

RYERSON SCHOOL

Parent Handbook



2017 - 2018

KATHLEEN H. RYERSON ELEMENTARY SCHOOL

PARENT HANDBOOK

2017 - 2018

**Mrs. Kelly K. Spooner, Principal
203 245-6440**

**Mrs. Elizabeth Solin, Secretary
203 245-6440**

**Mrs. Stephanie Bulyk, R.N., Nurse
203 245-6442**

**982 Durham Road
Madison, CT 06443-1843**

**Durham School Services
203 318-0777**

WELCOME TO RYERSON SCHOOL!	5
GENERAL INFORMATION	6
SCHOOL HOURS	6
EARLY DISMISSALS, CLOSINGS, DELAYS, VACATIONS & HOLIDAYS	7
SCHEDULED EARLY DISMISSAL DAYS – HOLIDAYS	7
SCHEDULED EARLY DISMISSAL DAYS – PROFESSIONAL DEVELOPMENT DAYS	7
SCHEDULED EARLY DISMISSAL DAYS – PARENT CONFERENCES	7
SCHOOL CLOSED - PROFESSIONAL DEVELOPMENT DAYS	7
SCHOOL CLOSING DUE TO INCLEMENT WEATHER	7
DELAYED OPENING DUE TO INCLEMENT WEATHER	7
VACATIONS & HOLIDAYS	7
STAFF	8
CLASSROOM STAFF	8
SPECIAL AREA STAFF	9
STEPS IN COMMUNICATION	10
MADISON PUBLIC SCHOOLS VISION STATEMENT	10
RYERSON SCHOOL BEHAVIOR STANDARDS	10
BULLYING	11
SCHOOL CANCELATION AND EARLY DISMISSAL	12
NO SCHOOL ANNOUNCEMENT	12
EARLY CLOSINGS DUE TO INCLEMENT WEATHER	12
WEBSITE	12
INFORMATION AND POLICIES	12
BOARD OF EDUCATION	12
RYERSON SCHOOL	12
ATTENDANCE	13
ABSENCES	13
EXCUSED ABSENCES	13
UNEXCUSED ABSENCES	13
EXCESSIVE ABSENCES	14
PARENTS/GUARDIANS	14
SCHOOL	14
PROCEDURES FOR REPORTING ABSENCES & IMPACT	14
STUDENT ABSENCES	14
VACATIONS	14
TARDINESS	15
EARLY DISMISSAL	15
CHILD DROP OFF AND PICK-UP PROCEDURES	15
BUS INFORMATION	15
BOARDING THE BUS	15
RIDING THE BUS	16
LEAVING THE BUS	16
STUDENT INFORMATION	16
DRESS AND GROOMING	16
LOST AND FOUND	16
STUDENT INSURANCE	17
CAFETERIA	17
CAFETERIA, PLAYGROUND, AND HALLWAY RULES	17
CAFETERIA	17
PLAYGROUND RULES	17
HALLWAY RULES	18
FIRE AND SAFETY DRILLS	18
SCHOOL HEALTH SERVICES	18
HEALTH CONCERNS	18
MEDICATION IN SCHOOL	19
MANAGED FOOD POLICY	19
HOMEWORK	20
K-4 ELEMENTARY HOMEWORK REGULATIONS/RECOMMENDATIONS	20
GRADES K-2	21

GRADES 3 & 4	21
FOR PARENTS & STUDENTS: WAYS TO PRACTICE	22
PARENT TEACHER ORGANIZATION 2017-2018	23
OFFICERS	23
ROOM PARENTS	23
VOLUNTEERS AND VISITORS.....	23
MADISON BEFORE/AFTERSCHOOL PROGRAM	24
ANNUAL BOARD OF EDUCATION POLICIES/NOTIFICATIONS	25

WELCOME TO RYERSON SCHOOL!

September 2017

Dear Parents/Guardians,

Our elementary schools are committed to maintaining a learning community where students, faculty, and staff feel safe and respected. We support this through our vision statement published in this handbook.

We provide each family with a parent handbook that outlines important procedures and practices that are essential for a safe and orderly school community. The handbook also contains information related to academics, activities, and behavioral expectations.

A copy of our Code of Conduct, which specifically delineates expected behaviors and discusses infractions and consequences for students who do not abide by clearly defined expectations, has also been included for your review and information. You are asked to sign and return a paper that informs us of your receipt of the Code of Conduct and that you have read and discussed this with your child.

As a faculty, we will review the code of conduct with our students during the first weeks of school and throughout the course of the school year. We make certain that our students understand the expectations of them at school. Our purpose is to view any behavior that occurs as a learning experience and to reinforce appropriate behaviors and provide appropriate consequences when students make poor choices.

We thank you in advance for your support regarding this very important aspect of your child's school experience. As always, please do not hesitate to call regarding this or any other matter we can assist you with.

