
















Deans Mill School General Information

	<p>Attendance: If your child is absent from school or late for school, call the office before 8:30 AM to report the absence: 860-535-2235. A message can be left on voicemail at any time. Please send in a note of explanation of absence to your child’s teacher upon his/her return. The attendance policy requires documentation in order to excuse all absences after the first 9 absences.</p>
	<p>Kiss & Drop/A.M. Drop Off: For those families who transport their child to school in the morning, please enter using the access road behind the school and follow the loop around until you see the drop off area marked. Your child should be ready to exit on the right-hand (passenger) side of your car. Pull your car up to the “unload” area (indicated by cones) and have your child exit the car (on the passenger side). Parents remain in the car. A staff member will be stationed at the sidewalk to take your child into the school building. If you need to exit your car at any time or drop off things to school, it is important to park in the front lot, in a parking spot, and use the main entrance.</p> <p>Staff members are at Kiss & Drop at 8:40 AM until 8:55 AM. Students should not be dropped off prior to 8:40 AM. Please escort your child into the main office doors after 8:55 am to sign in tardy to school. * Never drop your child unless there is a staff member present to receive them.</p>
	<p>Bus Changes: Bus Changes are not allowed this year due to Covid19.</p>
	<p>Contacting Teachers/Staff: All staff members can be reached via email. Email addresses are firstname.lastname@stoningtonschools.org. A list of email addresses can also be found on the DMS website. Staff are asked to respond to email within 24 - 48 hours.</p>
	<p>Early Dismissals: If your child must be dismissed early, a Change of Dismissal form must be sent in with him/her (in their home/school folder) on the morning of the change. Unless there is a true emergency, there will be no early dismissals between 2:30 and 3:25. <i>*Please note that on scheduled Early Dismissal days, students at DMS are dismissed at 12:10 PM. On those days, there are no early pickups after 11:15 AM.</i></p>
	<p>Illness: Please refer to school/district COVID19 guidelines/policies outlined on the Re-entry documents located on the District website. Due to the current health pandemic, we suggest families keep their child home when they are not feeling well. Please notify the school nurse with information if your child becomes ill or if you have any questions/concerns regarding illness/injury at: dmsnurse@stoningtonschools.org</p>
	<p>Lockers: Students will not use lockers this year due to Covid19 policies/procedures. All student belongings will be stored in the classroom.</p>
	<p>Lost and Found: A “lost and found” is maintained in the cafeteria. Anyone missing items should check the lost-and-found area. Prolonged unclaimed items will be donated to charitable organizations.</p>

	<p>Medication: Students who need to take prescription medication and/or over the counter medication during school hours must have an <i>Authorization For the Administration Of Medicine By School Personnel</i> form completed (form available on the SPS website or from the school nurse). Parents/Guardians must drop off and pick up all medication(s) as students cannot transport medication to/from school.</p>
	<p>Parent Pick Up: Dismissal begins at 3:25 PM. If your child is a Parent Pick Up, please enter using the access road behind the school and follow the loop around until you see the cones with numbers pick up spots. Please Display your DMS Pick-Up Sign on your passenger visor. Your child will enter on the right-hand (passenger) side of your car. We load students only at the designated spots so please wait for a spot to be available. All students will be wait in their assigned zones until a DMS staff member picks them up and walks them to your car. *The gates will not be opened until 3:00 PM.</p> <p>If Parent Pick Up is not on your child's Daily Dismissal Plan, please be sure to send in a Change of Dismissal form on the morning of the pick up. **If you do not have your DMS Pick-Up Sign, please park in the front of the school and go to the main entrance.</p>
	<p>PTO: DMS has an active PTO. Parents/Guardians who wish to volunteer or get involved in PTO should contact the PTO President, Katie Quinlan, at quinlanpto@gmail.com or attend a PTO Meeting which are held bi-monthly on the 3rd Monday of the month at 6:30 pm. Meetings will be held virtually using Zoom. Agenda's will be sent out with the Zoom link prior to each meeting.</p>
	<p>RECESS: Students participate daily in indoor or outdoor recess depending on the weather. Please dress your child appropriately for the season. Each class has approximately a 30 minute daily recess and times vary depending on each grade level schedule. Each classroom cohort will be assigned a specific location for outside play. Classroom cohorts will be maintained during recess, no intermingling. Students will be required to sanitize hands when re-entering the school. Students must wear shoes with backs to climb outdoor equipment (no flip flops). During winter months, outdoor recess is based on temperature. If weather prevents students from going outside, students will have an indoor recess.</p>
	<p>Tardies: School begins at 8:55 A.M. If your child is not in his/her seat at that time they are considered tardy. Please call the office in advance (or leave a message in voicemail) if you know your child will be tardy. In the event of a late arrival, parents/guardians will ring the buzzer at the main entrance and the child will be let into the building. If the student is tardy due to a doctor's appointment, please present a medical note.</p>
	<p>Visitors: Visitors will not be allowed into the building except for extenuating circumstances and when arranged with building administration due to Covid19. All PPT's and parent meetings will be held virtually, whenever possible. If given permission to enter the building, visitors will be required to sign in and pick up a visitor's badge. The school utilizes a visitor management system, which scans each visitor's driver's license on their first visit to the school.</p>
	<p>What's Happening: Parents can stay involved on what's happening at DMS by reading the DMS Newsflash which is emailed out monthly or visiting the DMS website at: https://sites.google.com/a/stoningtonschools.org/deans-mill-school/ In addition, frequent emails regarding events are sent to those parents/guardians who list an email address on registration paperwork. Families can also follow us on Instagram @ https://www.instagram.com/deansmillschool/?hl=en.</p>