done!



***RESPONSIBILITY***

	Classrooms	Hallway & Common Areas	Bus	Cafeteria	Bathrooms	Playground
<b>T</b> rust	*Ask permission *Be honest	* Turn in found items * Go to your destination	* Immediately and accurately report problems	* Remain at your assigned table * Immediately and accurately report problems	*Return promptly	*Use equipment appropriately * Immediately and accurately report problems
<b>R</b> espect	* Raise your hand *Whole body listening	*Quiet mouths * Walking feet *Hands and feet to yourself	* Inside voices *Hands and feet to yourself	* Inside voices *Hands and feet to yourself	* Inside voices *Knock on the door before entering a stall	* Hands and feet to yourself *Use kind words
<b>A</b> ccountability	*Complete assignments *Accept consequences	*Accept consequences	*Follow driver instructions * Follow all bus rules	*Clean up your area *Push in your chair	*Clean up your mess *Flush the toilet	*Listen for the whistle *Line up promptly *Apologize for mistakes
<b>C</b> ooperation	*Take turns * Share supplies	*Keep to the right	*Share seating *Help others	*Wait your turn	*Wait your turn * Allow privacy	*Take turns *Share equipment *Be a good sport
<b>K</b> indness	*Use kind words *Be helpful	*Smile and wave * Hold doors *Be helpful	* Smile *Use kind words *Greet the driver	* Say "please" and "thank you"	*Allow those with an emergency to go first	* Include others
<b>S</b> afety	*Tell teacher when leaving *Chair legs on the floor	*Walking feet *Eyes forward * Hands at sides *Use handrails	*Walking feet – coming and going *Bottom in the seat	*Walking feet with eyes forward * Bottom in the chair	*Keep water in the sink *Wash hands	*Stay inside the fenced area *Call an adult for help

**Frenchtown Elementary School**  
**T.R.A.C.K.S. Offenses / Consequences**

<b>Level 1:</b> <b>Behaviors that impact only the student</b>	<b>Level 2:</b> <b>Behaviors that interfere with the learning of others</b>	<b>Level 3:</b> <b>Behaviors that affect an orderly environment</b>	<b>Level 4:</b> <b>Harmful / Illegal Behaviors</b>
Including, but not limited to... *unprepared (ex. - no pencil) *breaking pencils *not following directions *whining *not completing class work *not staying in line *sleeping *not listening *leaning back on chair *refusing to work *crawling on floor *not taking responsibility for action *no homework *tardiness	Including, but not limited to... *shouting out responses *visiting/talking w/ others *inappropriate noises *tattling *touching others *standing on furniture *out of seat *standing on furniture *incessant talking *repeated failure to follow directions	Including, but not limited to... *talking back to an adult *throwing objects *teasing others *lying *cheating *forgery *inappropriate language *tantrums *climbing in the bathroom *looking under bathroom stalls *disrespectful attitude *profane hand gestures *pinching, pushing *bullying	Including, but not limited to... *stealing *fighting, punching *drug use/possession/distribution *weapons *biting *vandalizing school property *throwing furniture *threatening to injure a person or damage property *sexual harassment *sexual behaviors
<b><i>Ideas for trying to correct behavior</i></b>	<b><i>Ideas for trying to correct behavior</i></b>	<b><i>Ideas for trying to correct behavior</i></b>	<b><i>Ideas for trying to correct behavior</i></b>
*eye contact *proximity *enhanced supervision *discussion of expectations *verbal warning *pre-teaching expectations *re-teaching school rules/expectations *link rewards to appropriate behaviors *token economy	*eye contact *proximity *enhanced supervision *discussion of expectations *verbal warning *pre-teaching expectations *re-teaching school rules/expectations *link rewards to appropriate behaviors *token economy *consultation with school counselor/school psychologist for classroom/individual management ideas	*eye contact *proximity *enhanced supervision *discussion of expectations *verbal warning *pre-teaching expectations *re-teaching school rules/expectations *link rewards to appropriate behaviors *consultation with school counselor/school psychologist for classroom/individual management ideas	*eye contact *proximity *enhanced supervision *discussion of expectations *verbal warning *pre-teaching expectations *re-teaching school rules/expectations *link rewards to appropriate behaviors *consultation with school counselor/school psychologist for classroom/individual management ideas
<b><i>Consequences may include...</i></b>	<b><i>Consequences may include...</i></b>	<b><i>Consequences may include...</i></b>	<b><i>Consequences may include...</i></b>
*Think Sheet *parent contact *detention *loss of privileges *moving seat	*Think Sheet *parent contact *detention *loss of privileges *behavior contract *admin/parent/student/teacher conference *referral to social worker	*Think Sheet *parent contact *detention *loss of privileges *behavior contract *admin/parent/student/teacher conference *referral to social worker *suspension	As per Board of Education discipline policies  <b>*IMMEDIATE office referrals should occur with this level of infraction</b>

## HOW TO GREET A NEW STUDENT IN OUR SCHOOL

The attitude you should have in meeting a new student is not much different from the attitude you should have each day at Frenchtown School. Everyone should be friendly and helpful. Introduce the new person to others in their homeroom and to other people in the school. A guided tour of the building might also be helpful.

