

**Middlefield Memorial School**  
**Family/Student Handbook**  
**2024-2025**



*“A place where everyone can be someone.”*

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

## Table of Contents

Family Letter .....	3
RSD 13 Mission Statement and Strategic Plan .....	4
Core Ethical Values .....	4
Code of Conduct, Statement of Beliefs and Code of Discipline .....	5
Board of Education .....	6
Central Office .....	6
Memorial Faculty and Staff .....	7
<i>Important Information from A to Z</i>	
Arrival and Dismissal .....	8
Attendance .....	9
Bus Information DATTCO Bus Company .....	10
Cafeteria .....	11
Cell Phones/ Personal Devices .....	12
Curriculum .....	12
Dress Code .....	12
Field Trips .....	13
Fire Drills/Safety Drills .....	13
Guidance and Counseling Services .....	13
Health Services .....	14
Homework .....	15
Lockers .....	15
Memorial Parent Teacher Council.....	15
ParentSquare .....	16
Policies .....	16
PowerSchool Parent Portal .....	17
Recess .....	17
Reporting Student Progress to Families .....	17
School-Based Health Center .....	18
School Climate .....	18
School Hours and Calendar .....	18
Security System .....	19
Student Assistance Team .....	19
Visitors .....	19



**MIDDLEFIELD MEMORIAL SCHOOL**

**124 Hubbard St.**

**Middlefield, CT 06455**

**Telephone (860) 349-7235      FAX (860) 349-7246**

Dear Families,

Welcome to the 2024-2025 school year at Memorial School. The faculty and staff are looking forward to partnering 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 focused on creating authentic experiences for all learners that promote engagement and curiosity. It is important for all learners to see themselves as having unlimited potential as the primary drivers of their learning. As educators, our goal is to provide unconditional support, connections, feedback, and structure along each learner's personal path.

You will find in the Family/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 community will reflect a positive feeling about education and will be a positive experience for everyone.

Sincerely,

Noelle Durkin  
Principal

## Regional District 13 Mission Statement

Empowering Students to Thrive and Contribute as Global Citizens

[Strategic Plan](#)

### Core Ethical Values

**Respect, responsibility, honesty, kindness, and courage** are the core values we strive to embrace and practice in Regional District 13.

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

## **Regional School District 13 Code of Conduct**

As a student in Regional School District 13,

1. I will treat others with courtesy, respect, fairness, and kindness.
2. I am honest with other people in my work.
3. I will obey teachers and other school staff members.
4. I will follow all school and classroom rules.
5. I will accept consequences for not doing what I should.
6. I will take care of my property, the property of others, and school property.
7. I will work, play, and move safely and appropriately.
8. I will cooperate when I work and play.
9. I will participate in my education to the best of my ability.

### **Statement of Beliefs**

#### **We believe that:**

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continues throughout one's life.
- ◆ Growth, innovation, and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school, and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

### **Code of Discipline**

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code and the Core Ethical Values. Consequences for infractions of school and classroom rules are age-appropriate and established by each school. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

## **Board of Education 2024-2025**

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

All BOE meetings are streamed live on YouTube on [RSD13 Live](#).

### **Board of Education**

Lindsay Dahlheimer, Chairman  
Jason Stone, Treasurer  
Lucy Petrella, Secretary  
Maura Caramanello  
Dr. Linda Darcy  
Steven Delvecchio  
Concetta (Tina) Hurlbert  
John Mennone  
Robert Moore  
James Roraback

### **Central Office**

Dr. Doug Schuch, Superintendent of Schools  
Kimberly Neubig, Business Manager  
Jennifer Keane, Director of Student Services and Special Education  
Kevin Brough, Human Resources  
Eric Proia and Patty Smith, 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

