


















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 any doctor's notes when your child returns to school. 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 the Kiss & Drop Loop, which is the rear entrance of the school. Cars will pull all the way up to the first gate. Once you are pulled up, have your child exit the car (on the sidewalk side). A staff member will be stationed at the sidewalk to take your child into the school building. Parents should only unload if they are pulled up to the curb on the side of the building where staff are located. If you need to enter the building or exit your car, it is important to park in a parking spot in the front of the building. Staff members are at Kiss & Drop at 8:30 AM until 8:45 AM. Students should not be dropped off prior to 8:30 AM. Please drive to the front of the building and escort your child into the main office after 8:45 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: Students are only permitted to take their assigned bus to and from school. Students must remain on their assigned bus home unless they are participating in a consistent program (i.e. Coogan Farm, COMO). Any regularly scheduled bus changes for day care purposes or co-parenting purposes are only permitted with approval. No one day changes will be permitted and students are not allowed to ride buses home to other students' homes.</p>
	<p>Celebrations: Interruption of the school program affects the time needed for instruction. Therefore, any birthday recognition should be reasonable and mindful of the instructional program. Due to various food allergies, we ask that you do not send in food items. The passing out of invitations to private parties at school is not allowed for reasons of sensitivity.</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 2:45 and 3:30. <i>*Please note that on scheduled Half days, students are dismissed at 12:10 PM. On those days, there are no early pickups after 11:30 AM.</i></p>
	<p>Illness: Please refer to school/district COVID19 guidelines/policies outlined on the district website. Students should not attend school when they are not feeling well. Please notify the school nurse with information regarding illness / injury at: dmsnurse@stoningtonschools.org</p>
	<p>Lockers: All students are assigned a locker to store their belongings. Lockers are property of DMS and students are responsible for the condition of their assigned lockers. Lockers are a great place to keep an extra pair of sneakers so students are always prepared for PE.</p>

	<p>Lost and Found: A “lost and found” is maintained in the cafeteria. Anyone missing items should check the lost-and-found area. It is recommended that families label their child’s name on clothing. 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 (<i>form available on the SPS website or from the school nurse</i>). Parents/Guardians must drop off and pick up all medication(s) as students cannot transport medication to/from school.</p>
	<p>Dismissal begins at 3:30 PM. Parent Pick Up: If your child is a Parent Pick Up, please enter using the access road behind the school and follow the loop around to the curb on the side of the building. Please display your DMS Pick-Up Sign on your passenger visor. Your child will enter on the right-hand (passenger) side of your car. All students will wait until staff call their name and dismiss them to their cars. Please do NOT arrive prior to 3:25 PM as it causes a backup on Deans Mill Rd. Parent Pick up takes place from 3:30 - 3:40 PM.</p> <p>If Parent Pick Up is not on your child’s Daily Dismissal Plan, please be sure to send in an orange 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 building and go to the main office.</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 will be held bi-monthly on the last Tuesday of the month at 6:00 PM. (Sept. 26, Nov. 28, Jan. 30, Mar. 26, May 21) Agendas will be sent out prior to the 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 a 30 minute daily recess and times vary depending on each grade level schedule. 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 8:45 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. If you bring your child to school late you must come into the office with him/her. If the student is tardy due to a doctor’s appointment, please present a medical note.</p>
	<p>Visitors: All visitors must be buzzed into the Main office. DMS utilizes a visitor management system, which scans each visitor’s driver’s license when they visit the school. Visitors will be required to scan their driver's license to sign in and they will receive a visitor’s badge.</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/</p> <p>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/ or on Facebook @ https://www.facebook.com/DeansMillSchool.</p> <p>ParentSquare is used by DMS and the school district to keep parents up to date.</p> <p> Introducing Parent Square</p> <p>https://docs.google.com/document/d/1p7cztMWT6mhEjGoICvvFwtrdsmOUuHQAltj1e1dUwlc/edit</p>