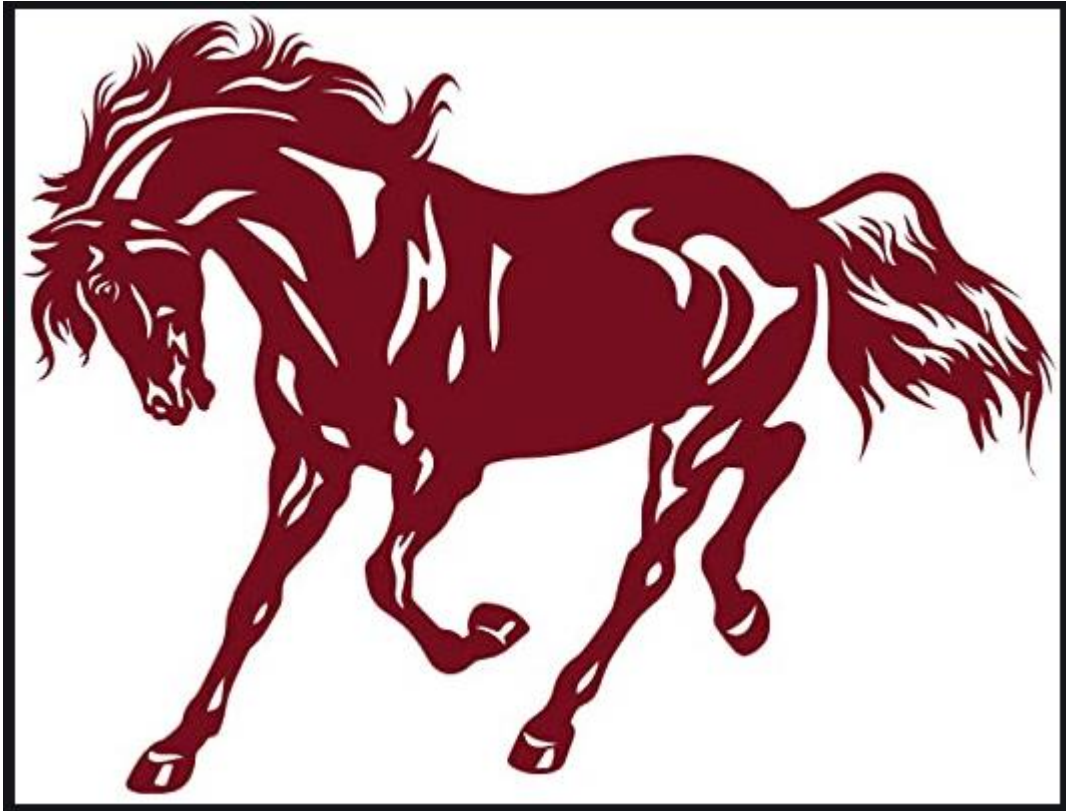


**Middlefield Memorial School**  
**Family/Student Handbook**  
**2022-2023**



*"A place where everyone can be someone."*

124 Hubbard Street  
Middlefield, CT 06455  
860-349-7235  
[memorial.rsd13.org](http://memorial.rsd13.org)

September, 2022

Dear Parents/Guardians:

Welcome to a new school year at Memorial School. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we encourage you to participate in our Parent-Teacher Conference Days, Parent Teacher Council meetings, and other school activities.

Memorial School is a community of learners all eager to share experiences, to invest effort in acquiring knowledge, to achieve excellence and to celebrate success. Our goal is to consistently demonstrate a collective commitment to excellence.

You will find in the Parent/Student handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at 860-349-7235.

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and will be a positive experience for everyone.

Sincerely,

Noelle Durkin  
Principal

## Regional District 13 Mission Statement

Through engagement in authentic learning all Regional School 13 students are empowered to thrive and contribute as global citizens.

