A graduate of the Southington Public Schools will be college or career ready, and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.
<table>
<thead>
<tr>
<th>School Day Schedule</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Directory</td>
<td>4</td>
</tr>
<tr>
<td>Website Information</td>
<td>4</td>
</tr>
</tbody>
</table>

**Academic Information**

- Academic and Grade Level Curriculum       | 4    |
- Report Cards and Conferences              | 4    |
  - Standard-Based Report Cards             | 4    |
  - Why Are They Important?                 | 4    |
- Conferences                               | 4    |
- Band/Orchestra/Chorus                     | 5    |
- Concerts/Special Performances             | 5    |
- Homework                                  | 5    |
- Field Trips                               | 5    |

**Character Counts/STEPS**                   | 6-9  |
- Character Counts Song                     | 7    |
- Monthly Dragon Character Celebrations     | 8, 9 |

**Student Expectations**

- Behavior - Bus, Cafeteria, Classroom, Dismissal, Hallway | 10, 11|
- Recess – Outside                                       | 11   |
- Recess – Inside                                         | 11   |
- Behavior Consequences                                   | 11, 12|
- Safe School Climate                                     | 12   |
- Student Dress                                           | 12   |
- Electronic Devices and Personal Items                   | 13   |
- Bring Your Own Device                                   | 13   |
Support Services
- Nurse: 13
- Scientific Research-Based Instruction (SRBI): 13
- Social/Emotional Resources: 14
- Special Education: 14
- Section 504: 14
- Speech/Language: 14
- English Language Learner Program (EL): 14

General School Information
- Arrival: 15
- Tardy: 15
- Dismissal: 15
- Requests for Early Dismissal: 16
- Attendance and Tardy: 16
- Safety at Arrival/Dismissal: 16
- Birthdays and In-School Celebrations: 16
- Food Safety: 16
- Fire, Lockdown and Shelter in Place: 16
- Breakfast and Lunch Program Procedures: 17
- Appropriate Use of School Materials: 17
- Notices and Emails: 17
- Photography and Videotaping: 17
- PTO: 18
- Visitors and Volunteers in School: 18
- School Access Procedures for Visitors: 19

Drop-Off and Pick-Up Procedures
- Eden Avenue Drop-Off and Pick-Up Notice: 20
- Eden Avenue Drop-Off Map: 21
Handbook
2019 - 2020

Important Information

**SCHOOL DAY SCHEDULE**

*Early Schools*

**Regular Day:**
- 8:20 AM  Buses Unload
- 8:35 AM  School Starts
- 3:05 PM  School Dismissal

**Early Dismissal:**
- 8:20 AM  Buses Unload
- 8:35 AM  School Starts
- 1:10 PM  School Dismissal

**Emergency Dismissal (Weather Related):**
- 8:20 AM  Buses Unload
- 8:35 AM  School Starts
- 12:10 PM School Dismissal

**Late Schools**

**Regular Day:**
- 8:40 AM  Buses Unload
- 8:55 AM  School Starts
- 3:25 PM  School Dismissal

**Early Dismissal:**
- 8:40 AM  Buses Unload
- 8:55 AM  School Starts
- 1:30 PM  School Dismissal

**Emergency Dismissal (Weather Related):**
- 8:40 AM  Buses Unload
- 8:55 AM  School Starts
- 12:30 PM School Dismissal

**2-Hour Delay:**
- 10:20 AM Buses Unload
- 10:35 AM School Starts
- 3:05 PM  School Dismissal

**2-Hour Delay:**
- 10:40 AM Buses Unload
- 10:55 AM School Starts
- 3:25 PM  School Dismissal

**3-Hour Delay:**
- 11:20 AM Buses Unload
- 11:35 AM School Starts
- 3:05 AM  School Dismissal

**3-Hour Delay:**
- 11:40 AM Buses Unload
- 11:55 AM School Starts
- 3:25 AM  School Dismissal
TELEPHONE DIRECTORY

- Main Office Number/Absentee Line: (860) 628-3286
- Fax Number: (860) 628-3381
- School Nurse: (860) 628-3293
- Southington Public Schools Central Office: (860) 628-3200