Don't forget – someday you might be the new student in a school building.



## SCHOOL HOURS

The school day for Grades K-5 is from 8:35 a.m. until 3:20 p.m. For safety reasons, it is requested that pupils who are driven to school arrive no earlier than 8:20 a.m.

## SHORTENED DAY SCHEDULE

**Grades K-5**                      8:40 a.m. to 1:00 p.m. (No lunch served)

## WEB SITE

Our web address is [www.frenchtownelementaryschool.com](http://www.frenchtownelementaryschool.com)

## ATTENDANCE

The laws of the State of Connecticut require children from age seven to age sixteen to attend school. It is the responsibility of the parents to have their child or children attend school regularly during the days and hours the school is in session. It is important that you be present each day. Frequent absences lessen interest in the work and lessen the possibility of maintaining a high degree of achievement.

**On days when your child is absent, it is the family's responsibility to call our nurse (452-4228) to report the absence. Please call the nurse (452-4228) before 9:00 a.m. to report the absence, or e-mail the classroom teacher to report an absence and to request homework. Homework will not be available for pick-up until the end of the school day. Last year we had ten to fifteen families daily not confirming that their child or children were at home.**

If you are absent, you are also required to present upon your return to school, a note, which contains the following information:

**Name of pupil  
Date or dates of absence  
Reason for absence  
Signature of parent**

**Parents, please notify the school nurse if your child has strep, mumps, chickenpox, measles, rubella, or any other communicable disease. Also, notify the nurse of any immunizations your child has received since their last physical. The nurse's telephone number is 452-4228.**

## EXCUSE POLICY FOR PHYSICAL EDUCATION.

A parent is allowed to excuse a child for a maximum of two consecutive Physical Education classes for each illness or injury. A parent is required to put in writing the reason for the excuse.

After the second excuse, a note from a Medical Doctor is required to further excuse a child for the same illness or injury.

When a child is excused from Physical Education class, he/she attends the class and observes the activity so when he/she can participate, he/she would know what skills are required to participate in that activity.

**If the proper excuse policy is not followed, the student's Physical Education grade will be affected. Also, any child with a Physical Education excuse will not be allowed to participate in recess.**

## TARDINESS

Punctuality is a very desirable habit. If you are late, you are required to present a note of explanation at the Main Office and/or the nurse's office that you have arrived. **You will then receive a tardy slip to give to your teacher.**

## EARLY DISMISSAL

Parents are asked not to request that children be excused early except when an emergency makes early dismissal unavoidable. Such requests should be made in a written note giving the reason for making the request. All excuses and requests are to be approved in the Principal's Office. Students must be picked up in the Main Office or in Cafeteria. **Parents must sign the child out in the Sign Out Book**

For safety and security reasons, whenever early dismissals are necessary, they must be handled through the office. Parents must come directly to the office, not the classroom, when picking up a child. Parents are to sign them out in the Sign Out Book. The office will call the student down for pick up.

It would be helpful if parents informed Mrs. Mizzoni or Mrs. Weiss, through a note that they are planning to come in for dismissal. Parents must provide us with the names of any individuals who have permission to pick up each child and that person must report to the office and provide proper identification. This is especially applicable during inclement weather when many parents have car pools. We appreciate your help in this matter, as we must be certain we have parent permission to release children to other drivers.

**No child will be released during school hours to anyone without parental permission. Anyone picking up a child must sign the log in the Main Office. Identification will be requested if person is not known to office staff.**

## ALTERNATE DESTINATION – EMERGENCY FORMS

Emergency Forms – It is essential that emergency contact forms be completed and be kept up to date. If there are address or phone changes, please contact the office.

Your parents should instruct you, after making arrangements with a neighbor, as to a safe place to go if they are unable to be home at the time school is dismissed.

## TRANSFERRING

The Principal's Office is to be notified in advance if you are transferring from Frenchtown School to another school. We will furnish additional information to the new school upon request from that school.

## **“NO SCHOOL” ANNOUNCEMENTS**

During the school year, there may be days when school is not held due to bad weather or for other reasons. This decision is made by the Superintendent of Schools and announced over the following radio and TV stations:

*WICC - 600 AM*  
*WEBE -108 FM*  
*WTNH – Ch8*

**If school closes early due to bad weather or other emergencies, please be sure you know where to go if no one is at home. Please check the radio and TV frequently if there is any chance of school closing.**

## **TRUMBULL PUBLIC SCHOOL ALERT SYSTEM**

### **Emergency Terms and Procedures:**

In the event of an emergency at your child’s school, it is important to know these terms:

**Lockdown** - A lockdown takes place if an internal threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed.

**Stay-Put** – A stay-put takes place if an external threat is identified at the school. All school doors are locked; however, movement within the school may be limited or permitted. Entry or exit from the school will be controlled.

