South End School Handbook

2018-2019

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Plantsville, CT 06479
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Southington Public Schools

Vision of a Graduate

Board of Education Approved 2018

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.

Handbook 2018-2019

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

2-Hour Delay

- 10:20 AM Buses Unload
- 10:35 AM School Starts
- 3:05 PM School Dismissal

3- Hour Delay

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

TELEPHONE DIRECTORY

- Main Office Number: (860) 628-3320
- Fax Number: (860) 620-1667
- School Nurse/Absentee Line: (860) 628-3319
- Southington Public Schools Central Office: (860) 628-3200

WEBSITE

South End School: https://www.southingtonschools.org/schools/elementary-school/south-end-elementary

Southington Public Schools: https://www.southingtonschools.org/

ACADEMIC INFORMATION

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.

STUDENT EXPECTATIONS

A. Behavior

Our behavior plan for South End School is designed to insure 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. In some situations, a Discipline Notice is sent home to parents/guardians. Our wish is to have all children assume greater responsibility for their own actions, which means accepting the

consequences for any inappropriate behaviors. 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.

South End Behavior Expectations

All expectations center on **SOAR: Safe, On-Task, Always Respectful and Responsible**

Cafeteria Expectations:

Safe: Walk carefully
On-Task: Eat your lunch so you are ready for clean up
Always Respectful: Quiet table talk (At a 2) ; Be kind to others
Responsible: Raise your hand to get out of your seat; clean up your area, throw out your trash (Check the floor for your trash too)

Recess Expectations:

Safe: Use equipment appropriately; Keep hands and feet to self
On-Task: Follow all directions; Be aware of your surroundings
Always Respectful: Use appropriate problem-solving strategies; Use good sportsmanship; Include everyone in play
Responsible: Clean up all items; Report injuries to an adult

Dismissal Expectations:

Safe: Sit criss-cross on the floor; Keep hands and feet to self
On-Task: Listen to directions from teachers
Always Respectful: Raise your hand and wait for a teacher if you need help
Responsible: Keep materials organized; Leave coats on; Sit in your assigned location with a book if desired

Bus Expectations:

Safe: Sit in your own seat at all times; No food or drink on the bus
On-Task: Follow driver directions at all time
Always Respectful: Have friendly, Quiet conversations; Be kind to others
Responsible: Keep track of belongings

C. 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 South End School 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.

D. 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

E. 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).

F. 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.

G. 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 updates.

If your child will be out for any reason, please contact the school nurse at *(860) 628-3319*

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 (http:/www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=322020)

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 8:20. Students should not arrive prior to 8:20 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 8:35 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 8:35 AM. Any student arriving after 8:35 AM must report to the office with his/her parent/guardian to sign in and get a pass before going to his/her classroom.

Dismissal

The dismissal of children is safe, efficient, and orderly. Dismissal is at 3:05 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 the gymnasium where they will wait for their bus to be called.

Car Riders will be walked in a line from the main entrance to our car rider pick-up areas. They will be dismissed to parents 3 cars at a time.

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

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 2:45 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 with a parent/legal guardian signature. 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 pick-up 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.

Lunch Program Procedures

Although students may bring their own lunch and purchase milk, hot lunch is offered daily. Money sent in to purchase hot lunch will be credited to your child's account. No change will be given for monies added. Cash or checks being added to their account should be done when children arrive at school in the morning. Checks should be made payable to South End School Lunch Program. You can also add money electronically, and monitor your child's purchases through My Payments Plus (www.mypaymentsplus.com).

Lunch Prices:

School Lunch: $ 2.75
Milk: $ .60
Snacks: $ .75

No student will go without a lunch. Borrowing money for LUNCH (not for ice cream or snacks) may occasionally be accessed from the cafeteria. ***The money should be repaid the next day.*** Once the owed amount is over $10.00, the student will be given a lunch option instead of the standard hot lunch. If the money is not repaid by the end of the year, the report card will be held.

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 Mrs. Nattrass and South End School 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 be distributed as well. 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 South End 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 South End 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.