WEBSITE

Derynoski School: http://www.southingtonschools.org/schools/elementary-school/derynoski-elementary
Southington Public Schools: http://www.southingtonschools.org/page.cfm?p=1

ACADEMIC INFORMATION

Academic Grade-level and Curriculum:
Details on each area of the Southington Curriculum may be found on the Southington Curriculum and Instruction website http://www.southingtonschools.org/page.cfm?p=8076

Report Cards and Parent/Guardian Conferences:
The Southington Public School system values the partnership between home and school to support the successful development of each child. Ongoing communication between teachers and parents is essential. The standards-based report card is another tool to promote communication between school and home.

Standards-Based Report Cards:
- Measure what a student should know and be able to do at each grade in each learning area.
- Identify the concepts and skills in each learning area based on these standards
- Indicate what skills students have learned, as well as their strengths and areas for growth.
- Measure how well your child is doing in relation to the grade level standards’ not the work of other students.

Why are they important?
- They align the national and state standards with the Southington Public Schools curriculum.
- They indicate clearly what the standards of success are.
- Students, parents, and teachers work together toward shared goals to ensure that students make progress each year.

Conferences:
Parent/Teacher Conferences are held after the first and second marking periods. The conference times have been set so you can meet with your child’s teacher to discuss academics and social progress made during the marking period. It is important that you attend the conferences. The conference dates are set in the Southington Public Schools calendar. Exact conference times will be provided by your child’s teacher.
Band/Orchestra/Chorus:
Third Grade:
- Students in third grade play the recorder during their weekly music lessons. By having the students learn the recorder, we open up the opportunities for the students to learn to read sheet music and play an instrument.

Fourth & Fifth Grade:
- Students in fourth & fifth grade continue vocal music lessons during their weekly music time. The students perform a grade level music concert for students and families during the school year.
- Students interested in taking instrument lessons may sign up for their instrument of choice. Students will receive weekly lessons that rotate time each week so the students are not consistency missing the same subject for each lesson. In addition, weekly whole band/orchestra rehearsals take place for one hour (half hour of recess and half hour of instructional time). The students will have the opportunity to perform for the school and families during the school year.

Concerts/Special Performances:
Our students have the opportunities to perform for an audience. Most concerts are held both in the day and evenings. Typically the day performances are for students and staff and evening performances are for family members. We enjoy having our students showcase their talents, but are limited on capacity.

Homework:
Homework is an important part of your child’s learning. Through meaningful assignments, students are able to practice self-discipline and enables students to function as individuals. Homework should be a review and practice for your child. If you are finding your child is frustrated with the work, please contact your child’s teacher. This is important information for shaping teaching decisions.

❖ Kindergarten: 15 minutes (when homework is assigned)
❖ Grade 1: from 15-20 minutes
❖ Grade 2: from 20- 30 minutes
❖ Grade 3: from 30 - 40 minutes
❖ Grade 4: from 40 – 50 minutes
❖ Grade 5: from 50 – 70 minutes

In addition, children should be reading regularly at home. It is important for your child to read at least 20 minutes daily.

Field Trips:
Field trips support and enhance the curriculum for our students. Field trips are school trips and are an extension of the school; therefore the school rules apply beyond the school building. Chaperones are sometimes needed in order to provide adequate adult supervision. The classroom teachers are responsible for assigning chaperones as well as the overall supervision of the students on the field trip. All students must have a signed permission slip in order to attend the field trip. If we do not have your written permission on file, your child will miss the field trip experience. Any special circumstances or considerations must be brought to the attention of the building principal at least 24 hours in advance of the field trip.
Character Counts/STEPS Program at DES

Southington’s Town-Wide Effort to Promote Success (STEPS) is a community coalition of town agencies and leaders that initiated a coordinated response to risky behaviors in Southington’s youth. The group decided on the Search Institute’s 40 Developmental Asset framework as the model to use to help build a safety net around Southington’s youth. Assets are building blocks of human development. The more assets students have the better. Youth who have a higher number of assets are less likely to engage in risky behaviors. What do children need to succeed? Adults who care.