**Shelter in Place** – Students take refuge in designated areas to protect from hazardous materials or severe weather. Entry or exit from the school will be controlled.

**Evacuation** - In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area.

## **WHAT TO DO IF YOU ARE ILL**

If you do not feel well during school, tell your teacher. Your teacher will give you permission to report to the nurse’s office.

When the nurse is not in her office, you may report your illness to the Main Office. Be sure that someone can be reached in case you need to leave school. A student must have his/her home phone number or parent’s work number or cell phone number on record in the office, as well as numbers of relatives or neighbors in case of any emergency. Please keep these numbers up-to-date at all times.

## VISITORS AND SCHOOL SECURITY

Visitors are always welcome at Frenchtown. All doors are locked from **8:45 a.m. to 3:05 p.m.** All visitors to the school must first report to the Office, sign in the Visitors' book and fill out a Visitors' Badge. Visitors must show a driver's license or a visitor's badge to one of the secretaries. This badge is to be worn throughout the visit to our school. The badge is to be completed with date and time of visit. This badge is only for the day of the visit.

<i>Frenchtown Elementary School</i>	
<b>VISITOR</b>	Day of Week
<b>PASS</b>	
Name: _____	

Classroom visits are encouraged. Parents are welcome to visit their child's class while it is in session. ***In either case, whether visiting the building or classroom, visitors must first report their presence in the building to the office.*** The primary purpose for a classroom visit is for parents to view their child in a classroom environment. Teacher's should be notified that the parent plans to observe the class at least 24 hours in advance.

### The following parameters are a guide for classroom visits:

1. Arrangements to visit a class must be made in advance. These arrangements can be made by telephoning the school office.
2. Pre-school children cannot accompany you on the class visit.
3. Classroom visits should be no longer than thirty to forty-five minutes. Prolonged visits serve no purpose and tend to be disruptive to the educational process.
4. Classroom visits **cannot be construed** as a parental conference. Conferences can be set up by appointment by contacting the teacher or the office.
5. Parents who have scheduled a classroom visit must first advise the office of their presence in the building and sign in the Visitors' book and wear a name tag.

## TRANSPORTATION

When a change is necessary, parents are asked to send a note to the office in ample time specifying the date and reason. In **emergency circumstances**, you may receive special permission, from the Principal, to change buses, bus stops or walker lines. **However, you are expected not to make changes.**

Children are expected to ride a bus to and from school if on an established bus route. If it becomes necessary for you to drive your child to school or you must pick him/her up after school, you are asked to use the back of the Frenchtown building **only**. **DRIVERS MUST EXERCISE EXTREME CARE AND CAUTION** in this area, particularly as the youngsters walk from the cars toward the building. Pupils being transported by parents will **enter** and **leave** from the lobby adjacent to the TLC wing near the cafeteria. At 3 o'clock, parents are to pick up and sign out students in the cafeteria and exit the building from the cafeteria. **STUDENTS BEING PICKED UP WILL BE DISMISSED** at the second bell before buses are called. **No pupils should be dropped off or picked up in the front of the school at any time, as only school buses are allowed in this area.**

## **BUS RULES**

1. No one, for any reason, will stand while the bus is moving.
2. In the interest of safety, all feet, books, lunch boxes, etc. should be kept out of the center aisle.
3. You must take your assigned bus both in the morning and afternoon. You may **not** switch buses. When you board the bus, you should take your seat immediately and remain in that seat until the bus reaches your designated stop. Primary (K,1,2) students are to sit near the front of the bus.
4. You are assigned to a definite bus stop.
5. There shall be no undue noise on the bus. Singing and shouting are not necessary and serve only to distract the driver.
6. Hands and heads should never be stuck out of the bus windows. Nothing is to be thrown out of the windows. Shouting out of windows is forbidden.
7. Good conduct will be maintained at every bus stop. You will stand off the road while waiting for the bus. Generally, pupils should not arrive at their stops earlier than ten minutes prior to pick up time.
8. Throwing things in the bus, snapping elastics and other unmannerly behavior will not be tolerated.
9. You must not play with the Emergency Door on the bus.
10. No one is to carry potentially dangerous items on the bus such as bats, scissors, sharp instruments and glassware.
11. If you must cross the street after alighting, you are required to cross in front of the bus while the flashing red lights offer you safety coverage. The actual movement across the street is begun upon signal from the driver.
12. Violators are liable and can be deprived of the privilege of riding buses.