[Strategic Plan](#)

### Core Ethical Values

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves the following questions:

Am I showing **respect** for

- Myself
- The worth and rights of others
- The views of others
- Personal, school and community property
- The environment

Am I accepting **responsibility** for

- My own actions
- My own welfare and the welfare of others
- My personal growth and learning
- Making ethical choices

Am I practicing **honesty**

- With myself
- With others
- In my work

Am I practicing **kindness** by

- Treating others, the way I want to be treated
- Promoting the well-being of others
- Being patient with myself and others
- Acting with compassion

Am I showing **courage** by

- Standing up for moral principles
- Persisting in the face of adversity
- Being true to myself

## **Middlefield Memorial School**

Board of Education meetings are typically held at CRHS in the library.

All BOE meetings are streamed live at RSD13 Live on YouTube.

### **Board of Education**

Lucy Petrella, Chairman

Jason Stone, Treasurer

Lindsay Dahlheimer, Secretary

James Roraback

Maura Caramanello

Dr. Linda Darcy

Amanda Betty

Mariah Roy

Robert Moore

John Mennone

### **Central Office**

**860-349-7200**

Dr. Doug Schuch, Superintendent of Schools

Kimberly Neubig, Business Manager

Jennifer Keane, Director of Student Services and Special Education

Kevin Brough, Human Resources Specialist

Jim Croteau & Sue Gaudreau, Eric Proia, Supervisors of Building and Grounds

Ken Pietrasko, Director of Information Technology

## Memorial Faculty and Staff

Noelle Durkin- Principal

Lynn Davis – School Secretary – 860-349-7235 Fax 860-349-7246

Becky Glenn – Guidance Secretary – 860-349-7430

Fran Ciarleglio – School Nurse – 860-349-7429

| Grade 3 Teachers   | Grade 4 Teachers   | Grade 5 Teachers  |
|--|--|---|
| Cassie Bystrek<br>Melissa Lonsdale<br>JoAnn Poach  | Sarah Cerbarano<br>Noreen Grenier<br>Nancy Kozlik  | Jessica Biancardi<br>Carl Bruenn<br>Kris Koba<br>Colleen LaRochelle<br>Amy MacKay |
| Related Arts Teachers  | Coaches  | Interventionists  |
| Elizabeth Bayreuther-<br>Music/Instrumental<br>Pamela Longley – Art<br>Nicole Fekete – Library<br>Scott Mongillo – Technology<br>Greg Morrone- PE/Health<br>Allan Schulenburg- Music | TBD  | Maria Fazzino – Reading<br>Chris Napoletano – Math<br>Michelle Seward - Reading   |
| Special Education Teachers   | Counseling Services  | Tutors  |
| Jessica Kuropat<br>Jeff Landry<br>Danielle Miller<br>Sharon Rogers<br>Melissa Whitney  | Toby Rascati – Counselor<br>Brianna Tasto - Psychologist   | Cheri Forbush<br>Amy Schaffer   |
| Speech Pathologist   | Teacher Assistants   | Cafeteria Staff   |
| Kara Urso  | Katherine Beaudoin<br>Megan Castor<br>Angela DiLella<br>Lore Lena<br>Clea Meliso<br>Barbara Mielke<br>TBD<br>Leanne Slawinowski<br>Lisa Schaefer | Nancy Reed<br>Kristen Kurtin  |
| Custodians   | ABA  |   |
| Billy Anderson<br>AJ Santa Maria   | Jenna Waz – BCBA<br>Carol McShane<br>Jo Milardo  |   |

## **Memorial Parent Teacher Council 2022-2023**

*Treasurer* - Kim Johansen (kaejohansen@gmail.com)

Amanda Betty (amanda.betty@yahoo.com)

Emily Kahnke (emilykahnke@gmail.com)

Jen Casillo (cjasillo@att.net)

Emma Gallo (egallox3@yahoo.com)

Meetings are held in person at Memorial School. Meetings will be at 6:00 pm with the exception of the September meeting. If you would like to attend a meeting please email Noelle Durkin at [Ndurkin@rsd13.org](mailto:Ndurkin@rsd13.org) and she will send you a link to join.