The responsibility lies within all of us – parents, educators, community leaders – to build assets in kids.

We are all very dedicated to work together to make Southington a better place for youth. Expected outcomes of our initiative:

- Prevent and reduce substance abuse in the Southington Community
- Youth will build core competencies
- Youth will engage in healthy activities
- Our community will offer safe outlets for recreation
- *Each month at DES, we focus on the Asset of the Month and coordinate activities to promote the asset.*
- For more information, please visit: southingtonsteps.org

Student Leaders/Town Meetings - At the end of every school year, 4th grade students have the opportunity to apply to be student leaders for their upcoming year in 5th grade. These students are amazing examples of great character here at Derynoski. Under the direction of our Teacher Advisors, student leaders help to organize and run our monthly Town Meetings. During these meetings we celebrate the great work students are doing and focus on our Asset of the Month and ways to continue showing good character in the Derynoski Community.
Character Counts Song
(sung to the tune of “YMCA”)

No one can do it all by themselves.  
It takes courage to put your pride on the shelf.  
And just stand up for what is right in itself.  
You must show the world you care.  
People want to know they can trust  
And rely on a good friend if they must.  
A good citizen shows respect and is fair  
To all people everywhere.  
You’ve got to know that your Character Counts!  
You’re got to know that your Character Counts!  
Be responsible for all your actions and words.  

Make this world a great place to live.
Character Counts at Derynoski Elementary School

At Derynoski School our Character Counts / STEPS program is visible in all areas of our building. Students from all grades are recognized in various ways for showing good character throughout our school.

The Character Counts Program is a whole school positive behavior program, which provides consistency in expectations both academically and behaviorally in the building. The program gives all students the opportunity to be rewarded for positive behavior each month throughout the school year.

Monthly Dragon Character Celebrations

GOAL: To reward students who display positive character throughout the month

Each month students are given a Dragon Character Ticket. This ticket will have 3 spots (“Dragon Bites”) used to track student character throughout the month. In grades K-2 the three spots will be used to record behavior offenses, and in grades 3-5 the three spots will be used to record behavior and missing homework offenses.

Examples of behavior offenses equivalent to a “Dragon Bite” are:

- Office referral (confirmed offense as per administration)
- Intentionally use unkind words or actions
- Stealing
- Defiance (after one reminder)
- Hands on others
- Misuse of School Property
- Grades 3-5 - one missing homework
Teachers will integrate their classroom management plan with the whole school program. For example, if a child moves to red on the class color behavior chart, that would result in one “Dragon Bite” on their ticket. By the end of the month, students will earn the monthly celebration as long as they haven’t had 3 “Dragon Bites” on their ticket. Monthly celebrations will usually be held at 2:30 pm, except for certain events.

Students who do not earn the monthly celebration will be supervised during this time. These students will work with staff members using strategies for reflection and to develop a plan for success the next month. If a child receives more than 3 “Dragon Bites” in a month, further consequences may need to be implemented at the discretion of the teacher and administration.

Students that did not receive any “Dragon Bites” on their ticket for the month will be entered into a school drawing. Five students from each grade level will be chosen in the drawing to win their choice of the following: prize box, lunch with principals, free homework pass.

<table>
<thead>
<tr>
<th>Month</th>
<th>Whole School Celebration</th>
<th>Date of Celebration</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Extra Recess</td>
<td>Friday, September 27</td>
</tr>
<tr>
<td>October</td>
<td>Picnic in the Hallway*</td>
<td>Friday, Nov 1</td>
</tr>
<tr>
<td>November</td>
<td>Camping in the Classroom*</td>
<td>Tuesday, Nov 26</td>
</tr>
<tr>
<td>December</td>
<td>Movie and PJ’s*</td>
<td>Thursday, December 19</td>
</tr>
<tr>
<td>January</td>
<td>Board Game Day*</td>
<td>Friday, January 31 st</td>
</tr>
<tr>
<td>February</td>
<td>Craft*</td>
<td>Friday, February 28</td>
</tr>
<tr>
<td>March</td>
<td>Bingo*</td>
<td>Friday, March 27</td>
</tr>
<tr>
<td>April</td>
<td>Scavenger Hunt</td>
<td>Friday, May 1 st</td>
</tr>
<tr>
<td>May/June</td>
<td>Beach Day/Luau*</td>
<td>Friday, May 29th</td>
</tr>
</tbody>
</table>

