

**Middlefield Memorial School**  
**Family/Student Handbook**  
**2023-2024**



*“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 ..... 7

Central Office .....7

Memorial Faculty and Staff ..... 8

*Important Information from A to Z*

Arrival and Dismissal .....9

Attendance ..... 10

Bus Information DATTCO Bus Company ..... 11

Cafeteria ..... 12

Cell Phones/ Personal Devices ..... 13

Curriculum ..... 13

Dress Code ..... 13

Field Trips .....14

Fire Drills/Safety Drills ..... 14

Guidance and Counseling Services ..... 14

Health Services ..... 15

Homework .....16

Lockers ..... 16

Memorial Parent Teacher Council..... 17

ParentSquare ..... 18

PowerSchool Parent Portal ..... 18

Recess ..... 18

Reporting Student Progress to Families ..... 18

RSD 13 Policies ..... 19

School Based Health Center .....20

School Climate .....20

School Hours and Calendar ..... 20

Security System ..... 21

Student Assistance Team ..... 21

Visitors ..... 22



**MIDDLEFIELD MEMORIAL SCHOOL**

**124 Hubbard St.**

**Middlefield, CT 06455**

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

Dear Families,

Welcome to the 2023-2024 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**

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 continue 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 2023-2024**

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**

Lindsay Dahlheimer, Chairman

Jason Stone, Treasurer

James Roraback, Secretary

Amanda Betty

Maura Caramanello

Dr. Linda Darcy

John Mennone

Robert Moore

Mariah Roy

Lucy Petrella

### **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

Becky Glenn – Guidance Secretary – 860-349-7430

Fran Ciarleglio – School Nurse – 860-349-7429

<u>Grade 3 Teachers</u>	<u>Grade 4 Teachers</u>	<u>Grade 5 Teachers</u>
Cassie Bystrek Melissa Lonsdale JoAnn Poach	Sarah Cerbarano Noreen Grenier Nancy Kozlik	Kim Barris Jessica Biancardi Kris Koba Colleen LaRoche Amy MacKay
<u>Related Arts Teachers</u>	<u>Instructional Coach</u>	<u>Interventionists</u>
Elizabeth Bayreuther Music/Instrumental Lisa Killian - Instrumental Michael Klimas – Library Pamela Longley – Art Scott Mongillo – Technology Greg Morrone- PE/Health Allan Schulenburg- Music	Shawna Johnson	Maria Fazzino - Reading Chris Napoletano - Math Michelle Seward - Reading
<u>Special Education Teachers</u>	<u>Counseling Services</u>	<u>Tutors</u>
Jeff Landry Danielle Miller Amanda Romano Melissa Whitney	Toby Rascati – Counselor Brianna Tasto - Psychologist	Cheri Forbush Amy Schaffer
<u>Speech Pathologist</u>	<u>Teacher Assistants</u>	<u>Cafeteria Staff</u>
Kelley Lehman	Katherine Beaudoin Megan Castor Lore Lena Clea Meliso Barbara Mielke Lisa Schaefer Leanne Slawinowski Jennifer Tomer	Nancy Reed Kristen Kurtin



<u>Custodians</u>	<u>ABA</u>	
Billy Anderson AJ Santa Maria George Roth	Jenna Waz - BCBA Cassandra Hackett Allison Kosmala	

**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 your turn to drop off or pick up and only let students exit cars on the sidewalk where an adult is stationed.

**Do not enter the bus loop 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 2:35pm. 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. 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.

## 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 are able to 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
- \$2.25 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 (Tablets, Kindles, etc.) to school and use them for appropriate school related purposes at the direction of the teacher. 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.

### **Curriculum**

The RSD 13 elementary schools have been using a workshop approach of 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 and 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, 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.

### **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.

### **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 have 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 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.

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. It is extremely important you follow the instructions in the letter when choosing snacks to send into 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, 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 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. There are no locks on the lockers at any grade level at Memorial.



## **Memorial Parent Teacher Council 2023-2024**

To contact any of the members of the MPTC, email is received at: **memorialmiddlefieldptc@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.

*President* - Jen Casillo

*Vice President* - Emily Kahnke

*Treasurer* - Kim Johansen

*Secretary* - Emma Gallo

Meetings are held in person at Memorial School. Meetings will be at 6:00 pm with the exception of the September meeting.

- Wednesday, September 6th, immediately after open house
- Monday, October 23rd, 6:00 pm
- Monday, November 13th, 6:00 pm
- Monday, December 11th, 6:00 pm
- Monday, January 8th, 6:00 pm
- Monday, February 12th, 6:00 pm
- Monday, March 11th, 6:00 pm
- Monday, April 15th, 6:00 pm
- Monday, May 13th, 6:00 pm
- Monday, June 10th, 6:00 pm

### **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.

### **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 own secure account. Once the account is created you can manage your account information, link any and all your children to your account (for whom you have parental and legal rights to). 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 prior to the students going 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 3, 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 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 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.

### **RSD 13 Policies**

*Regional School District 13's policies are updated periodically. Please check the [Board of Education Policies section](#) of the district website 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

### **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 last school year to teach appropriate behavior and provide acknowledgement 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 7th and February 16th**  
**Early Release – Parent Conferences – October 18th and 19th and March 13th and 14th**

## 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 in the office 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.

There is a new security system (beginning this school year) that will create identification badges once the visitor enters the vestibule at the main entrance. More information will be provided once the system goes into effect.

## 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 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.