Respectfully yours,

Kelly K. Spooner
Principal, Ryerson
245-6440

GENERAL INFORMATION

Principal: Mrs. Kelly K. Spooner, 245-6440
(VM#6449)
spoonerk@madison.k12.ct.us

Executive Secretary: Mrs. Elizabeth Solin, 245-6440
(VM#6440)
soline@madison.k12.ct.us

Nurse: Mrs. Stephanie Bulyk, R.N.
245-6442
(VM#6442)
bulyks@madison.k12.ct.us

FAX: 203 245-6446

Voice-Mail Access # 203 245-6475

Website www.madison.k12.ct.us

Superintendent: Thomas Scarice
203 245-6300
scaricet@madison.k12.ct.us

Assistant Superintendent: Mrs. Gail Dahling-Hench
203 245-6300
dahling-henchg@madison.k12.ct.us

Durham School Services 203 318-0777
(Bus Transportation)

SCHOOL HOURS

Office: 7:45 a.m. – 4:15 p.m.
Health Office: 8:45 a.m. – 3:45 p.m.
Students 8:50 a.m. – 3:25 p.m.
Teachers 8:25 a.m. – 3:45 p.m.

EARLY DISMISSALS, CLOSINGS, DELAYS, VACATIONS & HOLIDAYS

SCHEDULED EARLY DISMISSAL DAYS – HOLIDAYS

November 22, 2017 – 1:00 p.m. dismissal
December 22, 2017 – 1:00 p.m. dismissal
June 13, 2018 (projected last day of school) – 1:00 p.m. dismissal

SCHEDULED EARLY DISMISSAL DAYS – PROFESSIONAL DEVELOPMENT DAYS

January 30, 2018 – 1:00 p.m. dismissal
May 15, 2018 – 1:00 p.m. dismissal

SCHEDULED EARLY DISMISSAL DAYS – PARENT CONFERENCES

October 25, 2017 – 1:00 p.m. dismissal
October 26, 2017 – 1:00 p.m. dismissal
February 7, 2018 – 1:00 p.m. dismissal
February 8, 2018 – 1:00 p.m. dismissal

SCHOOL CLOSED - PROFESSIONAL DEVELOPMENT DAYS

November 1, 2017
February 20, 2018

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

1:00 PM

DELAYED OPENING DUE TO INCLEMENT WEATHER

10:50 AM

VACATIONS & HOLIDAYS

September 21, 2017	Rosh Hashanah Holiday
October 9, 2017	Columbus Day
November 1, 2017	Professional Development Day
	No School for Students
November 23, 24, 2017	Thanksgiving Holiday
December 25 – December 29, 2017	December Break

VACATIONS & HOLIDAYS CONTINUED

January 1, 2018	New Year's Day Holiday
January 15, 2018	Martin Luther King Day Holiday
February 19 – February 20, 2018	February Break
February 20, 2018	Professional Development Day
	No School for Students
March 9, 2018	Professional Development Day
	No School for Students
March 30, 2018	Good Friday Holiday
April 16 – April 20, 2018	April Break
May 28, 2018	Memorial Day Holiday

STAFF

CLASSROOM STAFF

Teacher	Paraprofessional
Kindergarten: Christine Ackermann (VM#7709) ackermannc@madison.k12.ct.us	Marj Zotto
Jennifer Soja (VM#7363), sojaj@madison.k12.ct.us	Kristen Waterman
Grade 1: Rene Chin chinr@madison.k12.ct.us	Sharon Walsh
Alicia Dunbar (VM#7372) dunbara@madison.k12.ct.us	Donna Doraz
Grade 2: Jen Figurelli (VM# 7247) figurellij@madison.k12.ct.us	Charlotte Powell
Lynn Voitans (VM#7366) voitansl@madison.k12.ct.us	Ann Gautrau
Grade 3: Peggy Bell (VM#7319) bellp@madison.k12.ct.us	Catherine Kramar
Clare Pinski (VM#7866) pinskic@madison.k12.ct.us	Jill Van Kirk
Grade 4: Laleh Karimi (VM# 7912) karimil@madison.k12.ct.us	Sue Brinn

Stacey Parente (VM# 7575)
parente@madison.k12.ct.us

Lorrie Schaller

Marie Tang
tangm@madison.k12.ct.us

Sharon Coer

SPECIAL AREA STAFF

Art: Mary Smith (VM#7853), smithm@madison.k12.ct.us

Reading: Stacey Collins (VM#7743), collinss@madison.k12.ct.us

Library/Media: Tina Perry (VM#7602), perryt@madison.k12.ct.us

Math: Rebecca Tate (VM#) tater@madison.k12.ct.us

Music: Chis Murphy (VM#7322) murphyc@madison.k12.ct.us

P.E. Tyler Pucci (VM#), puccit@madison.k12.ct.us
Sue Daub (VM#7081), daubs@madison.k12.ct.us

