

RYERSON SCHOOL

Parent Handbook



2023-2024

KATHLEEN H. RYERSON ELEMENTARY SCHOOL

PARENT HANDBOOK

2023 - 2024

Mrs. Kelly K. Spooner, Principal

203 245-6440

Ms. Elizabeth Solin, Secretary

203 245-6440

Mrs. Elizabeth Fortsch, R.N., Nurse

203 245-6442

982 Durham Road

Madison, CT 06443-1843

Durham School Services

203 318-0777

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WELCOME TO RYERSON SCHOOL!

August 2023

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
spooner.kelly@madisonps.org

Executive Secretary: Ms. Elizabeth Solin, 245-6440
solin.elizabeth@madisonps.org

Nurse: Mrs. Elizabeth Fortsch, R.N.; 203-245-6442
fortsch.elizabeth@madisonps.org

FAX: 203 421-8449

Voice-Mail Access # 203 245-6475

Website www.madison.k12.ct.us

Superintendent: Dr. Craig Cooke
203 245-6300
cooke.craig@madisonps.org

Assistant Superintendent: Mrs. Gail Dahling-Hench
203 245-6300
dahling-henchg@madisonps.org

Bus Transportation: Durham School Services
203 318-0777

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 8:30 a.m. – 3:45 p.m.

EARLY DISMISSALS, CLOSINGS, DELAYS, VACATIONS & HOLIDAYS

SCHEDULED EARLY DISMISSAL DAYS – HOLIDAYS

November 22, 2023 – 1:00 p.m. dismissal
December 22, 2023 – 1:00 p.m. dismissal
June 10, 2024 (projected last day of school) – 1:00 p.m. dismissal

SCHEDULED EARLY DISMISSAL DAYS – PROFESSIONAL DEVELOPMENT DAYS

May 7, 2024 – 1:00 p.m. dismissal

SCHEDULED EARLY DISMISSAL DAYS – PARENT CONFERENCES

October 18, 2023 – 1:00 p.m. dismissal
October 19, 2023 – 1:00 p.m. dismissal
February 7, 2024 – 1:00 p.m. dismissal
February 8, 2024 – 1:00 p.m. dismissal

SCHOOL CLOSED - PROFESSIONAL DEVELOPMENT DAYS

October 9, 2023
November 7, 2023
March 11, 2024

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

1:00 PM

DELAYED OPENING DUE TO INCLEMENT WEATHER

10:50 AM

SCHOOL VACATION / HOLIDAY BREAKS

September 4, 2023
September 25, 2023
November 23 - 24, 2023
December 25, 2023 – January 1, 2024
January 15, 2024
February 19, 2024 – February 20, 2024
April 8, 2024 – April 12, 2024
May 27, 2024

STAFF

CLASSROOM STAFF

Teacher

Kindergarten: Christine Ackermann
ackermann.christine@madisonps.org

Maria Barnikow
barnikow.maria@madisonps.org

Lauren Lariviere
lariviere.lauren@madisonps.org

Drew Sellitti
sellitti.drew@madisonps.org

Pamela Whalen
whalen.pam@madisonps.org

Grade 1: Amy Santoro
santoro.amy@madisonps.org

Erin Norden
norden.erin@madisonps.org

Alexis Salomone
salomone.alexis@madisonps.org

Stefanie Hunt
hunt.stefanie@madisonps.org

Grade 2: Brenda Schull
schull.brenda@madisonps.org

Denise Vandale
vandale.denise@madisonps.org

Rene Chin
chin.rene@madisonps.org

Meghan Foster
foster.meghan@madisonps.org

Paraeducator

Tammi Davis

Melanie Yulo

Andrea Creaser

Erica Badstuebner

Kelsey Xenelis

Marcia Shove

Jill Van Kirk

Maureen Talarczyk

Kim Kilduff

Laura Pinto

Shay Toohey

Sheri O'Toole

TBD

Grade 3:	Peggy Bell bell.peggy@madisonps.org	Sue Brinn
	Stacey Parente parente.stacey@madisonps.org	TBD
	Clare Pinski pinski.clare@madisonps.org	Nicole Velez
	Amber Maly-Bingham malybingham.amber@madisonps.org	Melissa Garuti
	Jennifer Pflomm pflomm.jennifer@madisonps.org	Beth Shea