* 2:30 school wide celebration-1 st grade can determine as a grade level when they would like to have their celebration.
STUDENT EXPECTATIONS

A. Behavior
Our behavior plan for Dernoski is designed to ensure that children are free from physical and emotional disturbances anywhere in our school. Whenever necessary we will take the appropriate action that will make all areas of our school a place where your child is respected and safe. If your child’s behavior is inappropriate to the point where it warrants a visit to the principal, we will work to have the child understand the reason for the visit, and follow up with a call to our families. We are confident you will work together, in partnership with us, to support this position.

In Southington, our students are expected to:
1. Be honest.
2. Be courteous and respectful to yourself, others and property.
3. Use good manners at all times.
4. Use appropriate, respectful speaking voices and tones.
5. Walk quietly and safely in hallways.
6. Keep hands, feet, and belongings to yourself.

B. School Sponsored Transportation
The safety of all children on the school bus is a priority. Bus transportation is a privilege extended to students conditional upon satisfactory behavior. Video cameras may be used on school buses to monitor student behavior (Policy #5131.1, Regulation #5131.11). School buses provide a safe means of transportation for many students for many students. All students are expected to follow bus safety rules including:
1. Walk to their bus safely.
2. Board buses in an orderly fashion and take a seat quickly.
3. Share seats with others and remain seated until designated stop.
4. Show respect to others at all times by using appropriate language and respectful speaking voices while riding the bus.
5. Keep hands, feet, and belongings inside the bus and to yourself.
6. Follow directions and be respectful of the bus driver.

C. Behavior - Cafeteria
Lunch is a time for eating with friends. Students are expected to:
1. Use good table manners.
2. Listen to all adults.
3. Stay in their seats at all times while eating.
4. Use appropriate quiet speaking voices at their table.
5. Keep hands, feet, and belongings to yourself.
6. Listen quietly to directions.
7. Eat food appropriately.
8. Clean up after yourself when finished eating.
9. Enter and exit the cafeteria walking, safely and quietly.

D. Behavior - Classroom
Appropriate classroom behavior ensures a safe, positive learning environment for all students. Teachers have the authority and responsibility to maintain discipline in the classroom. Your child’s teacher will inform his/her students of the class expectations. Students are expected to:
1. Respect teachers and other adults.
2. Respect themselves and classmates.
3. Use good manners.
4. Come to school ready to learn.
5. Respect the property of Derynoski and of others.
6. Use appropriate speaking level for the activity of the classroom.
7. Take care classroom materials, for example, books, calculators, and computers.

E. Behavior - Dismissal
The dismissal of children is safe, efficient, and orderly. Students are expected to:
   1. Walk to the assigned dismissal area and wait quietly in line.
   2. Remain in line until their class or bus is dismissed.
   3. Use quiet voices.
   4. Listen carefully to teachers on duty.

F. Behavior - Hallway
While in the hallways, students are expected to:
   1. Listen to the directions of the teacher.
   2. Walk at all times.
   3. Stay in line behind the person in front of them.
   4. Keep their hands, feet and belongings down by their sides.
   5. Remain quiet - respectful of other classes engaged in learning activities.

G. Behavior - Recess
Recess is a time to socialize with friends and classmates. Students are expected to:

Outside
   1. Listen to all supervising adults.
   2. Respect other students on the playground.
   3. Walk to the playground in a safe and orderly manner.
   4. Follow the playground safety rules.
   5. Ask supervising adults for help when needed.
   7. Actively participate in appropriate activities.
   8. Re-enter the building safely and quietly.

Inside
   1. Listen to all supervising adults.
   2. Show respect to teachers and students at all times.
   3. Walk at all times.
   4. Speak quietly with friends.
   5. Ask a supervising adult for permission to leave the classroom.
   6. Actively participate in appropriate activities.