Psychologist: Elsy Negron (VM#7056), negrone@madison.k12.ct.us

Social Worker: Missy Hartmann (VM#7170), hartmannm@madison.k12.ct.us

Special Education: Amber Bishop (VM#7115), bishop@madison.k12.ct.us
Lauren Lariviere (VM#7365) larivierel@madison.k12.ct.us
Eileen Martin (VM#7298), martine@madison.k12.ct.us
Kerry Tucker (VM#7261) tuckerk@madison.k12.ct.us

Speech/Language: Barbara Irzyk (VM#7706), irzykb@madison.k12.ct.us

World Language: Maki Kelly (VM#7132), kellym@madison.k12.ct.us

STEPS IN COMMUNICATION

The following channels of communication have been established in order to avoid any misunderstandings. Concerns or complaints should be addressed in the sequence indicated:

Teacher
Principal
Superintendent
Board of Education

MADISON PUBLIC SCHOOLS VISION STATEMENT

The Madison Public Schools are committed to education citizens who contribute productively and humanely in a complex, global society. We are driven by a mission that envisions learning as joyful and learners as passionate, seeking to foster the diverse talents and abilities of each and every member of our learning community. We are committed to the work that will lead to the development of students' capacities to:

- *Put ideas into action by thinking critically and creatively to identify and solve authentic, complex problems;*
- *Collaborate purposefully and effectively;*
- *Respond to success and failure with dignity, fortitude, reflection, and adaptability in an ever-changing world; and*
- *Make ethical and responsible decisions.*

RYERSON SCHOOL BEHAVIOR STANDARDS

We believe it is the right of every student and staff member to work in an environment that is safe, pleasant and conducive to learning. Our ultimate goal is to ensure all students a chance for success, and, therefore, we have expectations for positive, cooperative behavior from on the part of everyone. Parents, teachers and administrators work together to guide and support children in their development as responsible, caring, and cooperative members of the school community. The following standards have been established to protect the rights of everyone:

- We will be courteous and respectful to adults and other students
- We will respect the property of the school and others
- We will be aware of the safety of others and ourselves
- We will follow all school rules

Students should have a thorough understanding of the following:

RESPECT...Treating someone the way you want to be treated

EMPATHY...Imagining you are feeling the same feelings as someone else and taking action to show the other person you care.

RESPONSIBILITY...Showing responsibility for your actions, your homework, your class work. Making appropriate choices about the way your respond and act.

BULLYING

Administrative Procedures
Madison Board of Education Policy #5131.911
Bullying

ANNUAL BULLYING NOTICE

Bullying behavior by any student in the Madison Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written; oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school 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 education process or the orderly operation of a school.

Bullying shall include, but not be limited to, written, verbal or electronic communication or physical act or gesture based on any actual or 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 physical, mental, 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.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students who engage in any act of bullying or teen dating violence, on school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying or teen dating violence behavior will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Rev. 6/14

SCHOOL CANCELTION AND EARLY DISMISSAL

NO SCHOOL ANNOUNCEMENT

In the event of bad weather, which prohibits safe arrival of pupils and their return home, school will be canceled. On such days, information regarding the closing of school may be secured from the following area radio stations: WELI-New Haven (960 AM), WAVZ-New Haven (1300 AM), WKCI-Hamden (101.3 FM), and WMIX-Hartford (93.7 FM), beginning at 7 a.m.

The school district has also set up an email service to inform parents of school cancellations, early dismissals, and other important events. Log onto the district's website: www.madison.k12.ct.us and click on the link to "listserv" to sign up.

Information may also be obtained from Madison Educational TV, channel 19, TV channels 3, 8, and 30 or by calling the school's voice mail box at 245-6475, mail box #7125 or #6440. The district web site (www.madison.k12.ct.us) will also post this information.

The Superintendent's Office, Police Department, or Fire Department is not to be called to inquire about the cancellation of school.

EARLY CLOSINGS DUE TO INCLEMENT WEATHER

In the event of an early school closing due to inclement weather, children will be dismissed at 1:00 pm. An announcement will be broadcast on the above radio stations, on Madison Educational TV channel 19, on the district web site (www.madison.k12.ct.us). Emails will also be sent to those signed up on the district's "listserv".

WEBSITE

INFORMATION AND POLICIES

BOARD OF EDUCATION

Information about Madison Public Schools can be found at the website www.madison.k12.ct.us. Parents are encouraged to visit this website to review district policies and to get current school district information. **District policies, as they are revised during the school year, will be up-dated and posted on this website.**

RYERSON SCHOOL

Information about Ryerson School can be found at the website www.khryerson.org. Parents are encouraged to visit this website on a regular basis to get current information and up-to-the-minute happenings at Ryerson School. Each teacher has a web page in this link that is kept current with classroom activities and instructional topics.