SPECIAL AREA STAFF

Art:	Isabelle Muller - muller.isabelle@madisonps.org
BCBA:	Erin Carey - carey.erin@madisonps.org
Elem. Guidance Counselor:	Rachel Lynch - lynch.rachel@madisonps.org
Elem. SPED Coordinator:	Sherry Farmer - farmer.sherry@madisonps.org
LA Coaches:	Erin Chester (K-1) - chester.erin@madisonps.org Lisa Caldwell (2-3) - caldwell.lisa@madisonps.org
Reading:	Stacey Collins (K-1) - collins.stacey@madisonps.org Julie Weber (2-3) - weber.julie@madisonps.org
Library/Media:	Tina Perry - perry.tina@madisonps.org
Math:	Christine West - west.christine@madisonps.org
Math Coaches:	Jennifer Maxwell - (K-2) - maxwell.jennifer@madisonps.org Stacy Daley (3) - daley.stacy@madisonps.org
Music:	Kerri Kohlun - kohlun.kerri@madisonps.org
OT:	Robin Sorey - sorey.robin@madisonps.org
P.E.	Brad Tucker - tucker.bradford@madisonps.org

Olga Herrera - herrara.olga@madisonps.org

PT: Amanda Miller - miller.amanda@madisonps.org

Psychologist: Lauren Stanco - stanco.lauren@madisonps.org

Social Worker: Shantae Fyffe-Simpson - fyffesimpson.shantae@madisonps.org

Special Education: Eileen Martin - martin.eileen@madisonps.org

Carol Parker-Sprinkle - parker-sprinkle.carol@madisonps.org

John Durkin - durkin.john@madisonps.org

Colleen Burkle - burkle.colleen@madisonps.org

Wendy Cassidy - cassidy.wendy@madisonps.org

Speech/Language: Caitlin Nebelung - nickerson.caitlin@madisonps.org

World Language: Alicia Romanacci - romanacci.alicia@madisonps.org

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 educating 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 do care.

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

BULLYING

The Madison Board of Education (the "Board") is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which:

1. caused physical or emotional harm to an individual;
2. placed an individual in reasonable fear of physical or emotional harm; or
3. infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "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 who have recently been in a dating relationship.

Consistent with the requirements under state law, the Board authorizes the Superintendent or designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

1. enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written

reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;

5. require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
7. provide for the inclusion of language in student codes of conduct concerning bullying;
8. require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation described in subdivision (4), above; (A) of the results of such investigation, and (B) verbally or by electronic mail, if such parents' or guardians' electronic mail addresses are known, that such parents or guardians may refer to the plain language explanation of the rights and remedies available under Conn. Gen. Stat. Section 10-4a and 10-4b published on the Internet website of the Board;
9. require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
10. require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
11. establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
12. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
13. prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
15. require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
16. prohibit bullying (A) 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
17. require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan;
18. require that all school employees annually complete the training described in Conn. Gen. Stat. §§ 10-220a or 10-222j related to the identification, prevention and response to bullying.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

The Board shall submit its Safe School Climate Plan to the State Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

As required by state law, the Board, after consultation with the Connecticut Department of Education and the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative, shall provide on the Board's website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on such students' (1) actual or perceived differentiating characteristics, 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 (2) association with individuals or groups who have or are perceived to have one or more of such characteristics.

As required by state law, the Board shall post on its website the plain language explanation of rights and remedies under Connecticut General Statutes §§ 10-4a and 10-4b, as developed and provided to the Board by the Connecticut Social and Emotional Learning and School Climate Advisory Collaborative.

Legal References:

Public Act 19-166

Public Act 21-95

Conn. Gen. Stat. § 10-145a

Conn. Gen. Stat. § 10-145o

Conn. Gen. Stat. § 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. § 10-222g

Conn. Gen. Stat. § 10-222h

Conn. Gen. Stat. § 10-222j

Conn. Gen. Stat. § 10-222k

Conn. Gen. Stat. § 10-222l

Conn. Gen. Stat. § 10-222q

Conn. Gen. Stat. § 10-222r

Conn. Gen. Stat. §§ 10-233a through 10-233f

Date of Adoption: April 6, 2021

Date Revised: April 5, 2022

SCHOOL CANCELATION 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. The school district will send an email to inform parents of school cancellations, early dismissals, and other important events. Parents do not need to sign up for the emails.

On such days, information may also be obtained from local television and radio stations. The district website (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 go out to all parents/guardians via email as well as be broadcast on the above radio stations, on Madison Educational TV channel 19, on the district website (www.madison.k12.ct.us).

WEBSITE INFORMATION

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 voicemail. 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. Fortsch 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.