## **GENERAL DETENTIONS**

**Specialist, staff, Principal and or Assistant Principal may give general detentions.** Classroom teachers may also assign detentions for certain infractions taking place inside or outside of their classroom. Classroom teachers, by policy, will give parents 24 hours notice of a detention. These detentions can be before or after school and the classroom teacher will stay with the child. The following procedures are to be followed by all students in Detention.

1. General detention meets in the office on Tuesdays, unless a change is announced. They will then go to the assigned room for detention with a staff member.
2. Students in detention are expected to be seated within five minutes after school is over.
3. Communication or misbehavior during detention can result in suspension from school.

4. Students are expected to stay until 4:00 p.m. Parents are to pick students up promptly at 4:00 p.m. Failure to report to an assigned detention can result in **two additional detentions, phone contact with parents and/or an in-school suspension.**

## **LEAVING SCHOOL GROUNDS**

***It is positively forbidden*** for you to leave the school grounds during school hours unless you have been excused through the office, signed out, and are accompanied by a parent. If anyone other than your parent will be picking you up, your parent **MUST** send a signed note stating they wish to have you leave early and the name of their designee person who will pick you up. **The note must include student's name, date, teacher, reason for leaving, and parent's signature. If parent's name is different than the student's, please make sure the student's name appears on the note.**

## **NEWSLETTERS/COMMUNICATIONS**

The Principal issues a monthly parent newsletter and calendar. The PTA issues notices, and the office also issues bulletins/reminders. Teachers send home notices and letters to parents. Students are required to bring each of these communications home to parents the day they are issued. ***Important flyers are run off on Canary Yellow paper.***

## **CONFLICT RESOLUTION**

Teachers are expected to use their professional abilities to solve problems occurring with students. When a parent feels there is a problem relating to his/her child, which has not been resolved satisfactorily, an appointment should be scheduled with the homeroom teacher or the teacher with whom the difficulty relates. If a resolution cannot be reached, an appointment with the Principal or Assistant Principal can be scheduled.

## **TEXTBOOKS**

**Each student is supplied with a set of textbooks in August. Textbooks which go home must be covered. Parents are responsible for the student's set of books. If a textbook is lost, it must be immediately reported to the teacher. If any are lost or severely damaged, the full price must be paid immediately. Until students pay for the lost or damaged books, they will be denied the privilege of taking any books home, and will need to complete homework assignments during study hall.**

## **HOMEWORK REQUESTS**

**All requests for homework, due to absences, must be made before 10:00 a.m. and picked up in the office after 3:00 p.m.**

**Students cannot call home for homework and parents cannot deliver homework to classrooms.** Parents are not allowed to deliver homework, treats, or other items to the classroom. Items must be left with the secretaries.

## **CLASSROOM**

You will be assigned a homeroom teacher and classroom. Your teacher is responsible for overseeing that quality instruction is given to you. Your teacher will make every effort to provide quality time in basic academic areas as well as enrichment.

It is your responsibility to do the best work you can and to conduct yourself in an appropriate manner. Your teachers are committed to helping you succeed and progress to your best ability. Additional help from your teachers might be provided during the day or before and after school. You can be kept after school to make up work and for disciplinary reasons. Your parents will be notified one day in advance of detention.

## **CAFETERIA**

The behavior that is expected of you while in school is also expected during lunchtime in the cafeteria or picnic area. In an effort to create a comfortable, but orderly environment, you are requested to:

1. talk in a conversational voice (3 to 6 inch voice)
2. stay in your seat
3. make sure your place is clean and neat for the next person
4. walk at all times
5. sign out and use the bathroom or nurse pass when leaving the cafeteria

## **STUDENT DRESS AND GROOMING**

A pupil's attire has a direct bearing on his/her conduct and helps to create a proper learning environment.

Therefore, it is required that:

1. Pupils will wear proper attire at school.
2. Appropriate footwear will be worn at all times.
3. They should be neat and clean from head to foot.
4. Dress and grooming should not be **disruptive to the educational process and constitute no threat to the health or safety of the students or others.**

5. Immodest clothing of such type that detracts from learning shall not be worn. This includes clothing bearing printed slogans or mottos not in good taste. Disciplinary action for violation of the dress code includes individual counseling with the Principal, Assistant Principal, or the school nurse, the student sent home to change, and conferring with the parents.
- \* **Inappropriate casual attire includes: tube tops, blouses or shirts that expose the midriff, see-through shirts or T-shirts, tank tops, tight spandex garments, short shorts, gym shorts, sweat pant shorts, flip-flops or sandals, cut or ripped clothing or clothing advertising alcohol and/or tobacco products, drugs and violence. The TPS Dress Policy requires shorts to be measured to the tips of the fingers when arms are held straight down at the sides.**

## **HOMEWORK**

Homework is a basic part of the instructional program. It may consist of such activities as make-up work, projects, collecting material for classroom projects, listening to or viewing suggested radio and television programs, or completing work begun in the classroom. Purposes of homework are to stimulate independent study habits, to develop responsibility and self-direction and to reinforce school learning by providing necessary practice for developing skill and proficiency. Homework is **your** responsibility. Your parent should encourage you to fulfill this responsibility and should provide you with a suitable study area. If homework is forgotten at home, it cannot be delivered to the student by the parent or office personal.

