

# BROOKLYN ELEMENTARY SCHOOL

[www.brooklynschools.org](http://www.brooklynschools.org)

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## PARENT & STUDENT HANDBOOK 2022-2023

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# INTRODUCTION

***August 2022***

Dear BES Families,

On behalf of the entire faculty and staff, we hope that you have enjoyed a restful and relaxing summer! As our team prepares to embark on this 2022-2023 school year here at Brooklyn Elementary School, we are particularly grateful for this community of staff, students and families in our lives, and are eager to see you again on the first day of school, August 31st. Like our students, we are filled with the nervous excitement and anticipation that signal the start of each new school year. Furthermore, we are all very excited to have students back in our classrooms and hallways, filling them with laughter, energy and enthusiasm for learning.

This year we will renew our commitment to developing motivated and confident lifelong learners who are prepared for future challenges. Our skilled and devoted staff is already planning and preparing for your child(ren). We will continue to provide students with opportunities to address academic gaps and provide enrichments while focusing on building numeracy and literacy skills. A major initiative for this year is to address the concern of student literacy by providing targeted instruction to meet diverse needs of our students through small group interventions. Additionally, we have revamped our Positive Behavioral Interventions and Supports framework. Our enthusiastic office team is registering new families (over 90), ordering needed materials and updating student files. Our hard working and conscientious custodians have spent the entire summer thoroughly cleaning the building and reorganizing classrooms. Finally, our much-appreciated PTO is gearing up to welcome families at the Back to School BBQ on **September 8th**. Our Preschool Orientation will be on August 31 at 9:30 for morning students and 1:00 for afternoon students. We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

As we start the new school year, please welcome the next generation of educators and support staff joining our BES team. We are thrilled to welcome Heather Garosshen, Cecilia Stallone, Samantha Felice, Sheena Martin, Kathy Shekleton, Valerie Minark, and Emily Rainville to our classroom teaching team and Janet Johnson, Rachel Cardaci and Jillian Galipeau to our special education team. Additionally, we are happy to have Hanah Hopps, Mariesa Lambert, Jennifer Light, Tara Hayes, and Sara Pepin joining our paraprofessional team. Andy Nichols is a new addition to our custodial staff. Ms. Chabot, Ms. Lunsford and Ms. Barry got married and have changed their names to Mrs. Shea, Mrs. Caruso and Mrs. Hill respectively. Together, we know we will make this school year one of growth and achievement for all children.

Please take some time to review the parent handbooks as the purpose of the [Brooklyn Elementary School Parent & Student Handbook](#) and the [Brooklyn Elementary Early](#)

[Childhood Program Handbook](#) is to provide you with an overview of our vision, mission, and philosophy and present you with essential information about school processes, policies, programs, and procedures. Additionally, discuss key pieces pertaining to student expectations with your child(ren). We ask that you sign off on the online Student Information Sheet that will soon be sent through School Messenger that you read and understand the information contained in the handbook.

Parent drop off and pick up procedures will remain the same as last year. Please follow the information in the [Brooklyn Schools Arrival and Dismissal](#) document.

We are excited about all that this school year has to offer and look forward to working collectively to ensure that students are provided the best possible educational experience. We eagerly look forward to greeting students and families again. It remains an honor and privilege to serve as your administrative team. Please stop by and say hello. Together, we know we will make this school year one of growth and achievement for all children. If you have any questions regarding the information in this handbook, please feel free to contact your child's classroom teacher, Mrs. Graef or Mr. Weaver.

Thank you in advance for your continued support and cooperation.

Sincerely,

*Paula A. Graef*  
Principal

*Mark Weaver*  
Assistant Principal

## GENERAL INFORMATION

### VISION

Our vision is to create an elementary school that is highly regarded for its academic excellence. BES will be an engaging environment where every child discovers personal strengths and talents, develops a passion for learning, and acquires the skills to be creative and collaborative problem solvers. We will be a safe, respectful, and inclusive school community where responsibility for learning is shared, and every voice counts.

### MISSION STATEMENT

Brooklyn Elementary School's mission is to develop motivated and confident lifelong learners who are prepared for future challenges.