Lori Robison – Guidance Secretary – 860-349-7430

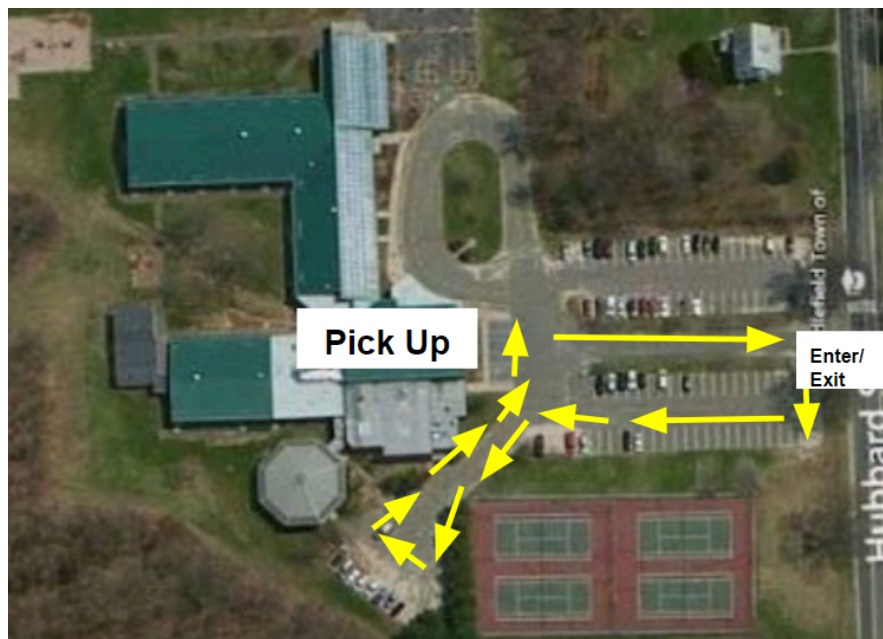
Fran Ciarleglio – School Nurse – 860-349-7429

<u>Grade 4 Teachers</u>	<u>Grade 5 Teachers</u>	<u>Related Arts</u>
Sarah Cerbarano Sarah Greco Noreen Grenier Nancy Kozlik Gloria McClure	Kim Barris Jessica Biancardi Kris Koba Colleen LaRochelle Leo Lomuntad	Elizabeth Bayreuther Music/Instrumental Marjorie Bruch - Technology Michael Klimas – Library Pamela Longley – Art Mike Meurs - Music/Instrumental Greg Morrone- PE/Health Bridgett Schlicker - Technology
<u>Instructional Coach</u>	<u>Interventionists</u>	<u>Special Education Teachers</u>
TBD	Maria Fazzino - Reading Chris Napoletano - Math Michelle Seward - Reading Amy Shaffer - Math Tutor	Jessica Kuropat- District Special Education Specialist Jeff Landry Amanda Romano Christine Todd Melissa Whitney
<u>Counseling Services</u>	<u>Speech Pathologist</u>	<u>ABA</u>
Toby Rascati - Counselor Brianna Tasto -Psychologist	Kelley Lehman	Michael Caporale Mona Desjardins
<u>Teacher Assistants</u>	<u>Cafeteria Staff</u>	<u>Custodians</u>
Katherine Beaudoin Megan Castor Lore Lena Clea Meliso Barbara Mielke Lisa Schaefer Leanne Slawinowski Jennifer Tomer	Nancy Reed Kristen Kurtin	Billy Anderson AJ SantaMaria George Roth

## 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.

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 their turn to drop off or pick up, and only let students exit their vehicles on the sidewalk where an adult is stationed.



**Do not enter the bus loop in front of the school!**

Parking at the curb directly in front of the school is never allowed, even before or after school hours. This lane is not only our bus lane, 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 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 pm. 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.**

**Attendance** - see [district calendar](#)

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 above). Students who are absent from school may not participate in extracurricular activities on that day. The 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. Your child needs 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 at 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 contact you through ParentSquare regarding your child's absence.

### **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 also be found online. 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

Breakfast and hot lunch are available for purchase through the school cafeteria beginning on the first day of school. Please [click the link](#) to the School Lunch Information page on the district website for more information.

Parents can access their child's lunch account [online](#). Money to purchase lunch or drinks can still be sent to school with your child on a daily, weekly, or monthly basis and will be applied to your child's account. Account sign-ins will be shared later in the school year.

The following prices for food service:

- \$4 for base lunch
- \$2.50 for elementary school breakfast
- \$.75 for milk carton

The following routines are reinforced within the cafeteria as part of Memorial's Positive Behavior Interventions and Supports (PBIS) model.