## **ART**

Every student in grades K-5 will have one period of Art education a week. The major goal of the elementary Art curriculum is providing instruction in Art to all students that will stimulate sensitivity, awareness and appreciation, and develop knowledge and skills to assist the student in solving Art problems with an individual and creative approach.

## **MUSIC**

Every student in grades K-5 will have two 30 minute periods of Music education a week. The program offers a variety of musical experiences and has, as it's goal, a curriculum geared to meet the varied interests of all students. The 5<sup>th</sup> grade students also attend one period of chorus each week and present two choral productions each year.

## **PHYSICAL EDUCATION**

Every student in grades K-5 will have two 30 minute periods of Physical Education a week. During this time, skills in both individual and group sports are developed. These skills include gymnastics, volleyball, basketball, field hockey, group games, physical fitness and soccer. Good sportsmanship and cooperative play are also reinforced throughout the program. Students in all grades can participate in a Jump Rope for Heart Program during school.

Students are required to wear sneakers or rubber soled shoes at all times while participating in Physical Education classes.

## **THE LIBRARY / MEDIA CENTER**

The Library is a very important part of the school. You may use the library to work on independent study projects. The library houses resources in a variety of ways: books, magazines, filmstrips, periodicals, tapes, video tapes, and CD-ROMs, etc. In addition to independent study, each class visits the Library Center once a week as a class for library skills and book exchange. All materials must be signed out by the student.

## **COMPUTER LAB**

Children will visit the Computer Lab under the supervision of their teacher to integrate technology with the classroom curriculum. Children in grades 3 through 5 will be introduced to keyboarding and word processing (Microsoft Word).

## **STUDENT GOVERNMENT / STUDENT ADVISORY COUNCIL**

Student Government is the forum for discussions on a wide variety of school topics. It is here that students representing every classroom in grades 1 through 5 meet to discuss school activities and problems. The decision-making process is an important one. Student Government helps to make the school a better place by solving problems and coming up with new ideas for the school to increase school spirit. Elections for Student Council and class officers are held in the fall. The Student Council provides opportunities for student leadership and management.

## **LOST AND FOUND**

All lost and found articles should be placed in the Lost and Found box. Clothing is kept in a special **Lost and Found** box inside the **Cafeteria**. You should check with the office if you lost something. If clothing is labeled, it is immediately returned to the owner. Articles not claimed by the end of the school year are donated to a nonprofit organization

## **CARE OF BOOKS, SUPPLIES, SCHOOL PROPERTY**

You are responsible for the proper use of textbooks and other materials provided by the school. Lost textbooks or library books must be paid for. Report cards will not be issued to anyone owing either a book or money to the school. Students who intentionally damage any school property must pay for all damages. The school provides most supplies – some of a personalized nature must be provided by the student.

## **BOOKS/LOCKERS/DESKS**

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

- Cover all school books
- Keep your locker clean... no stickers, pictures or posters on or in your locker.
- Combination locks or padlocks are not allowed
- School desks are to be kept clean at all times...no decals, stickers or writing on desks, please. A neat desk will help you find learning material when you need them, so also keep your desk free of clutter!

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

## **PETS TO SCHOOL**

Pets are generally not allowed in school. The only way you can bring a pet to school is to obtain permission from your teacher or principal. Certain requirements will be made in regards to transportation of the pet (**no animals may be brought to school on a school bus**). Health and safety requirements must also be met. If you wish to bring a pet to your classroom you must first get your teacher's permission. Your teacher will then discuss your request with the principal. There are certain guidelines you have to follow if you do get the principal's permission. For example, the animal must be in a cage or carrier. We also will have to make sure none of your classmates or teacher is allergic to your pet.

## **SAFETY PATROL**

Safety Patrols can be most helpful as they:

1. Assist teachers and parents in reminding students of safe practices.
2. Help instruct, direct, and control students in the hallways and front lobby.
3. Assist teachers in keeping children orderly while waiting for the bus.
4. Aid the bus driver while students enter, ride or leave the bus.

School Safety Patrols are appointed by the Principal after consulting with the classroom teacher and safety patrol advisor. Appointment, which is voluntary, will be based on reliability and leadership abilities.

## **THEME MONTHS/FOCUS DAYS**

Theme Months/Focus Days are special times at Frenchtown. Three or four times a year the entire school community “focuses-in” on a special topic.