ATTENDANCE

The Madison Board of Education recognizes Connecticut State Law 10-198a that requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

The faculty and administration of the Madison Public Schools maintains that attendance to assigned classes is essential, and therefore has established an attendance requirement for all courses offered. A student should not be absent from school without the parents' knowledge and consent. Verification of absences should be communicated by telephone, email, or in writing by parent or guardian. Teachers, administrators, and pupil personal staff members will work together to enhance attendance and motivate a student to attend school on a regular basis.

ABSENCES

EXCUSED ABSENCES

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with **Section 10-210 of the Connecticut General Statutes** and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (additional documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
or
 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

UNEXCUSED ABSENCES

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition of an excused absence (including documentation requirements); or
- B. The absence meets the definition of a disciplinary absence.

Connecticut State Statutes Section 10-198a:

"For the purposes of this section, 'truant' means a child age five to eighteen inclusive, who is enrolled in a public or private school and has four unexcused absences from

**school in any one month or ten unexcused absences from school in any school year
CONN. GEN. STAT. §10-198a(a) (2008).”**

The school will file the required documentation of absences in excess of those allowed by law with the State.

EXCESSIVE ABSENCES

PARENTS/GUARDIANS

- Must immediately ensure with the main office that any required medical excuses or other documentation have been filed

SCHOOL

- Will identify students with poor attendance patterns and refer to:
 - Student Support Team (SST) or Planning and Placement Team (PPT)
 - Outside agencies such as the Court (as required by law), and/or Madison Youth Services
- Will notify parents/guardians when a student has exceeded ten absences
- Will comply with the State of Connecticut truancy law and use the State definitions for excused absences

PROCEDURES FOR REPORTING ABSENCES & IMPACT

STUDENT ABSENCES

Parents/Guardians

- Please call the school nurse’s office (245-6442) before 9:00 a.m. the morning of the absence to report your child’s absence. Before 8:50 a.m., the School Nurse’s phone line will directly connect to voice mail. To leave a message, dial 6442 and leave a message, giving your child’s name, teacher, and nature of illness. After 8:50 a.m., call Mrs. Bulyk directly at 245-6442. The Health Office will follow up on absences of three or more consecutive days. When a child returns to school after an absence, a note from the parent should accompany the child.
- Parents are encouraged to schedule medical and dental appointments at times when school is not in session.
- The school may make an exception in cases where extenuating circumstances prevail per decision of administration.

VACATIONS

Parents/Guardians

- Should consider the State of Connecticut definitions of excused absences
- Should carefully consider the negative effects that absence from school may have on their children’s total educational progress

- Must provide written notification to the school principal at least two weeks in advance of vacations occurring while school is in session

School

- Recommends that family vacations be taken in conjunction with scheduled school vacations

TARDINESS

If a student arrives at school after 8:50 a.m., that student should report to the office in order that proper attendance may be recorded. Tardiness is recorded and reported on the report card.

EARLY DISMISSAL

All children dismissed before 3:25 p.m. will be marked as “dismissed early”. Such dismissals will be noted on the report card. Students will not be dismissed from class, playground or bus line unless authorized by the office.

At dismissal time, parents may pick up students outside the Music Room, #19. There is no need to enter the building. Please do not arrive before 3:20p.m., as classes will still be in session.

CHILD DROP OFF AND PICK-UP PROCEDURES

If a student needs to be dropped off at school in the morning, it should be between 8:35 – 8:45 a.m. unless enrolled in the Before School Program.

If it is necessary for you to pick up your child rather than ride the bus, please send a note in to the teacher informing him/her of this, noting the date and time. If someone other than the parent is to pick up the student, this must be noted as well. The student must be signed out by the parent at dismissal.

BUS INFORMATION

Students are assigned to a bus and are expected to take that bus to and from school. Children **are not allowed** to ride any bus other than the one to which they are assigned **or to get off at a different stop** from their home assignment. Only the building Principal is able to make exceptions in cases of emergency or special need. If a child needs to ride a bus to a day care provider, please contact the school office for a bus transportation form. Transportation issues should be directed to Durham School Services, 318-0777.

BOARDING THE BUS

- When the bus has been sighted, line up in preparation for boarding
- Move toward the bus only after it has stopped
- Do not run to the bus
- Board in an orderly fashion, one at a time
- Be seated; do not block the aisle
- If you cross the road:
 - wait for the bus to stop
 - wait for the driver’s OK, nod or signal
 - look both ways before crossing

RIDING THE BUS

- Stay in your seat facing the front of the bus
- Keep the aisle clear
- Follow the driver's instructions
- Talk quietly
- **No eating or drinking on the bus**
- Keep your hands and arms inside the bus
- No not throw **anything, anytime**, either inside or outside of the bus
- Keep your hands and feet to yourself
- Be seated at all times when the bus is moving
- **Children who do not follow bus rules will receive a bus conduct report.** Parents will be notified of inappropriate behavior.