### PHILOSOPHY

Brooklyn Elementary School is committed to providing children and their families a comprehensive, positive, and individualized educational experience. We believe in creating an atmosphere that fosters **C**ooperation, **A**chievement, **R**esponsibility, and

**E**mpathy. We honor the diversity of our families and encourage all to be active participants in our school community.

## BOARD OF EDUCATION MEMBERS

Mae Lyons, Chairperson  
Melissa Perkins-Banas, Vice-chairperson  
Justin Phaiah, Secretary  
Kayla Burgess  
Richard Ives  
Isaias Sostre

## BOARD OF EDUCATION STATEMENT OF BELIEF/GOALS

The Board of Education commits itself, first and foremost to the concept that the primary purpose of public education in Brooklyn is to promote academic excellence to the fullest extent possible for each student in the skill areas of Language Arts, including reading, writing, grammar, speaking and spelling; mathematics; English; science; and the social sciences. In addition, all students should develop an increasing proficiency in the use of these learning skills beyond minimum levels in accordance with their mental and physical abilities as they progress throughout the PK-12 experience. Further; it is also the Board's strong conviction that the educational environment must foster creativity and exploration, as well as scholarship. The learning environment must be one which is responsive, supportive, and positive; which will encourage all students to perform to the best of their abilities. The instructional goals for the Brooklyn School Public Schools address themselves to what the Board of Education feels is a program capable of providing for the educational, social, physical and emotional well being of all students.

### Statement of Instructional Goals

#### **A. Goals to provide for educational needs:**

1. Gain knowledge and experience in the areas of Language Arts, including reading, writing, grammar, speaking and spelling; classical and modern literature; foreign language; mathematics; and the natural, physical and social sciences.
2. Develop analytical and critical thinking skills and effective decision-making skills.
3. Develop proper study habits and skills.
4. Develop intellectual curiosity and eagerness for lifelong learning.
5. Recognize individual interests and talents and develop skills of self-learning which will foster them.
6. Provide for continuous exposure to the mores and cultural heritages of the Western, Eastern, and Third Worlds at all school levels to promote understanding of all the world's people.
7. Provide for the development of creative self-expression through the fine arts.
8. Provide for the exposure to career development and vocational education.

**B. Goals to provide for physical needs:**

1. Establish an effective individual physical fitness program which will develop skills necessary for physical well-being throughout life.
2. Promote an understanding of good health and safety habits.

**C. Goals to provide for social needs:**

1. Acquire skills and attitudes essential to the development of mature and responsible citizens.
2. Teach the rights and responsibilities of U.S. citizenship, including tolerance of the rights of others.
3. Develop an understanding of our American heritage including its political and economic systems.
4. Encourage an awareness of the need for wise management of natural resources.

**D. Goals to provide for emotional health needs:**

1. Develop in students a sense of pride and personal worth in their true achievement.
2. Develop the ability to cope successfully with successes and failures of day-to-day living.
3. Develop the ability to form positive relationships with family, other individuals and groups.

## BROOKLYN ELEMENTARY SCHOOL STAFF DIRECTORY

Patricia Buell - *Superintendent*

Paula Graef- *Principal*

Mark Weaver- *Assistant Principal*

Jill Hardacker- *School Secretary*

Sara Howley- *School Secretary*

Barbara-Jean Toth - *Director of Pupil Services*

Lisa Donovan - (774-9153 X207) - *Pupil Services Secretary*

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### **Prekindergarten Team**

Beth Frink

Allison Knutson

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### **Kindergarten Team**

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**Unified Arts Team**

**Art** Laura Gatlin  
**Music** Jonathan March  
**Phys. Ed.** Robert Chenail  
**S.T.E.A.M.** Sean Maloney

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**School Nurse**

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**Occupational Therapist**

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**Physical Therapist**

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### **Social Worker**

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Jason Plourde

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### **Special Education**

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Kristen Cesario  
Bethany Corbin  
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### **Board Certified Behavior Analyst**

Mrs. Karen Hyatt

[hyatt@brooklynschools.org](mailto:hyatt@brooklynschools.org)