Past Focus Days have included Red, White and Blue Day, Twin Day, Geography T-Shirt Day, Sports T-Shirt Day, Endangered Species T-Shirt Day, Kris Kross Day, Green Day, and Red and White Day. Service Projects have become a major emphasis for our students. Projects have included: Trick or Treat for UNICEF, Christmas in April, food, toys and books for the needy and Habitat for Humanity. You are encouraged to suggest new ideas to make Focus Days even better in the future.

## **BIRTHDAYS**

Birthdays come only once a year, but when they do, they are special occasions at Frenchtown School. Each child is presented with a birthday card and a pencil on his/her birthday. Some parents may wish to “celebrate” by donating a “birthday book” to the school library on behalf of their son or daughter along with a suitable inscription inside the book. The school librarian would be pleased to give you some suggestions as to suitable book titles. If you wish to provide refreshments for your child’s class to celebrate his/her birthday, please send a note to the teacher specifying the day so that the teacher can ensure there are no conflicts with other activities. Please be aware that items are to be store bought and labeled, due to allergies.

**Donated By**

\_\_\_\_\_  
**on the  
occasion of**

\_\_\_\_\_  
**2011-12**

## **CELEBRATIONS**

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

## **ALLERGY INFORMATION**

If you have a peanut or tree nut allergy you will have a peanut/tree nut free homeroom assignment you will use line one in the cafeteria and sit at the Peanut Free/Nut Free lunchroom table.

## SCHOOL TELEPHONE

School phones are for official school business **ONLY**. You are permitted to use the school telephone in emergency situations only. Approval from the office is required. **You are expected to leave home with all the items you will require such as school supplies, homework, and lunch. Failure to bring these items is not considered an emergency situation and a phone call will not be permitted. Parents, please help your child develop a sense of responsibility. It will also eliminate your making unnecessary trips to school.**

## LUNCH DEBIT CARDS

The Trumbull Schools' Lunch Debit System is a computerized point-of-sale program where all students have an account ready to be used for the purchase of lunches and snacks. All students are issued a bar coded Personal Identification Number (PIN) that each child memorizes and enters at the serving line. With less cash to handle, the serving lines move much faster allowing students more time to eat. Checks are made payable to Trumbull Food Services and given to the teacher in an envelope marked Lunch Debit Program. This is a Debit (not a Credit account). "Charging" is a one-time courtesy. You can also go online to [www.mylunchmoney.com](http://www.mylunchmoney.com) and set up an account for your child which allows you to enter money to his/her account with your credit/debit card, lets you monitor what your child is purchasing and lets you know when your child's account is low.

ENERGY EXPRESS DEBIT DEPOSIT SLIP ELEMENTARY DATE: _____ BAR CODE #PIN * _____ * Student Name _____ Deposit Amount \$ _____ Make check payable to: TRUMBULL FOOD SERVICES Circle Option: LUNCH ONLY / LUNCH and ALA CARTE
---

## MONEY AND VALUABLES

Except for small amounts, payment by checks made out to "Frenchtown School" or Frenchtown PTA would be appreciated. Checks eliminate the problem of money lost on the way to school. All money should be sent in a sealed envelope with your name and teacher's name, amount, and purpose clearly marked on the outside (as shown below). Parents, please emphasize with your children the danger of leaving money or valuables in their desk or other places at school. Students are not allowed to bring radios, video games, cassettes, toys, or expensive personal items to school. Unauthorized items will be confiscated and returned only when a parent comes to claim them.

Child's Name Teacher's Name – Room # Amount and Purpose
---



## MASCOT

Your school Mascot is a **Wolf**.

## **ESPECIALLY FOR PARENTS**

### **HOW TO HELP YOUR CHILD'S PROGRESS**

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

1. A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important.
2. A growing body needs plenty of rest. Children from ages 6-9 need 10-12 hours of sleep. Children ages 9-11 need 10-11 hours sleep. Situations, which tend to over-stimulate or excite the child, should be avoided before retiring for the night.
3. The home should continually strive toward providing an environment, which provides love, confidence, understanding, and a feeling of security for the child.
4. A child's school day is his work day. As important as private lessons in music and dance or club meetings may be, the child still needs free time of his own to choose his own activity or to relax.
5. Demonstrate to your child a genuine interest in his school and school activities.
6. Help your child with his homework by providing a quiet workspace with the necessary resource materials.

## **HEALTH SERVICES & GUIDELINES**

**Health Care** – School nurses and/or health aides serve Frenchtown daily. Their responsibilities include:

- Administration of first aid in emergencies.
- Immediate care of sick and injured.
- Enforcement of communicable disease control measures.
- **Administration of medication only upon written authorization of a physician and parent.**
- Vision screening (yearly).
- Hearing screening (yearly)
- Color deficiency screening – Kindergarten.
- Scoliosis screening in grade 5.