LEAVING THE BUS

- Exit in an orderly fashion, one at a time
- Once off the bus, move to a safe distance
- If you must cross the road, walk to the front of the bus and stop wait for the driver's OK, nod or signal walk in front of the bus and stop again before continuing across the road. Look both ways and cross when no vehicles are coming.

STUDENT INFORMATION

DRESS AND GROOMING

Please try to dress your child according to the day's weather and the student's schedule. Play clothes are most appropriate, especially on art and gym days. Sneakers are required for physical education class. During the winter months, students still go outside for recess. Please send them to school with warm clothes, mittens, and boots.

The following attire is prohibited from wear in the public schools during the academic school day:

- Coats, jackets or other attire normally worn as outerwear
- Head coverings of any kind, including but not limited to, scarves, bandannas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
- Footwear which marks/damages floors or is a safety hazard (flip-flops)
- Sunglasses (unless required by a doctor's order)
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached
- Attire or accessories which portray disruptive writing or pictures
- Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Shirts and/or blouses which reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, miniskirts, or pants which reveal the upper thigh or undergarments
- Backpacks and/or book bags may be carried but should not pose an obstruction to safe passage in the classroom or in the corridors. There should be no external attachments to backpacks.
- No toys, electronics, or trading cards

LOST AND FOUND

Ryerson's lost and found is located on the stage. Please check the lost and found promptly after a loss. Remember to label personal belongings for proper identification.

STUDENT INSURANCE

Accident insurance applications are sent home during the first week of school. This insurance provides coverage for accidents that occur on the school premises during the day when school is in session. In addition, it covers any accident suffered by the student while traveling directly to and from school. A 24-hour policy is also available as explained on the application form. Additional forms may be obtained in the school office.

CAFETERIA

Madison Public Schools is committed to providing nutritious, wholesome meals at affordable prices. Hot lunch choices are served each day to all interested students for \$3.25. Milk is available for \$.50 for those students bringing their lunch. Menus are available on the district website. Lunch cards are issued to each student grades K-4 and stored in the building. Information regarding your child's lunch card account may be accessed at: mealpayplus.com. Ice-cream and a selection of snacks may be purchased for an additional cost using cash only. Checks can be sent directly to school and be made payable to Chartwells or online payments can be made and a transaction fee is charged.

In accordance with Board of Education Policy #3542.4, the Board of Education recognizes that there is no legal requirement to allow students to charge meals; however, the Board approves the establishment of a system to allow a student to charge a meal. The District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed up to two (2) reimbursable meal charges. No snack or a-la-carte items are allowed to be charged. Parents will be notified of any negative balance and asked for prompt payment. Once a student has reached their charging limit (the value of two meals), they will be offered an alternate meal. An "alternate meal" refers to a meal served to a student that is different from the day's advertised meal. The District shall determine the alternate meal to be offered.

CAFETERIA, PLAYGROUND, AND HALLWAY RULES

The cafeteria, playground and hallways are considered extensions of the classroom, and the same school standards apply in these areas. Students will follow the instructions of all adults, and conform to the following school rules:

CAFETERIA

- Students will be polite and courteous to friends, lunch servers, and the cafeteria staff. Kind words to use are: "please", "thank you", and "excuse me".
- Students will speak softly while waiting in line or eating
- Students will listen and speak clearly to all adults
- Students will stay seated and raise hands to request assistance
- Students will be silent when indicated by staff so they may hear all directions
- Students will throw away their own trash and return their trays

PLAYGROUND RULES

- No one is allowed to return to the building without an appropriate pass
- Students will keep their hands and feet to themselves
- Gangs or clubs are not permitted
- No physical contact is allowed

- Flag football is the only acceptable football game, and must be played in the designated field area.
- No standing on swings. One child should not push another.
- Chasing activities, unless part of an organized game, are prohibited.
- The throwing of foreign objects, i.e., stones, snowballs, etc. is absolutely forbidden
- Fences are not to be climbed
- Gymnastics activities are not permitted.

HALLWAY RULES

- Students will walk quietly on the right side of the hallway
- Students will use the right hand door when entering or leaving the building.
- Students will keep their hands and feet to themselves while walking in the hallway.

FIRE AND SAFETY DRILLS

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher's signal to walk, without talking, to the assigned area for that room. After reaching the assigned area outside, students will silently remain in lines by classes. This is a very serious matter and everyone must leave the building in an orderly fashion to ensure that all students are safe and accounted for.