## **INSTRUCTIONAL ASSISTANTS**

Robin Albee  
Tiffanie Allain  
Deneen Azzolino  
Jacqueline Bachand  
Carolyn Bannon  
Jennifer Barlow  
Jacquelin Ben  
Adriene Bessette  
Jackie Brennan  
Tammy Courtemanche  
Bethany Crosby  
Ileana Delegan  
Reily Dumond  
Jan Franklin  
Emily Gallup  
Diane Haven

Marietta Jones  
Noreen Kanantzis  
Bryanna Lascola  
Lisa Lernould  
Jillian Loomis  
Stephanie MacFarland  
David Moran  
Patricia O'Brien  
Lynn Paquin  
Ashley Pomes  
Adrianna Riddick  
Tiffany Rosen  
Jocelyn Sabourin  
Jaime Smith  
Margaret Swagger  
Zoe Tetreault

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## **CUSTODIAL STAFF**

James Graef– Director of Facilities  
Craig Barrette – Head Custodian  
Charles Carney Jr. – Evening Custodian  
Ken Thiffeault – Evening Custodian

Lori Denomme – Evening Custodian  
Sean McManaway– Evening Custodian  
Andrew Nichols- Evening Custodian

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### CAFETERIA STAFF

EASTCONN staffing

## SCHOOL HOURS

OFFICE HOURS: 8:15 AM – 4:15 PM

SCHOOL HOURS: 8:45 AM – 3:15 PM

### PRE-KINDERGARTEN

Morning Session  
Afternoon Session

8:45 AM – 11:30 AM  
12:30 PM – 3:15 PM

**\*\*Students may enter the building beginning at 8:30 AM\*\***

## STUDENT DROP OFF/PICK UP

1. Parents will enter at the middle school entrance and proceed around the back of the middle and elementary schools.
2. Vehicles will stop behind the Pre-K wing and families will wait in their cars until children are brought outside to the vehicles.
3. **All parent/caregiver identification will be checked by a designated Brooklyn Elementary School staff member until the staff members know the families. This consistency is important to maintain the safety and security of all students.**
4. Parent sign-off sheets and staff communication to the inside will remain similar to recent procedures.
5. After the child is picked up, the vehicle leaves the circle and turns left toward Gorman Road.

Children may arrive at school between 8:30 AM and 8:45 AM. Students will be considered tardy after 8:45 AM. If a child is tardy, a parent or adult must come to the office with the child to sign in. *If you drop your child off or pick your students up from school, you **MAY NOT** park in the bus lane.* Reminder: Younger children/siblings, may not be left alone in a car while walking students into the building. Children should **NEVER** be left unattended in the car.

## DISMISSAL DURING SCHOOL HOURS

If your child needs to be picked up earlier than the normal dismissal time, please send an email to Jill Hardacker in the elementary office at [hardacker@brooklynschools.org](mailto:hardacker@brooklynschools.org). All PK through Grade 4 parents are to go to the BES Main Office and sign out their child. All early dismissals will take place through the Main Office. Students **may not** be dismissed directly from the classroom. No child will be dismissed to any person other than those listed on the emergency information card, unless we receive a note giving specific written permission. For reasons of safety, persons other than parents or guardians who are picking up students from school must be at least 18 years of age and will be required to show picture identification.

## SCHOOL CLOSINGS & CANCELLATIONS

School closings and early dismissals are announced on: Through School Messenger, Facebook: Brooklyn Public Schools, CT WINY Radio, NBC Connecticut, WFSB Eyewitness News 3, WCTY will post based on WFSB listing, Fox 61, Brooklyn Public Schools Website



Delayed openings = *no AM pre-kindergarten*      Early Closings = *no PM pre-kindergarten*

## EMERGENCY PROCEDURES

In the event of an emergency, the school will retain responsibility of all children on premises until they are released to a family member, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until they have reunited with their families. Children will be released only to families, guardians, or other persons designated persons by the family. The School Security and Safety Committee revises and updates all emergency response plans annually and/or as needed.

### Evacuation

Evacuation plans are posted at every exit

- Teachers and/or paraprofessionals lead children out of the building following the evacuation map.
- Teachers or paraprofessionals take attendance and alert designated staff of any children or adults that are unaccounted for.