H. Behavior Consequences
Students are responsible and accountable for their behavior. Incentives and consequences are used to mold and shape appropriate behaviors. Corrective action is taken when a student does not follow one of our school rules. Attempts are made to match the inappropriate behavior with the
consequence. For example, destruction of school property or the property of any student may result in the need to replace the damaged item. The teacher may conference with the student and/or parent/guardian. The situation may be referred to the school counselor and/or principal.

Based on the nature of the rule violation(s), any number of the following consequences may be issued by the teacher or administrator:

- Warning
- Behavior Reflection
- Parent contact/conference
- Reparation
- Time out
- Loss of privilege
- School-based community service
- Lunch or After-school detention
- In or out of school suspension

I. **Safe School Climate**

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same district that:

A. Causes physical or emotional harm to such student or damage to such student’s property
B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property
C. Creates a hostile environment at school for such student
D. Infringes on the rights of such student at school, or
E. Substantially disrupts the educational process or the orderly operation of a school

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. The student (or students) against whom the activity is directed and the student (or students) directing the activity must be attending school in the Southington Public Schools (Policy and Regulation #5130).

J. **Student Dress**

Our guiding principle in determining the appropriateness of dress and grooming is based upon standards that are acceptable for a public school environment. Keeping in mind that school is more formal than informal, clothing that may be distracting to the learning process or disruptive to a classroom will not be permitted. Specifically, articles of clothing that advertise inappropriate topics should not be worn. Appropriate footwear should be worn to ensure safety during physical education classes and recess. Sneakers must be worn to participate in physical education classes. The building administrators are the sole judge of a student's' dress and/or grooming (Policy and Regulation #5132).
Students should be dressed appropriately for the season/weather. The expectation is that we will be outdoors for recess as long as the “feels-like” temperature is above 28 degrees.

**K. Electronic Devices and Personal Items**

Electronic games and personal items should be left at home. The school cannot be responsible if these items are broken, lost, or stolen. These items can also be a distraction to students and interfere with classroom instruction.

Students are not permitted to use cell phones, i-Pods, i-Pads, MP3 players, or other electronic devices while at school or on the buses, unless they are to be used for educational purposes as deemed appropriate by the teacher and/or administrator. Electronic devices not used for educational purposes will be returned to the students’ parents/guardians.

**Bring Your Own Device (BYOD)**

*Bring Your Own Device (Policy and Regulation #6141.10)* and Protocol for the Use of Technology in the Schools Access to the devices is a privilege and not a right. Each student will be required to follow the *Acceptable Use and Internet Safety Policy (Policy and Regulation #6141.9)*. In addition, the school cannot be responsible if these items are broken, lost, or stolen.

**SUPPORT SERVICES**

**A. Nurse:**

The school has the services of a registered nurse. If it is necessary for your child to take medication during the school day, the *medication administration form* (Click here to access Health Forms) must be brought to school nurse with the doctor’s signature and medication information. The school nurse must administer all medications during the school day.

If a child does not feel well, the school nurse will assess the child’s condition and determine if the child should be dismissed from school. Students that are dismissed for medical reasons should be picked up as soon as possible. Parents are asked to keep students home for 24 hours after a fever or vomiting subside.

Our school nurse makes every attempt to contact you in the case of an “emergency”. If you cannot be reached, the emergency contact person will be called. It is very important that your child’s emergency information is current and accurate. During the year, if your family’s emergency information changes, please notify the main office so the emergency information can be updated.

If your child will be out for any reason, please contact the school nurse at 860-628-3293.

**B. Scientific Research-Based Instruction (SRBI):**

During the school year, your child may need to access intervention and support services. The school based SRBI team regularly reviews the progress of the students in the building. The SRBI team consists of classroom teachers, special educators, literacy and math specialists, counselors and building administrator(s). Students who demonstrate academic and/or social difficulty in the classroom may receive additional support as determined by the school based SRBI Team. Parents/Guardians will be notified by the team in the event your child needs SRBI supports. For
further information please refer to the CSDE link

C. Social/Emotional Resources:
The school’s counselor, psychologist and/or social worker may provide support to assist students in meeting their social, emotional and/or academic needs in the school setting through individual and small group sessions.