*Guidelines* Your child's health is an important factor in his or her receptiveness to learning. A child who is ill does not benefit from the learning experience. Additionally he or she is a potential carrier of a virus or illness to all he or she meets during the school day. With a large student population it is imperative that we all adhere to guidelines that have been set forth by the Town of Trumbull regarding a health dismissal. Please adhere to the following guidelines that have been established:

1. Children with an oral temperature of 100 degrees or higher are to be sent home.
2. Children who vomit in the school setting will be sent home.
3. Children who experience diarrhea more than once will be sent home.

4. Children who are sent home with vomiting or diarrhea will remain for a minimum of one day after being sent home. Rule of thumb, stay home 24 hours after the last bout of vomiting and or diarrhea.
5. Children who are sent home with a fever should remain home 24 hours after the fever has returned to normal, without the aids of fever reducing medication such as Motrin and or Tylenol.
6. Children sent home for the other reasons may return when adequate treatment and recovery has been achieved. These circumstances will be discussed with the school nurse.
7. All absences are to be called into the school nurse on the day of the absence at 201-452-4228. A note is required upon return to school. If your child is absent for three consecutive days or longer a note from the pediatrician is required.
8. The school nurse (or in her absence, the principal or designated teacher) may administer a medication to a student **ONLY** with the **written authorization of the attending physician and the written permission of the child's parent or legal guardian.** Under **NO** circumstances will exceptions be made. If a child comes to school without the necessary authorization, verbal authorization can be obtained over the phone. This will allow the nurse to dispense medication for that day only, and give the parent time to obtain the necessary written authorization of the physician.
9. If you expect your child to be absent from school for three days or more, please notify the school nurse by phone stating the cause.
10. Injuries that occur at home cannot be taken care of by the school nurse.
11. All pupils are required to be immunized against polio, diphtheria-pertussis-tetanus, measles, and if the pupil is under 12 years of age, against rubella. A student may be exempt from the requirement if he/she presents a certificate from the physician certifying that such would not be prudent because of health reasons or that such would be contrary to the religious beliefs of the student.
12. If your child should have a communicable disease, please follow the instructions below. Other children in the family may attend school.

<b>Chicken Pox</b>	Exclude student a minimum of 7 days after appearance of first eruption or until well.
<b>Measles</b>	Exclude student a minimum of 7 days after appearance of rash or until well.
<b>Mumps</b>	Exclude student until all swelling disappears.
<b>German Measles</b>	Exclude student a minimum of 4 days or until well.
<b>Whooping Cough</b>	Student must stay home 21 days from school from typical "whoop". Returns with note from doctor. Other children may attend if they have been immunized.
<b>Scarlet Fever Scarletino, or Strep Throat</b>	Exclude student a minimum of 7 days if not under treatment or for 48 hours after institution of specific therapy (usually penicillin).
<b>Hepatitis, Mono, Pink Eye</b>	Student may return to school with a written note from doctor.

<b>Scabies</b>	Student must have a note from the doctor stating that he/she is under treatment and ready to return to school.
<b>Lice</b>	Contact personal physician and advise school nurse so that source of infection may be investigated. Student must be excluded from school until treated by physician.
<b>Impetigo, Ring Worm</b>	Students may attend school only with a note from the doctor and the area is covered to prevent spreading.

**PHYSICALS:** The Trumbull Board of Education requires all pupils to have a physical health assessment when entering school and in grades three, six, and nine. If your child does not have a completed physical form, they may be excluded from school until one is handed into the office. If you have any questions regarding this, please contact the school nurse at 203-452-4228.

## **COMMUNICATION**

Parents, it is important for your child's welfare that we work together in his/her educational development. Parent-Teacher conferences will be scheduled for this purpose, but don't wait for them if you suspect a problem is developing.

Call or e-mail your child's teacher or the principal so that we can work together to provide the best possible educational program for your child. Most teachers have their e-mail available on their school website.

## **SALUTING THE FLAG**

The Board of Education's policy indicates that saluting the flag is an appropriate part of opening exercises for each school. Teachers are to give their pupils the opportunity to salute the flag as part of the opening exercises.

## **SILENT MEDITATION**

Under the provisions of the State Law, PA 75-367, time must be allowed at the beginning of each school day for silent meditation.

## **DONATE A BOOK**

A special day in your child's life can be remembered forever through a donation of a book to our Media Center collection. On your child's birthday, a "special occasion" or as a "Memorial," a book of your choice can be given in your child's name to our Media Center. A special bookplate has been designed and will be posted inside the front cover for all to see. Books donated during the year will be placed on a special shelf in the library. The school librarian would be pleased to give you some suggestions as to suitable book titles.