### Fire Drill Procedure

- Fire Drills are regularly scheduled throughout the year to ensure the safety and protection of all students in the event of an actual fire.
- Students will follow displayed escape routes under staff direction to evacuate the building as quickly and safely as possible.
- Students should exit the building walking in a single file line and remain silent. An administrator will inform staff and students when the building is cleared for re-entry.

Lockdown Procedure - Lockdown drills are also practiced in conjunction with the rest of Brooklyn Elementary School. During these drills the teachers will direct children to an area of the room away from windows and doors. It will be explained to the children in a calm, reassuring manner that, "We are practicing in case there was ever something unsafe outside of our classroom."

- No one will be allowed to enter the building for the duration of the Lockdown drill
- All classroom doors will be locked from the inside and the teachers will work with the children to remain quiet until the completion of the drill.
- Our teachers have a number of strategies to make this a non-threatening learning experience.

**Both lockdown and evacuation/fire drills are held regularly throughout the year in order to test and evaluate our emergency procedures. As part of our security protocols, during these drills, no one will be allowed to enter the building nor will telephones be answered.** We appreciate your patience during these very important checks of our emergency plans.

## VOLUNTEERING/VISITING

### VISITORS TO SCHOOL



All visitors must show photo identification, report to the school office, sign in, and receive a visitor's badge to wear at all times. Visitor's badges are exchanged for motor-vehicle keys. Keys are kept secure until the visitor badge is returned and the visitor has signed out. If you wish to meet with any member of the school's staff, please contact the staff member in advance to schedule an appointment.

### ANIMAL VISITORS

All requests to have animals in the classroom or on school property must be submitted to the principal in writing. Included in the request should be a description of the animal, educational purpose/benefit, length of activity, a plan for the care of the animal. Owners of domesticated animals must show proof of rabies vaccination prior to the activity. **NO** animals are permitted in the building for any reason or any amount of time without the express consent from building administrators.

No wild animal shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e. zookeepers, docents, veterinarians, etc...). If a child in the classroom has an allergy, the animal will not be permitted in the class.

## VOLUNTEERING

We hope you consider volunteering at our school as we value the important contributions volunteers make to our school community. According to Board of Education policy, individuals wishing to volunteer in a Brooklyn Public School are required to submit a completed [Volunteer Disclosure and Consent and Volunteer/Chaperone Registration form](#) to be an approved volunteer. Volunteers, including relatives or friends of staff, **must complete all necessary paperwork prior to volunteering**. Volunteering includes chaperoning field trips, assisting and/or presenting in classrooms, and helping out at PTO or school events, etc... We cannot permit anyone to volunteer who has not completed both of the aforementioned forms **at least one week prior to volunteering**. Volunteer forms can be found in the elementary office or on the school website.

## CHAPERONES

Throughout the year, there may be opportunities for parents/guardians to chaperone various classroom activities. The role of a chaperone is to help the teacher monitor students during the activity. To ensure that all chaperones give full attention to students, chaperones are not allowed to bring other family members with them to an activity. Chaperones may not smoke on school grounds or at off site school activities or events and are asked to refrain from using cell phones. ***Please note, you will not be permitted to chaperone a field trip unless the aforementioned volunteer forms have been submitted a minimum of one week prior to the event.***

## FIELD TRIP INFORMATION

All field trips will be of an educational nature and arranged by a faculty member. Permission slips are necessary whenever students participate in field trips. Failure to submit a signed parental permission form to participate in a trip will exclude the student from the trip. All field trips sponsored by the school must be recommended by the teacher and approved by the principal and superintendent. Students participating in field trips must leave for the trip and return to school using the bus transportation provided. Teachers will carry first aid kits and either a phone or two-way radio when away from the school building.

## PARENT CONTACT INFORMATION

After the start of the school year, please contact our BES office secretary, Mrs. Jill Hardacker, at [hardacker@brooklynschools.org](mailto:hardacker@brooklynschools.org), if any home/work phone numbers, emails, or emergency numbers change. This is especially important for emergency notifications, school news, updates, or if your child needs to be unexpectedly picked up for school.