D. Special Education:
Special education services are available to all children qualifying for such services under federal and state guidelines. The decisions regarding special education identification and supports are made by a team that must include parents and school personnel (A Parents Guide to Special Education).

Special education laws and regulations are meant to protect a student with a qualifying disability to ensure that he or she receives the services and assistance that may be necessary to make meaningful progress in his or her education program.

E. Section 504:
Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

An impairment as used in Section 504 may include any disability, long-term illness, or various disorder that “substantially” reduces or lessens a student’s ability to access learning in the educational setting because of a learning-, behavior- or health-related condition. The child may receive accommodations and modifications that allow him/her to better access their education.

F. Speech/Language:
Students who speech/language is impacting academic progress are identified through the school referral process. When a student qualifies, the school speech/language pathologist works with the identified child individually, and/or in small groups.

G. English Language Learner Program (EL):
The district wide EL program provides support services to all eligible students in schools. Each EL student is initially screened for eligibility (utilizing the LAS links assessment) and is reevaluated each year.
GENERAL SCHOOL INFORMATION

Arrival
Student arrival begins at 8:40 AM. Students should not arrive prior to 8:40 AM as we do not have adult supervision.

When dropping your child(ren) off in the morning at the car drop off lane, be sure to pull up to the sidewalk and have your child(ren) exit your vehicle on the passenger side only. This will ensure that students do not cross in front of vehicles that are exiting this area during a very busy time of our school day. Do not park along the curb when you need to enter the building, so that the area in front of the sidewalk is kept clear and cars can pull up to the curb for student drop off. Drop off should be quick so that all parents/guardians are able to pull forward and do not have to back up. If you need to have a conversation with your child, please utilize one of our parking spaces. Please make sure that you drive in only one lane of traffic. Although this procedure may mean a few minutes of wait time for you, we ask that you have patience and follow this procedure so that we can keep everyone safe.

Tardy
It is the responsibility of every family to get the child(ren) to school on time every day. School begins at 8:55 AM. Students should arrive to school on time as they may miss assignments, directions, and special announcements, etc. that are made at the beginning of the day. A child is considered tardy after 8:55 AM. Any student arriving after 8:55 AM must report to the office with his/her parent/guardian to sign in before going to his/her classroom.

Dismissal
The dismissal of children is safe, efficient, and orderly. Dismissal is at 3:25 PM. Children assigned to a bus must ride to and from school on their assigned bus. Students may not ride any bus other than the one to which they are assigned. Requests for transportation to an established alternate location must be made directly to the school and Transportation Department.

Bus riders will be dismissed by their teacher to bus lines where they will wait for their bus to arrive.

Car Riders will be walked from their classrooms to Eden Avenue. They will be dismissed to parents at the top of the stairs.

Children living within walking distance will be dismissed as walkers to Eden Avenue. All children must walk on the sidewalks and cross at a crosswalk. No one should cross between parked buses or cars.

Children attending YMCA After-Care will report to the DES Cafeteria at the end of the day.
Requests for Early Dismissal
Students are expected to be in school all day. Early dismissals should be requested only in emergency or unusual situations. Requests for early dismissal must be in writing and signed by a parent or legal guardian. Such requests shall be subject to the approval of the building principal. In an emergency, telephone requests for early dismissal will be approved. All early dismissal requests must be made by 2:30 PM. Requests can be disruptive to students and classroom teachers who are completing the end-of-the-day activities, as well as to office staff preparing for school dismissal.

When picking up your child early parents/guardians are required to go to the office and to sign their child out. Only those listed in PowerSchool will be allowed to pick up your child unless a change is made in writing, by email or phone call from a parent/legal guardian. Office staff will ask for photo identification.

Parents must wait in the office for their child. The student will be called to the office when the parent arrives. Please do not go directly to your child’s classroom or make the request while your child is waiting in the bus line.