- Students walk into the cafeteria and sit at tables or get in the lunch line.
- Stay at your seat facing the table with voices at "indoor" level.
- Eat your lunch.
- Raise your hand to leave your seat.
- Clean up the area when called.
- Walk at all times.

The expectations for behavior within the cafeteria follow our 3 school rules:

- Respect for Self
  - Choose a good spot/table
- Respect for Others
  - Appropriate volume
  - Keep conversations school-appropriate
  - Follow directions
- Respect for School
  - Clean up after yourself and your area

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.

### Cell Phones/ Personal Devices

Students are allowed to bring their own devices to school, but they must be turned off and kept in the child's backpack. Personal devices are the responsibility of the owner and need to be kept safe and used appropriately if 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.

### Curriculum

The RSD 13 elementary schools have been using a workshop approach to instruction. Although the workshop model has different meanings to different people, there is consistency in that it includes direct instruction, practice, and reflection. Within the workshop model in any content area, learning is hands-on, engaging, differentiated, and emphasizes social interaction. The district curriculum pacing guides can be found on the [district website](#) as well as access to the grade level rubrics that are used to determine proficiency levels for report cards.

For the 23-24 school year, RSD 13 has newly adopted the EL K-5 literacy curriculum. This integrated curriculum is based on the science of reading. For about two hours each day, students learn skills in phonological awareness, reading fluency, comprehension, grammar syntax, and vocabulary.

### 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, and 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 the head) are not allowed in the building during school hours.

### **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 walks.

- 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. The field trip for chaperones starts and ends at Memorial School.
- 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.

### **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.

### **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 (Toby Rascati) and psychologist (Brianna Tasto) are available to meet with students.

## Health Services

A student having a temperature of 100° or higher, sore throat, signs of pinkeye, earache, or vomiting should not attend school. If you have a question as to whether your child should attend, please call the nurse or read the [attached document](#). Your child may return to school **24 hours after a fever or vomiting has subsided**.

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 authorization from the nurse or administrator. Students with significant injuries or illnesses 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 4<sup>th</sup> and 5<sup>th</sup> grade students. All 5th-grade girls are screened for scoliosis. A written notice is provided to the parent/guardian of any student found to have deficits.

No food will be allowed to be sent into schools for celebrations. If a student in your child's classroom has a food allergy, you will receive notification from the school nurse. You must follow the instructions in the letter when choosing snacks to send to school.

### **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, or 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.

### **Homework**

RSD 13 believes that homework can be a necessary, carefully planned, and well-coordinated extension of school learning experiences. 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. Homework for elementary students aids in the development of mature work habits, organization of time, and self-reliance.

The type and purpose of homework assigned have a direct relationship to the nature of the content 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 content area. All assignments should contribute to the learning process. Homework should be varied and encompass both long and short-term assignments.

### **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 the property of the school and can be searched by the 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 except for school materials. There are no locks on the lockers at any grade level at Memorial.

### **Memorial Parent Teacher Council 2024-2025**

To contact any of the members of the MPTC, email is received at: **PTCmemorial@gmail.com**. You can also ask to join the Memorial Parent Teacher Council on Facebook to keep up to date on how you can be an active participant in the organization.

## PTC Officers

*President* - Emma Quick

*Vice President* - Jennifer Rubino

*Treasurer* - Jenna Lombardo

*Secretary* - Tricia Foell

Meetings are held in person at Memorial School. **Meetings will be at 6:00 pm except the September meeting.**

- Tuesday, September 10th, immediately after Open House
- Thursday, October 3rd
- Thursday, November 7th
- Thursday, December 5th
- Thursday, January 9th
- Thursday, February 6th
- Thursday, March 6th
- Thursday, April 3rd
- Thursday, May 8th
- Thursday, June 5th

## 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 <https://www.rsd13ct.org/index.html> for further instructions.

## **ADDENDUM - RSD 13 BOARD OF EDUCATION POLICIES**

Regional School District 13's policies are updated periodically. It is very important that you read these policies carefully and discuss the significant and appropriate issues with your child. Depending upon your child's age, some policies may need to be briefly explained at a more



simple level. This fall, classroom teachers and administrators will also review, briefly, the major aspects of these policies as they relate to the development of classroom and school rules. Please carefully read and review the 2023-2024 Board of Education the policies section of the district website by clicking the the following link: [RSD13 Board of Education Policies](#)

### **PowerSchool Parent Portal**

The [Parent Portal on PowerSchool](#) is intended to provide parents, students, and teachers with a tool to communicate student information. At the elementary level, you will have the ability to securely view your child's attendance and other important demographic information via the Internet. You will be given credentials to create your secure account. Once the account is created you can manage your account information, and link any of your children to your account (for whom you have parental and legal rights). Once you have created an account, this account will be available to you until your child leaves the district. At the secondary level, the account will allow you to view your child's grades.