# DIRECTORY INFORMATION

Directory information means those items of personally identifiable information contained in a student's education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

- Student's name
- Student's address
- Student's telephone listing
- Student's electronic address
- Student's photograph
- Date and place of birth
- Participation in officially recognized sports and activities
- Dates of attendance
- Grade level
- Degrees, honors or awards received
- Most recent previous school or programs attended

## Exclusion

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent within 15 days of annual public notice. Directory information shall be released only with administrative direction. Directory information considered by the district to be detrimental will not be released. Information will not be given over the telephone except in health and safety emergencies.

# STUDENT REPORT CARDS/CONFERENCES



The progress of students in grades prekindergarten through grade four will be formally reported to parents three times per year via report cards. In addition to the report cards for each marking period, student progress will be communicated to parents throughout each term.

Parent-Teacher conferences are scheduled during the fall and spring. The first conference will be held **November 8, 2022**, and the second conference will be **March**

**23, 2023.** *There is no school for students on November 8th and students will be released from school early in March to accommodate conferences. Please be sure to check the early release schedule for conferences as student arrival and dismissal times are altered.*

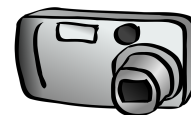
Your child's classroom teacher will communicate with you to determine your conference time. At any time during the year, additional conferences may be arranged at the request of either parent or teacher. The Brooklyn Elementary School strongly encourages home/school communication.

## PARENT TEACHER ORGANIZATION (PTO)

It is the intent of the school to work closely with the PTO and its membership in developing and promoting activities and programs, which contribute to – or are supportive of - improved education for children. All parents and teachers are urged to participate in this meaningful and purposeful organization.

## PHOTO/VIDEO PERMISSION

Parents/guardians are asked to update their information electronically each year. A photo permission release to photograph/video and name students in various publications (e.g. newspapers, newsletters, television, website, class web pages, etc...) is included in the electronic update. This document serves as permission to photograph/video/name during your child's entire school year at Brooklyn Elementary School, unless you specifically notify us of a change in consent.



## LIBRARY INFORMATION

All children will have an opportunity to utilize the many resources in our school library.

Children may sign out and take books home for a period of one week.

Parents must replace books that are lost or damaged. Students who have an unpaid library balance at the end of the year will not be issued their report cards until payment is made in full.



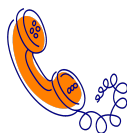
## TOYS/ELECTRONICS/DANGEROUS ITEMS

Students should bring only those items to school that are necessary or requested by the teacher. Toys, electronics, cell phones, and other items from home can be a distraction to your child and the class and **are not allowed on the bus or in school**. Parents should be aware that Brooklyn Board of Education policy and state statutes have a zero tolerance for items that can be considered a weapon. **Please be sure to check your child's belongings regularly to avoid any problems.**





## TELEPHONE CALLS



Calls by parents requesting that messages be forwarded to children can cause interruptions in the classroom. However, if you must speak with your child at any time during the day, please contact the office directly. To communicate with teachers, please call during the day and leave a voice message for a teacher to return the call.

## OUTDOOR PLAY



All children will have the opportunity for outdoor play as the weather permits. We do not bring children outdoors when the conditions are below 25° (considering wind chill). Please be sure to have children dressed appropriately for the weather. Unless there are specific instructions from a doctor, all children will participate in outdoor recess.

Certain behaviors are expected of all students during recess time. Students should show positive self-control, be cooperative and considerate of others and show respect for school property and personnel. In game-like situations such as basketball or soccer, students are expected to adhere to the rules of the game. Rough play, pushing or tackling is prohibited. No regular or touch football will be allowed due to rough play, though footballs may be used to play **catch only**. Hard ball types such as baseballs and softballs are not permitted at recess time. Playing outdoors, your child will likely be exposed to the sun. Please apply sunscreen at home. *We cannot apply sunscreen at school.*

## DRESS CODE

Students are expected to come to school in neat and suitable attire that does not create a distraction to others or cause a disruption of the learning environment and is seasonably appropriate. *Students may not wear the following:*

- Cut-off shirts that expose the midriff
- Exposed spaghetti straps
- Flip-flops (sandals must have a heel strap but are still considered unsafe to wear on playscape), high heels, or other open back shoes.
- Hats and or head covering of any kind, including, scarves, bandanas, masks, hoods, etc...
- Pants must cover underwear and should not drag under shoes
- Shirts with inappropriate messages
- Short shorts and skirts

The school administration is the final authority regarding the appropriateness of student attire.