Although we do realize that emergencies occur, we ask that whenever possible, you schedule doctor and/or dentist appointments and other commitments for your children after school and not during school hours. Each early dismissal request we receive results in a classroom disruption for all students.

Attendance and Tardy  (Policy 5113)
Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. If your student will be absent from school please notify the school nurse or attendance secretary in the morning.
We maximize our instructional time with students to insure their success, therefore it is important that students arrive on time for their day. Delayed arrivals impact the individual student and are disruptive to the learning environment. Please make every effort to get your student to school on time and ready to learn.

Safety at Arrival/Dismissal
For the safety of all students, please follow all posted traffic patterns. Please be cautious of pedestrians and bike riders along walkways and in the parking lot. All bicycles are to be walked until off school property. Pets are not allowed in the arrival and pickup areas.

Birthdays and In-School Celebrations
Students should not bring in food items for birthday celebrations. You are welcome to bring in pencils, erasers and stickers to share with other students. Goody Bags should not have candy or food included. Please check with your child’s teacher prior to sending in birthday goodies. Thank you for your continued support for our students’ health and sensitivity to allergies.

Food Safety
In collaboration with our school nurse, tables may be provided in the cafeteria to ensure safety for those with allergies. Students may invite a friend to join them who is purchasing hot lunch from the cafeteria as school lunch meets the allergy guidelines. Additionally, some classrooms will determined allergen free by the school nurse.

Fire, Lockdown and Shelter in Place
Drill routes and procedures are reviewed and practiced with the teachers and students. School-wide drills are conducted once each month.
**Breakfast and Lunch Program Procedures**
The Southington Schools Food Service Dept. is a non-profit entity whose costs are covered through the sale of meals, snacks, and federal reimbursement. Therefore, payment at the time of purchase in cash or debit from the student’s account is required. In an effort to enhance your ability to put money in your child’s meal account, the Food Service Dept. offers the MyPaymentsPlus.com online payment system. This system allows you to use your credit card or bank account to make deposits to your child’s meal account by internet or phone. The system will also generate low balance reminders. Cash or checks can be used to add money to student accounts, as well. Checks should be made payable to Southington Schools Food Service. If your family’s financial circumstances change during the school year, please contact the Food Service Dept. or the Derynoski main office to inquire if your family qualifies for free or reduced-price breakfast or lunch. Applications are accessible at www.southingtonschools.org.

**Prices:**
- **Breakfast:** $2.00  
- **Lunch:** $3.00

Federal guidelines for the National School Lunch Program do not require school districts to provide full price paying students with a meal. In an effort to assist students with insufficient funds in their meal accounts, the school district has developed the following uniform procedure for delinquent debt. Students who do not have money in their account may charge up to 2 days. The cashier will debit the school “House” account. The cashier will collect the money from the student to repay the debt. At the end of each week, if the debt has not been settled, a letter will be sent home with each student, notifying the parent that their child owes money. Students with any charge balance will not be allowed to purchase a la carte items, including milk. Parents will have 5 days to satisfy the debt or they will need to provide their child with a lunch from home. If no attempt is made to satisfy the account or provide the child with lunch, the parent will be contacted by school administration. If a student is without money or lunch on a consistent basis, the situation will be investigated by school administration. If the money is not repaid by the end of the year, the report card will be held until the balance is paid in full.

**Appropriate Use of School Materials**
Students must be respectful of all materials belonging to the school. When borrowing books from the school or classroom library, it is expected they will return in the same condition. If a book is lost or damaged, it is the responsibility of the student to pay for, or replace the book. Report cards will be withheld for outstanding library books/fees.

**Notices and Emails**
Communication from Derynoski often comes electronically through School Messenger. Please be sure all of your contact information is accurate in Power School at the start of the school year, and notify the main office of any changes throughout the school year. In addition to electronic communication, paper notices may also be distributed. Please be diligent in checking your child’s backpack for these important notices.