- Monday, September 19th, 7:00 pm
- Monday, October 17th, 6:00 pm
- Monday, November 14th, 6:00 pm
- Monday, December 19th, 6:00 pm
- Monday, January 23rd, 6:00 pm
- Monday, February 13th, 6:00 pm
- Monday, March 13th, 6:00 pm
- Monday, April 17th, 6:00 pm
- Monday, May 15th, 6:00 pm
- Monday, June 12th, 6:00 pm

### **School Hours**

| <b>Regular Day</b>           | <b>Early Release/Professional Learning Early Release Day</b> | <b>Two-Hour Delay</b>         |
|------------------------------|--|-------------------------------|
| <b>8:00 a.m. - 2:35 p.m.</b> | <b>8:00 a.m. - 12:05 p.m.</b>                                | <b>10:00 a.m. - 2:35 p.m.</b> |

## Attendance

Significant changes have been made to the State Attendance Policy that impacted the District Attendance Policy. Please carefully read the [Student Attendance and Truancy Plan](#) in the **Policy Section** on the district website, [rsd13ct.org](http://rsd13ct.org). You may call the school office if you need clarification or have any questions. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence with either a call or note to the school nurse. After nine absences parents will receive a letter indicating that additional documentation will be required for an excused absence (see policy). Students who are absent from school may not participate in extracurricular activities on that day. State of Connecticut Board of Education defines present as "in attendance for half of the regular school day." The Memorial School day begins at 8:00 a.m. and ends at 2:35 p.m. It is important for your child to attend the entire day of school so he/she can benefit from every educational experience. Every attempt should be made to schedule appointments after school hours. Vacations should be scheduled when school is not in session.

Students will be marked tardy if they arrive after 8:00 A.M. If a student is late due to a bus problem, he/she will not be marked as tardy. If you drop your child off late, please make sure that he/she **checks in at the office upon his/her arrival to school.**

If your child will be absent or tardy from school, please call the school nurse at 860-349-7429 or email the school and inform the office as to why your child is absent. If you choose to email the school, you must email: Lynn Davis [ldavis@rsd13.org](mailto:ldavis@rsd13.org) and your child's teacher. If you do not call the school, the nurse will be contacting you through ParentSquare regarding your child's absence.

**No School For Students - Professional Learning Days - Sept. 26<sup>th</sup>, Nov. 8<sup>th</sup>, March 10<sup>th</sup>**

**Early Release - Professional Learning Days - Jan. 26<sup>th</sup>, Feb. 17<sup>th</sup>, May 16<sup>th</sup>**

**Early Release - Parent Conferences - Oct. 19<sup>th</sup> & 20<sup>th</sup>, Mar. 14<sup>th</sup> & 15<sup>th</sup>**

## ParentSquare

ParentSquare will be used to communicate school events and information, report cards and district information. Emergency notifications, such as weather-related school closings, will also be sent out through ParentSquare. It is extremely important to sign up for this service. Please click the ParentSquare icon at the top right of the district website [www.rsd13ct.org](http://www.rsd13ct.org) for further instructions.

### Arrival and Dismissal

Please be aware that we cannot supervise children before 7:40 am. Please do not leave your child at school before that time. Staff members are on duty at 7:40 am daily.

Drop off will remain the same as before. Cars enter Memorial for pick up or drop off, they will go immediately left, enter the drop off/pick up area and exit straight out the main driveway. Pick up will be by VALET in the student drop off area near the gym entrance. Staff will be stationed in this area to supervise students getting into and out of cars and direct traffic. Parents should stay in their vehicles, wait for your turn for drop off or pick up and only let students exit cars on the sidewalk where an adult is stationed.

#### **Do not enter the bus lane in front of the school!**

Parking at the curb in front of our school is never allowed, even before or after school hours. This lane is not only our bus lane, but it is also the **FIRE and EMERGENCY LANE**. It must be kept clear of parked vehicles at **all times**. Please park in the marked areas in the lot if you need to park for any reason.