Parents will pick up students in their cars at the lower parking lot. There is no need to enter the building. Please do not arrive before 3:20p.m., as classes will still be in session.

CHANGE IN STUDENT DISMISSAL PLANS

If the plans for your child's dismissal have changed DURING the school day, please email using the following email address (ryerson.dismissal@madisonps.org) and the classroom teacher. If your child's dismissal plans change after 2:00 pm, you will need to contact the main office by phone at 203-245-6440.

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 – 8:50 a.m. unless enrolled in the Before School Program through Madison Beach and Recreation.

<https://www.madisonct.org/806/After-Before-School-Program>

If it is necessary for you to pick up your child rather than ride the bus, please send a note 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 daycare provider, please contact the school office for a bus transportation form. Transportation issues should be directed to Durham School Services, 203-318-0777.

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 PE days. Sneakers are required for physical education class. Students are only permitted to participate in PE class when wearing sneakers. If a student is not wearing sneakers, he/she will not be permitted to participate. 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:

- 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 outside the main entrance of the building. 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 \$3.75. 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: <https://www.mypaymentsplus.com/welcome>. 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 Madison Public Schools Food Services 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 adult permission
- Students will keep their hands and feet to themselves
- 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
- 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. Elizabeth Fortsch, 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 the 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 PREPARATIONS 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 parents/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>

MANAGING STUDENT FOOD ALLERGIES & GLYCOGEN STORAGE DISEASE

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, extracurricular, 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-3 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.

GRADE 3:

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 2023-2024

OFFICERS

Co-President: Mrs. Erica McMillian @ efmcmillian@gmail.com

Co-President - Mrs. Charissa Benak @ charissabenak@gmail.com

Co-Vice-President: Mrs. Emily White @ emilyw@oneandcompany.com

Co-Vice-President: Mrs. Amy Brown @ ambrucker@yahoo.com

Treasurer: Mrs. Alexia Volpe @ Lexi481@yahoo.com

Secretary: Mrs. Kylie Bender @ Obrien.kyl@gmail.com

The meetings begin at 7:00 p.m. in the Ryerson Library / Media center.

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 the members from the Executive PTO board listed above.

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

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 8:35 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 Before/Afterschool line at 203-245-5621 or the Madison Beach & Recreation Department at 203 245-5624.

Before School	Amount
1 day per week	\$64.00
2 days per week	\$85.00
3 days per week	\$106.00
4 days per week	\$127.00
5 days per week	\$146.00
After School	Amount
1 day per week	\$79.00
2 days per week	\$116.00
3 days per week	\$150.00
4 days per week	\$191.00
5 days per week	\$228.00

Single Day Drop-In Policy and Fee - New 23/24

\$20.00 per Drop-In Before School / \$20.00 per Drop-In After School

In the event that your child needs to attend a day outside of their schedule, you can purchase a single day drop-in. Your child/children must be registered for the Before/After School program in order to use a single day drop-in. You must notify the Before/After School Director via phone or email by 3:00 p.m the day before you would like to purchase a single day drop-in so we can staff accordingly. You must also notify the school that your child will be attending after school on a day outside of your child’s schedule. Please provide the last 4 digits of your credit card which will be billed the following day.

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

#1370 and #5020.1	Nondiscrimination
#3541.5	Transportation
#4010	Prohibition on Recommendations for Psychotropic Drugs
#4141	Social Media
#5070	Promotion / Acceleration / Retention
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5090.8	Weapons and Dangerous Instruments
#5100.9.1	Student Recruitment
#5110.4	Student Discipline
#5113	Student Attendance: Truancy and Chronic Absenteeism
#5120.3	Health Assessments/Screenings and Oral Health Assessments
#5120.3.3	Administering Medications
#5120.3.4	Management Plan and guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes
#5120.3.6	Animals in School
#5120.4.2.1	Suicide Prevention and Intervention
#5120.4.2.5	Procedures for Reporting Child Sexual Abuse and Sexual Assault
#5120.9	Homeless Students
#5128	Rank in Class
#5131.911	Bullying Prevention and Intervention
#5144	Physical Exercise and Discipline of Students
#5180.1	Records / Confidentiality
#5180.1.1	Directory Information
#5180.4	Using Schools or Students for Publicity Purposes

#6080.1.2	Title I Programs / Parental Involvement
#6080.21.1	English Learner Students
#6080.24.2	Magnet Schools
#6100.15.2	Use of Internet / Online Services
#6154	Homework
#6141.312	Migrant Students
#6163.32	Service Animals
#7120	Hazardous Materials in School