A safety drill will be held at least two times a year. Each classroom teacher will discuss the purpose of the safety drill and the process to be followed by the students. Below is a list of the important points that will be reviewed in the classroom. It would be helpful for each parent to review these points with their child and reinforce the purpose of the drill, just as we discuss fire drills and their purpose with the children.

Please discuss the following with your children:

- One of the jobs of the teacher is to keep each and every student safe and secure
- Just as we do with fire drills, it is important to practice our safety drill periodically
- During the drill, your teacher or the adult-in-charge will tell you what to do.
- Your need to carefully listen to directions and follow them without talking.
- A teacher will stay with you throughout the safety drill.

SCHOOL HEALTH SERVICES

Our school nurse, Mrs. Stephanie Bulyk, RN, BSN, is scheduled to be in the health office five days per week, from 8:45 a.m. to 3:45 p.m. and may be reached at 203-245-6442. Students wishing to see the nurse are to first obtain permission from the classroom teacher.

HEALTH CONCERNS

In order to provide for student safety, parents are requested to inform the nurse of any health concerns regarding their child. This may include food or insect allergies, asthma, diabetes, etc. All significant injuries, illnesses, & visits to Emergency Department should also be reported to the Health Office. This information will enable the nurse to plan and provide appropriate care for your child while in school.

In the event of a serious medical emergency or accident during the school day, school personnel will notify 911 and your child will be transported to an emergency facility.

Appropriate school personnel and transportation services will be informed of serious health conditions. Parents should also contact transportation services regarding health issues that could impact during the bus ride to/from school.

PLEASE NOTIFY THE SCHOOL NURSE PROMPTLY IF THERE ARE ANY CHANGES IN THE INFORMATION PROVIDED ON THE EMERGENCY CARDS.

MEDICATION IN SCHOOL

Connecticut State Law and Regulations require both a physician's written authorization and parent or guardian's written authorization for a nurse to administer any medication. **This includes prescriptions as well as over-the-counter preparations.** In the nurse's absence, an authorized member of the staff may administer the medication. The necessary forms are available from the school nurse or may be downloaded from the Madison Public Schools website at <http://www.madison.k12.ct.us/healthoffice.shtml>. Here you will find a link for 'Medications at School' as well as links for other helpful information.

No medication - pills, drops, ointment, etc., is to be carried by a student, left in a desk, or given to a teacher. Medication to be administered to a student in school must be given to the nurse by the parent, and must be accompanied by written authorization as described above.

SCHOOL NURSES ARE AUTHORIZED BY THE MEDICAL ADVISOR TO ADMINISTER THE FOLLOWING OVER-THE-COUNTER PREPERATIONS TO YOUR CHILD IF NEEDED:

- **Bacitracin:** topical application for minor abrasions and lacerations
- **Calagel:** topical application for itching
- **Bactine:** topical application to clean wounds
- **Petroleum Jelly/Medicated lip ointment:** chapped lips
- **Sunscreen:** during a field trip if the child was not prepared at home.
- **Benadryl:** motion sickness (field trips grade 4-12)
- **Benadryl:** 12.5mg/ tsp. or 25 mg. capsules for hives or allergic reaction.
- **Emergency Medications:** available per Medical Advisor orders:
 - **EpiPen or Epinephrine 1:1000** for Anaphylactic shock (severe allergic reaction) for a student without a history of previous reaction or known allergy.
 - Epinephrine – The State of CT Public Act 14-176 requires schools to notify parent/guardians that a trained staff member may administer Epinephrine (EpiPen or generic) in an emergency situation if your child is having a severe allergic reaction. This applies to a child who has not been diagnosed with a severe allergy and does not have the medicine prescribed. You may choose to notify the school RN that you do **not** want this to occur for your child in writing each school year. For more information please visit: <https://www.cga.ct.gov/2014/act/pa/pdg/2014PA-00176-R00HB-05521-PA.pdf>

MANAGED FOOD POLICY

Due to the increasing number of students experiencing food allergies, the elementary schools adopted the following managed food guidelines:

Parents will receive prior notification of any activities involving food products.

Parents are expected to notify the school of any allergies/issues related to food products.

Food will not be part of birthday celebrations. We understand the significance of birthdays; the school will appropriately acknowledge children.

HOMEWORK

The Madison Board of Education believes that homework is an integral component of the learning process when it is developmentally appropriate. Homework is designed with the intent to engage students in meaningful learning experiences outside of the classroom. When assigned, homework will provide students the opportunity to reinforce learning through the practice, application, and extension of knowledge and skills, as well as time to reflect upon their own learning. Homework also serves as a communication tool for families to better understand the activities and experiences occurring within the classroom.