At no time should you pass a bus that is displaying **FLASHING RED LIGHTS AND STOP SIGN**. When these lights and the sign are displayed, children are entering or exiting the bus. State law prohibits you from passing a bus in either direction when the flashing lights and signs are displayed. You will be reported to the State Police and subject to a hefty fine if you pass such a bus, even at the bus platform. School buses and the school driveway are equipped with video cameras to record such infractions. We are always concerned for the safety of all our children. Please be extremely alert and cautious when driving anywhere on school grounds.

All students are placed on their regular assigned bus each day for the trip home. Students will only be allowed to ride the bus to which they are assigned, parent notes for temporary stop changes are not allowed. No one other than a parent or legal guardian may sign-out a child without **written permission** of a parent or guardian. If someone else is picking up your child at any time, please send in a note giving this specific person your permission to take your child. The individual picking your child up may be asked to show his/her identification if the staff does not recognize him/her. If we do not have a prior notification, we will call you to confirm the pick-up.



**Phone calls for dismissal changes should be used only for emergencies, and you must call before 1:00 pm to change your child's dismissal. For the safety of your child, DO NOT email bus changes to the teacher or the office, as we cannot guarantee that they are received promptly.**

Dismissal is at 2:35. Parents are discouraged from picking up students early as it results in a loss of instructional time. If you must pick your child up early you will need to enter the building to sign them out.

**Early dismissal days will follow the same routine as regular school days.**

### **Health Services**

Students who feel ill should report to the school nurse. If the nurse is not available, students should report to the main office. Students must not call/text home or leave the building because of illness without the authorization by the nurse or administrator. Students with significant injuries or illness will be required to have a physician's note to return to Physical Education. Students requiring the use of crutches at school must provide a physician's note allowing use at school.

All medications are to be delivered to the school nurse or the principal by the parent. **Students are not allowed to transport medication to and from school.** All medications require a written physician's order along with the parent's signature. The medication must be in the original labeled bottle, with the name of the student, dosage, times of administration, and the length of time it is to be given. This includes prescribed medications as well as over the counter medications such as cough syrup, Tylenol, Advil, topical preparations and eye drops. Forms for authorization of the administration of medicines by school personnel are available in all school Health Offices or can be downloaded from the District website.

Medications will be administered to a student by the school nurse, principal or teacher who has been trained in the administration of medications. A parent /guardian must pick up all medications by the last day of school or they may be discarded.

State mandated health screening for vision, hearing and scoliosis will be done during the school day. Audiometric and distance vision screenings are performed on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students. All 5<sup>th</sup> grade girls are screened for scoliosis. A written notice is provided to the parent/guardian of any student found to have deficits.

## **An important note Regarding Administration of Epinephrine at Public Schools:**

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

**Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse.** This opt-out will not apply when the nurse is available or to students with known, diagnosed, allergies with existing orders.

For any questions, please call Fran Ciarleglio, R.N, Memorial School Nurse, at 860-349-7429.

## **Bus Information DATTCO Bus Company**

DATTCO is the transportation provider for RSD13. The link to the bus routes is [here](#). If you have a bus change during the school year, please remember that it may take up to 48 hours for a bus change to be processed. You must complete a [bus form](#) with the change and submit it to the school. These forms can be found on line. You will be notified when the bus change will go into effect.

When waiting at the bus stop, plan to be at the stop 10 minutes before and after the scheduled time of bus arrival. There are many things that make a bus run off schedule including several children not attending school on a particular day, or the driver encounters traffic. You should call the school, not the bus company, if the time of pick-up and drop off is extremely inconsistent. **Students may only ride their regular assigned bus.**

## **Bus Rules**

School **transportation is a student privilege conditional upon satisfactory behavior** on buses and at bus stops.

1. Follow directions the FIRST time they are given.
2. Keep hands, feet, and objects to one's self.
3. Keep all parts of your body and all objects inside the bus.
4. Stay in your seat with your feet on the floor (not in the aisle)
5. No toys are allowed on the bus.
6. All items must be kept in backpacks.