**Photography and Videotaping**
From time to time, photographs or videos are taken of classrooms “in action” to demonstrate a particular aspect of a curriculum or the implementation of a specific program. These photographs or videos are sometimes used in a presentation to the Board of Education, teachers, parent groups, and community groups. On occasion, photographs of students are placed in newspapers concerning events at school.

Any parent or guardian who objects to a photograph or video of his or her child used in the manner described should complete the district form requesting your child not be photographed/videotaped. Students are prohibited from taking picture videos at school or school functions without the subject’s knowledge.
PTO
The Parent Teacher Organization of Derynoski is a very strong advocate for our school. Through the efforts of the PTO, our students enjoy educational cultural arts programs, family fun, enhanced computer technology, etc. The list is almost endless. The PTO meets monthly. Your support through membership and participation will help the PTO continue to enrich your child’s education.

Visitors and Volunteers in School
Visitors are welcome at Derynoski Elementary School. Visitors are to abide by the established administrative regulations governing their arrival, presence, and departure so that the learning, welfare, and safety of the students in the school are not compromised. All visitors, including parents/guardians, are required to report to the school’s Main Office before walking through the halls or visiting classrooms, the cafeteria, etc. They are required to sign in and out of the Visitor Register. They also need to wear a “Visitor’s Identification Tag” while they are in the school.

We have many volunteers working in our school. These volunteers may be parents, grandparents, or people from our community. We are very lucky to have all of these people working with our students and teachers. Students should always remember to be kind and respectful to them because they are giving up their free time to help us.
SOUTHINGTON PUBLIC

SCHOOL DISTRICT

Office of the Superintendent

SCHOOL ACCESS PROCEDURES FOR VISITORS

Welcome! Visitors to the Southington Public schools are always welcome. To ensure the safety and security of our students and staff, please be prepared to provide a valid photo identification. In addition, please be prepared to follow the procedures outlined below.

Thank you for your patience and cooperation.

1. Visitors should use the buzzer located near the front door to alert staff to their presence.

2. Please provide your first and last name and the reason for your visit.

3. If a family member or guardian, please provide the name of the child attending the school. Family members who arrive together shall be admitted entrance at the same time.

4. If two unrelated visitors arrive at the same time, each shall be admitted entrance separately in accordance with these procedures.

5. If not a family member or guardian, the office staff will seek further information to ascertain the reason for requesting building access and to confirm the appointment with the appropriate school personnel.

6. All visitors/guests must provide valid photo identification at all times regardless of the office staff’s familiarity with certain guests/visitors.

7. Office personnel will conduct an internal verification process that ensures only authorized entry into the building. This verification may include a phone call to a parent or guardian.

8. The appropriate staff member will be notified.
Dear Parents/Guardians:

Below are the procedures for drop-off and pick-up at Derynoski. The Eden Avenue parking lot is the designated areas for all drop-off and pick-ups.

Please note the attached map that details the procedures for the Eden Avenue parking lot. Parents need to pull up to the curb before dropping off their child. Please keep the traffic flowing so as not to hold up the drop-off line. Any spot near the curb where there is a sidewalk will be a safe area for your children to walk to the stairs. There should not be any students dropped off in traffic. There is a crossing guard at the top of the stairs to cross the children to the door along with staff on duty during the hours of 8:40-8:55. If you choose to park your car and walk your child up the stairs, please use the designated parking areas to avoid the drop off circle. Children should not be walking across the parking lot into moving traffic. During the hours of 8:40-8:55 am. This is the designated area to drop off. If you are later than the opening of school (8:55) the security door, located in the front of the building near the office is the only way to enter the building.

The Eden Avenue entrance will only be staffed during the hours of 8:40-8:55 a.m. Students cannot be let into the building early because there is no supervision before 8:40 a.m. Also, during the afternoon pick-up, this area at the top of the stairs is congested with parents waiting for their children to be dismissed. Please remember, this is a road where buses travel through and it is imperative that you walk when the crossing guard has his/her sign up for the buses to stop. Children will not be dismissed unless a parent is present or are given permission to walk directly home.

Thank you for your continued cooperation to ensure the safety of our children.

Jan Verderame
Principal
Eden Avenue Parking Lot Drop-Off Map