The Board recognizes the importance for educators, families and students to promote a healthy lifestyle by balancing academic and non-academic activities, including, but not limited to clubs, extracurriculars, and private family time. In our committed work to develop all learners' capacities to approach learning with persistence, resiliency, reflection, and adaptability, homework assignments shall be planned in accordance with the following principles*:

- Homework should be meaningful, purposeful, appropriate, reasonable, and thoughtfully planned.
- The quantity and quality of homework should be consistent within grade levels, teams, and courses/classes.
- Research shows a strong correlation between the amount of reading done outside of school and gains in academic achievement. Therefore, it is the expectation that students will read each night to develop a love and appreciation of reading.
- Homework assignments should be designed to accommodate varied student abilities and needs.
- Students should be able to complete homework with minimal parental support. There should be a clear understanding of what to do and how to do it.
- Teachers will not make assumptions about resources available in the home, including access to technology.
- Homework should be directly related to the curriculum and driven by student progress.
- Teachers will provide timely feedback.
- Homework will not be assigned with the expectation that vacation time will be needed to complete the assignment.
- The impact of homework on student grades should be clearly communicated to students and families. The weighting of homework in grade calculation shall not be the sole reason for a student failing a course.

K-4 ELEMENTARY HOMEWORK REGULATIONS/RECOMMENDATIONS

Homework Objectives

1. To engage in meaningful learning experiences outside of the classroom.
2. To enrich school experiences and encourage a carry over into real life applications.

3. To reinforce and evaluate learning through the practice, application, integration and/or extension of knowledge and skills.
4. To foster communication between the school, family and community.
5. To value varied student abilities and needs.

The developmental nature of young children requires educators to consider the amount of impact of academics on playtime. Therefore, no homework will be assigned during weekends or vacation periods. Reading is a fundamental skill that should be encouraged at all times.

Homework grades for beginning learners will not be given since the purpose is to provide students the opportunity to apply, practice, or extend new learning, the impact of which will be reflected in core content grades. Consistency across the district and within a grade level should be developed for continuity and generalization of best practice. Homework expectations and a menu of options per unit should be provided to parents on teacher websites to enhance communication and serve as a tool for individual students.

Guidelines :

GRADES K-2

Recommended nightly reading with an adult and/or independently,

- Weekly/daily conversation starters will be provided to prompt home discussions about learning experiences in school (i.e. Ask Me notes; question prompts)
- Math fact fluency is provided in grade two using tools appropriate to match the needs and interests of students (i.e. computer practice, games, paper and pencil tasks, etc)
- A menu of options by unit will be provided to families who seek additional opportunities in reading and mathematics.

GRADES 3 & 4

Nightly reading independently with an adult and/or independently.

- Weekly/daily conversation starters will be provided to prompt home discussions about learning experiences in school (i.e. Ask Me notes; question prompts)
- Math fact fluency is practiced using tools appropriate to match the needs and interests of students (i.e. computer practice, games, paper and pencil tasks, etc).
- A menu of options by unit will be provided to families who seek additional opportunities in reading and mathematics.
- Projects will be designed to engage students in meaningful learning experiences directly related to the curriculum with minimal adult support.

Recommendations:

When appropriate...

- Provide time in class with necessary technology, resources and/or materials, for students to work on assignments, including long-term papers or projects.
- Give students advanced notice regarding upcoming projects. Consider previewing homework assignments for the week, or major assignments for the unit, to allow for students to manage their time more efficiently.
- Provide more than one night for an assignment.
- Communicate a “maximum time” that students should spend on an assignment to avoid unnecessary stress if a student is struggling with an assignment.
- Keep parents informed of major homework assignments or anticipated projects.

- Provide student choice regarding the content, format, and timing of the homework assignment or project.
- If assigned homework is valuable and important, then timely feedback on homework should be given.

FOR PARENTS & STUDENTS: WAYS TO PRACTICE

Reading

Read with a parent/guardian

Read independently

Set goals for individual students to increase stamina, expand genres,

Partner read/book clubs

Read to an audience

Read a script and show a play

Math

Apps - see website for suggestions

Games - see website for suggestions

Paper and Pencil tasks

Oral practice

Draw pictures

PARENT TEACHER ORGANIZATION 2017-2018

OFFICERS

Presidents:	Bee Gordon Michelle Menard	efgordon@gmail.com michmenard@gmail.com
Vice-Presidents:	Pam Schnieder Meghan McGuire	pschneider2440@gmail.com meghanjane@hotmail.com
Secretary:	Beth Emerson	beth.emerson@yale.edu
Treasurer:	Janice Wolf	janiceadam1@yahoo.com

The Ryerson School PTO is an active and involved organization. We work in close cooperation with the entire school staff and assist with many of their daily activities. Parents are encouraged to volunteer time in classrooms as well as with school activities.