## **STUDENT RECORDS**

Parents and guardians of students attending the Trumbull Public Schools should be aware of Board of Education Policy JO-Student Records, which concerns student records. Copies of this policy may be inspected in any school office during regular school hours. Conditions concerning access to the availability of student records are defined. A procedure for challenging the contents of records is defined. You may also access some students records for your child on Infinite Campus <http://www.infinitecampus.com/>

## **NONDISCRIMINATION IN INSTRUCTION**

The Trumbull Board of Education does not discriminate against any pupil ... in educational programs and services under its jurisdiction. Trumbull Board of Education Policy JBA, Non-Discrimination in Instruction, and Policy JBB, Non-Discrimination in the Classroom, provides procedures for handling complaints relating to these matters in accordance with **Title IX** (Education Amendments of 1972 – sex equity), which prohibits discrimination in education programs or activities.

## **NONDISCRIMINATION ON THE BASIS OF HANDICAP**

The Trumbull Board of Education is in full compliance with **Section 504** of the Rehabilitation Act of 1973. This provides that no otherwise qualified handicapped student in Trumbull may by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Trumbull Public Schools. Complaints relating to these matters may be referred to the Assistant Superintendent at 452-4348.

## **INAPPROPRIATE ACTIONS**

Under certain conditions, it can be in the best interest of a pupil or other pupils of a school for a pupil to be denied the privilege of attending school. The Board of Education has established procedures, whereby pupils can be denied the privilege of attending school for any of the following reasons:

**OBSCENITY:** The act of using obscene language by pupils in verbal or written form or in pictures or caricature in or on school property.

**STEALING:** The act of dishonestly acquiring the property of the school or property of other students.

**FORGERY:** The act of fraudulently using in writing the name of another person or falsifying times, dates, addresses, or other data on school forms.

**FIGHTING:** The act of quarreling involving bodily contact in or on school property or going to or from school, including any activity under school sponsorship.

**DEFIANCE OF AUTHORITY:** The failure to respond or carry out a reasonable request by a staff member.

**GROSS MISBEHAVIOR:** Deliberate or willful conduct detrimental to normal functions of the program of activity under school sponsorship or the act of threats to staff members or to other pupils.

**VANDALISM:** The act of willful destruction of school property or property belonging to other students.

**INDECENCY:** The act of offending against commonly recognized standards of good taste, including the use of vulgar language.

Please be advised that all policies related to a student's standard of conduct have been revised, modified, and/or consolidated into the "Code of Conduct" (Policy Code: JFC – Student Conduct).

PLEASE REFER TO OUR DISTRICT'S IN-DEPTH CODE OF CONDUCT FOR DETAILED INFORMATION ON OFFENSES AND CONSEQUENCES.

## **BOARD OF EDUCATION POLICIES ON CHILD ABUSE AND SEXUAL HARRASSMENT**

*Federal, State and Board of Education child protection mandates and policies, in the areas of Suspected Child Abuse/Neglect, Sexual Harassment, Suicide Prevention/Intervention, and Truancy, require written reports. These reports are completed by school and staff and filed in a confidential file, located in locked cabinets at the child's school and at the Central Administration Building, Office of Pupil Services. These reports document the incident and the interventions by staff to assist the child. Except for the Suspected Child Abuse/Neglect report, which is forwarded to the Department of Children and Family Services, no other report is released from the confidential files without written parent permission.*

*Board of Education Policy on Sexual Harrassment of Students follow this statement.*

### **HAZING**

Hazing in any form is prohibited. Hazing is regarded as a Section II type offence (ie. Assault), according to the Elementary School Standard of Conduct. In addition, students should be aware that hazing can also constitute a violation of Connecticut Criminal Statutes as a form of assault and can make the student liable for arrest and prosecution, as well as for civil liability.

Hazing is defined as any form or type of physical, verbal, and/or emotional mistreatment, abuse, and/or harassment of a student in connection with a student's participation in or membership on an interscholastic athletic team or in any school-sponsored activities; and/or forcing, coercing or intimidating any student to participate in any illegal or inappropriate activities in connection with the student's participation or membership in the foregoing. Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to or after the school day.

For further information on hazing, please refer to the Board of Education Hazing Policy.

## **BULLYING**

It is the policy of the Board of Education to promote a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

## **STUDENT POSSESSION AND PERSONAL USE OF WIRELESS COMMUNICATION DEVICES**

It is the policy of the Trumbull Board of Education that any student in a public school who wishes to use a wireless communication device (cell phones) must obtain the written permission of the school administrator. If approved, it must, by policy, be kept in a locker and many not be used during the school day. Since this is a privilege and not a right, the administrator shall grant such permission only if the student or his/her parent or legal guardian establishes to the satisfaction of the administrator that a reasonable basis exists for the possession and personal use of the device.