7. Do not swear, use rude gestures, or tease anyone on the bus.
8. No pushing, shoving, or fighting.
9. No eating on the bus.
10. Do not litter, write on, or damage the bus in any way.

Please be certain to remind your child periodically about bus safety. Children must listen to the driver at all times, remain seated at all times when the bus is moving, and use quiet voices. Drivers have a very difficult job with much responsibility. Please help them. Students who do not follow these rules will be written up and receive appropriate consequences. If a child continues to misbehave he/she may lose the privilege of riding the bus for a period of time. It will be the parent's responsibility to provide transportation.

### Cafeteria

During the transition back to normal school operations in school year 2022-23, **Regional School District 13** has opted in to the School Meals Assistance Revenue for Transition (SMART) funds providing meals (breakfast and lunch) at no cost for all students at the beginning of the school year. Please note that meals at no cost to all students **are unlikely to last all year and are subject to the availability of district funds**. Since the availability of meals at no cost will expire when all funds have been expended, it is critical that households submit a free and reduced-price meal application as soon as possible to determine a student's eligibility for this school year and avoid unpaid meal charges.

Students residing in households with income at or below the Income Guidelines for Child Nutrition Programs are eligible for free or reduced-price meals or free milk. **The application form and instructions are available on the RSD 13 website: [www.rsd13ct.org](http://www.rsd13ct.org) in the School Lunch Information Section.** To apply for free or reduced-price meals, households should fill out the application and return it **to any RSD 13 school. Additional copies are available at the main office of each school.** Only one application is required per household and an application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

### Guidance and Counseling Services

Guidance and counseling services are available. These services include assistance with educational planning, interpretation of test scores, home, school and/or social concerns, or any question the student may feel he/she would like to discuss with a counselor. Our school counselor and psychologist are available to meet with students.

## Field Trips

Field trips are a wonderful way to enrich a student's academic area of study. Field Trips are learning experiences for students, and chaperones. Siblings can often distract students and chaperones on field trips so **siblings are not allowed to attend a field trip or a nature walk.**

- If your child becomes ill on a field trip, you will be contacted and it will be your responsibility to pick up your child at the trip location.
- When tickets are purchased for field trips, **there will be no refund for the field trip if your child is unable to attend due to illness or a conflict. This also applies to chaperones.**
- Students are expected to ride district transportation to and from all field trips.
- Please send in the exact monetary amount for your child's field trip. (No Coins) **We cannot make change.**
- When chaperoning a field trip please turn your cell phone off or on privacy mode and refrain from calling or texting while volunteering.

## Lockers

Each student is assigned a locker at the beginning of the school year. Students are responsible for the condition of their lockers. The locker remains property of the school and can be searched by administration at any time. Lockers may not be decorated or used to store personal items from home outside of jackets etc. and should be cleaned out at the end of each day with the exception of school materials.

## Grading/ Report Cards

The related arts areas of technology, health, library skills, art, physical education and general music will evaluate students in the following manner. (Technology will evaluate grade 5 students only.)

- 4 - Student is consistently meeting grade level expectations
- 3 - Student is approaching but has not yet met grade level expectations
- 2 - Student is developing an understanding of grade level expectations
- 1 - Student is beginning to demonstrate or has not yet demonstrated grade level expectations
- N/A - Skills and concepts were not assessed at this time

Our report card for grades 3, 4 & 5 are completely standard-based. This means teachers have identified from the broader curriculum the essential knowledge and skills that students must master in order to be successful at the next grade level. Progress towards these benchmarks is reported using a four-point rubric. Academic benchmarks relate to specific skills and goals developed in each academic area. Academic benchmarks will also be evaluated using the numerical key identified in related arts.