Our annual fundraisers include the annual membership drive, book fair, spaghetti dinner, mini golf family night, square one art, talent show, give to grow, box tops and the fun fair in May. All money raised is returned to the students in the form of cultural arts programs, field trips, media supplies, computer hardware and software, and refreshments for school concerts and special events.

We urge all parents to attend our meetings to keep informed of current events in school. We have many committees and projects that require the ideas, talents and assistance of all our families. We invite parents to help us by participating in these efforts. If you have any questions or suggestions or wish to help, please email one of our Presidents, Bee Gordon at efgordon08@gmail.com or Michelle Menard at michmenard@gmail.com.

ROOM PARENTS

The classroom teacher selects room parents on a lottery basis. Duties include:

- Attending monthly PTO meetings
- Organization of parent volunteers for classroom activities, field trips, Fun Fair, and parties to assist the teacher
- Distribution of PTO information to parents, acting as a liaison
- Submission of classroom photos for the annual school yearbook

VOLUNTEERS AND VISITORS

There are many opportunities for parents and other adults to visit the school, whether to volunteer in the classroom, or to attend special functions. We welcome all of you. Volunteers are required to report to the secretary to sign in and to pick up a volunteer pass. Upon leaving the building, you are required to sign out with the secretary.

Visitors are to report to the office secretary to sign in and to pick up their visitor pass. Upon leaving the building, the visitor is required to sign out.

MADISON BEFORE/AFTERSCHOOL PROGRAM

The Madison Beach and Recreation Department sponsors the Before/AfterSchool Program held here at Ryerson School. The program operates from 7:00 a.m. to 8:45 a.m. and 3:25 p.m. to 6:00 p.m. The program is in session on all scheduled early dismissal days or on days with delayed openings. It does not operate on days when school is dismissed early due to inclement weather or emergencies. To register for this program, call the Madison Beach & Recreation Department at 203 245-5626 OR 203 245-5624.

Monthly Fees

Before School:	1 day/week	\$ 31.00
	2 days/week	\$ 52.00
	3 days/week	\$ 74.00
	4 days/week	\$ 95.00
	5 days/week	\$115.00
After School:	1 day/ week	\$ 46.00
	2 days/week	\$ 83.00
	3 days/week	\$118.00
	4 days/week	\$159.00
	5 days/week	\$197.00
Drop In:	\$5.75/hour Before School	
	\$5.75/hour After School	
Drop-In Pass:	\$174.00 for 30 hours	
	\$ 91.00 for 15 hours	

(Passes will be sold for only 15 or 30 hours.)

Passes may be purchased at the Recreation Department or through the mail. Hours will be marked off as they are used. Please note that we will deduct by increments of 15 minutes. The passes are usually left on the site with the staff. A personal check for payment is preferred.

Early Dismissal Days (NOT due to inclement weather or emergencies): After School starts as soon as school is dismissed and runs until 6:00 p.m.

ANNUAL BOARD OF EDUCATION POLICIES/NOTIFICATIONS

The following policies are accessible on the Madison Public Schools website:
(www.madison.k12.ct.us).

MADISON PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES REQUIRED DUE PROCESS NOTIFICATIONS

#0521 and #5020.1	Nondiscrimination
#3541.5	Transportation Safety Complaints
#4010	Prohibition on Recommendations for Psychotropic Drugs
#4112.1	Certification
#5020	Equal Educational Opportunity
#5070	Promotion / Acceleration / Retention
#5080.1	Tardiness
#5080.2	Truancy
#5090.1.4	Student Misconduct in Schools
#5090.3	General Rules of Student Conduct
#5090.3.3	Student Conduct on School Buses
#5090.3.4	Out of School Misconduct
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5090.8	Weapons and Dangerous Instruments
#5090.11	Concerns / Issues Procedures
#5100.9.1	Student Recruitment
#5110	Student Discipline
#5110.4	Suspension / Expulsion / Exclusion from School / School Activities
#5120.3	Health Services
#5120.3.1.	Communicable and Infectious Diseases
#5120.3.2	HIV Infection
#5120.3.3	Administering Medications
#5120.3.4	Managing Student Food Allergies and Glycogen Storage Disease
#5120.4.2.1	Suicide Prevention
#5120.4.2.5	Child Abuse
#5120.9	Homeless Students
#5128	Rank in Class
#5113	Student Attendance
#5131.911	Bullying
#5180.1	Records / Confidentiality
#5180.	Directory Information
#5180.4	Using Schools or Students for Publicity Purposes
#6080.1.2	Title I Programs / Parental Involvement
#6080.21.1	English as a Second Language
#6080.24.2	Magnet Schools
#6100.15.2	Use of Internet / Online Services
#6154	Homework / Make Up Work
#6141.312	Migrant Students
#7120	Hazardous Materials in Schools