### **Recess**

Elementary students will go outside each day for recess throughout the school year. Students will stay inside for recess if it is raining or if the weather is unusually cold. In the winter months, the temperature is checked before the students go outside. If it is deemed too cold, the students will be kept indoors. However, the staff is a very hearty bunch and the students need physical activity during the day even if the weather is cool. Students are outside for 30 minutes and should be dressed appropriately for the weather.

### **Reporting Student Progress to Families**

Report cards for grades 4 & 5 are issued three times a year and are completely standard-based. This means teachers have identified from the broader curriculum the essential knowledge and skills that students must master 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 and related arts are evaluated using the numerical key listed below

- 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

Hard copies of report cards do not go home. Families have access to the report cards through ParentSquare. Teacher/family conferences are held two times a year (fall and spring). It is very

important for families to attend conferences. If families have any questions at any point about their child’s progress, they can contact the child’s teacher.

**School Based Health Center**

Memorial School is excited to have a School-Based Health Center onsite. The workers are licensed by the Department of Public Health to improve the health and well-being of students and address the health issues that interfere with learning. They operate within the school building and school day but are not part of the school system. To enroll, please click the link [www.sbhcl.com](http://www.sbhcl.com).

**School Climate**

At Memorial School, we are working together to build a positive school climate. As defined by the National School Climate Center, *school climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults*. We want all families, learners, and staff to feel welcomed and work together to achieve success.

Memorial School’s Climate Committee began a school-wide Positive Behavior Interventions and Supports (PBIS) model in the 2022 school year to teach appropriate behavior and provide acknowledgment of positive student behavior. Clear expectations for behavior are established following the three school rules, Respect for Self, Respect for Others, and Respect for School. All faculty and staff practice the expected behavior for the classroom, bathrooms, halls, cafeteria, recess, and bus dismissal with the students. The student senators also help to model the expectations for each location. In addition, Memorial School embraces the school mascot of the “Memorial Mustang”. The Mustang represents the limitless potential inside all of us and reminds us to follow the expected behavior.

**School Hours and Calendar**

<b>Regular Day</b>	<b>All Early Releases</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>

**No School For Students – Professional Learning Days – November 5th and February 14th**  
**Early Release – Parent Conferences – October 9th and 10th and March 12th and 13th**

## 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 before 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. In the vestibule area, all visitors will provide a driver license to get a badge from the Raptor Security System. Once the badge is printed, visitors can push the call button to gain entrance to the school. All visitors must then **sign in** on the visitor book in the office and wear the badge while in the building. Visitors must **sign out** when leaving the building.

## Student Assistance Team

As a part of the RSD 13 Early Intervention Program, the Student Assistance Team meets weekly to discuss children whose academic, social, emotional, or behavioral needs raise a concern with one or more faculty members.

Members of the team are the: principal, school psychologist, social worker, special education teacher(s), school nurse, regular education teacher(s), reading and math interventionists, and speech pathologist. Physical and occupational therapists also join the team periodically to discuss student concerns.

The main purpose of the team is the early identification of any academic or behavioral concerns exhibited by a child. This early identification can prevent a concern from becoming a more significant problem later. The first step is a teacher/parent contact to discuss the concerns. Next, a teacher will bring the child's name to the team for discussion. The team will then develop an action plan that will include strategies to try in the classroom. It also may include observations of the child in class, parent conferences, team meetings, or any number of other options. Parents are a vital part of any plan to assist a child. Parents and teachers working together consistently can resolve many early difficulties. We all have the same goal; helping our children be successful.

## Visitors

Visitors must stop at the office upon entering the building to sign in. Any visitor to the building must be 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.