### **Cell Phones/ Personal Devices**

Students are allowed to bring their own devices (Tablets, Kindles, etc.) to school and use them for appropriate school related purposes. Personal devices are the responsibility of the owner and need to be kept safe and used appropriately while accessing RSD13's network. Cell phones, including watches are not to be used in school. A cell phone that is in use during the school day will be confiscated and given to the principal. For the first offense, the student will get the device back at the end of the day. Additional offenses will require a parent to pick up the device in the main office. We ask that parents refrain from calling or texting students during the school day, as it is a disruption to the learning environment.

### **Dress Code**

1. Shoes (footwear) must be worn at all times. Due to safety issues we request that students refrain from wearing high heeled or open toe shoes.
2. Clothing should not disrupt the educational environment or process (beachwear, halter tops, short shorts are not permitted at school).
3. Clothing must be free of any offensive signs or slogans. The principal or designee will determine the appropriateness of any questionable article of clothing.
4. Headwear (hats, bandanas, scarves on head) are not allowed in the building during school hours.

### **Visitors**

Visitors must stop at the office upon entering the building to sign in. Any visitor to the building must be clearly identified with a visitor's badge. Student visitors must be pre-approved by the office no later than the day before the proposed visit. All visitors must identify themselves and state the purpose of their visit before being buzzed into the building.

## Security System

The security system ensures the safety of students and staff at Memorial School. **All exterior doors including the front doors will remain locked throughout the day.** All parents, guardians, volunteers and visitors must go to the main entrance of the school. At the main entrance there is a call button that must be pressed to enter the school. The office staff will be able to view the visitor prior to entering the school on a video screen in the office. Once the visitor has been verified, the office will allow the door to be opened by the visitor. All visitors must then **sign-in** on the visitor book and wear a security badge while in the building. Visitors must **sign out** when leaving the building. Please return your security badge when you leave the building.

## Fire Drills/Safety Drills

As part of our District Crisis Management Plan each school must have monthly fire drills and periodic safety drills throughout the year. The fire drill and safety drill procedures will be reviewed with students throughout the school year. The first fire drill will be held during the first week of school. During fire drills, students exit the building and go to a designated area outside where attendance is taken. The children remain in their classroom during lockdown drills and modified lockdown drills. The students practice how to shelter in place in case of severe weather and learn where the safe areas of the school are located.

If you have any questions about fire drills or safety drills, please feel free to call the school.

## Homework

Teachers at Memorial School believe that homework is necessary, carefully planned and well-coordinated extension of school learning experiences. Time spent on doing homework is an important factor in helping youngsters to achieve good grades. Homework constitutes an important element of the teaching and learning process. Home-study activities are designed to reinforce student learning and to prepare the student for class discussions, future instruction and advancement to the next level. The appropriate assignment of homework by the teacher and acceptance of that responsibility by the student will further aid the student in development of mature work habits, organization of time and self-reliance.

The kind of homework assigned and the purpose of an activity required have a direct relationship to the nature of the course pursued and the age, maturity and educational needs of the student. Homework should be a development and further application of that which has been learned in each subject area. All assignments should contribute to the learning process and have a direct relationship to student performance evaluation. Whenever possible, homework should stimulate critical and creative thinking and include reading and writing assignments. As students' master recall and application type questions, they should be given opportunities to experience analysis, synthesis, and evaluation content. Homework should be varied and encompass both long and short-term assignments.

***Regional School District 13's policies are updated periodically. Please check the Board of Education Policies section of the district website at [www.rsd13ct.org](http://www.rsd13ct.org) for updates.***

Below is a list of important Board of Ed policies that you may find on our district website.

5131.8 Bullying Prevention and Intervention Policy

5140 Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes

5146 Non-Discrimination (Students)

Notice of Parent/Student Rights Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

State Department of Education Complaint Resolution Procedure

Student Discipline Excerpt for Handbooks

Notification of Rights Under FERPA

Prohibition Regarding Sex Discrimination - Title IX Grievance Procedure and Coordinator

5113 Student Attendance, Truancy and Chronic Absenteeism

5135 Student Wellness

Notification of Data Sharing

Notification of Rights Under PPRA

Notification to Parents of Their Right to Know Teacher and Paraprofessional Qualifications