**IMPORTANT:** For safety reasons, appropriate athletic shoes **MUST** be worn during all physical education classes.

## LOST AND FOUND



All lost and found articles are stored in the school cafeteria. If these articles are not claimed by June, the usable items are donated to a charitable organization. If your child loses anything, please check with the office. Each year items of clothing go unclaimed. **It would be helpful for you to place your child's name on clothing, especially outerwear, sweaters, and sweatshirts.**

## ENROLLMENT & ATTENDANCE REQUIREMENTS



### *Enrollment Requirements*

Physical examinations are required for children **before** their initial entrance to school and for students who transfer from an out of state school system. It is the responsibility of the parent to provide for this examination and to return the required form to the school office.

The need for immunization cannot be stressed strongly enough. It is for the protection of each child. Your family physician will also inform you, if asked, as to the need and time for booster shots. Students will not be allowed in school until the form is completed and returned to the school nurse per **C.G.S. Secs. 10-204a** and **10-206**. Furthermore, the State Department of Public Health requires all students ages 24-59 months enrolled in Pre-K to receive at least one dose of influenza vaccine between August 1 and December 31<sup>st</sup> of the preceding year. All children ages 24-59 months who have not received vaccination against influenza previously should receive two doses of the vaccine the first influenza season that they are vaccinated. **PK children who do not receive the influenza vaccines MUST be excluded from school for the entire influenza season (through March 31st).**

### *Attendance Policy*

Regular school attendance contributes to the development of responsibility, discipline, and good work habits and improves the student's opportunity for academic and social accomplishment. Therefore, we all need to make every effort to make sure our students attend school regularly, arrive on time and minimize early dismissals.

Students who have missed class work because of an absence must make up this work within twice the number of days that they were absent. The responsibility of this make-up work lies with the student.

In accordance with **Connecticut General Statute, Section 10-210**, absences one through nine are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation. Per the same statute, beginning with the tenth absence and thereafter, a student's absences from school are considered excused for the following reasons:

- Student illness (*Note: all student illness absences must be verified/ documented by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence*);
- Student's observance of a religious holiday.
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (*additional documentation required*);
- The lack of transportation that is normally provided by a district other than the one the student attends (*no parental documentation required for this reason*); or
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with the Connecticut State Department of Education guidance.

**Parents must report their child's absence to the school by:** 1) Calling the school nurse, Mrs. Gebo, at (860)774-4618 2) E-mailing Mrs. Gebo at [agebo@brooklynschools.org](mailto:agebo@brooklynschools.org), or 3) sending in a note with the child upon returning to school.. **Absences NOT reported within 3 days of the child returning to school will be considered unexcused and counted toward truancy.**

Please note that **Connecticut State Law (CGS 10-198a)** considers a child to be **truant if he/she has four (4) unexcused absences in a month or ten (10) unexcused absences in a year.** *We regularly review attendance records and send letters home if we become concerned about the number of days your child is absent or tardy from school.* **Truancy will be reported to the district's Truancy & Residency Officer for review.**

It is important for students to arrive at school no later than 8:45 AM and stay until 3:15 so as not to miss the start and end of the school day; please make every effort to ensure your child arrives on time daily. Students who arrive after 8:45 AM without a written excuse will be considered tardy. In those cases when tardiness is unavoidable, please accompany your child to the office before he/she goes to the classroom.

## HEALTH SERVICES



The school nurse is available during the school day from 8:30 AM to 3:30 PM to assist students who have become ill or injured during school hours. Your family physician should be consulted for illnesses or injuries that occur at home. In the event of the school nurse's absence, an administrator or substitute nurse will be responsible for dispensing medications.

## SCHOOL ENTRANCE

Connecticut State Law requires that students have a Health Assessment/Physical Exam prior to entering school. This Health Assessment/Physical must be current within the year. All students in Brooklyn Elementary School's Prekindergarten Program must have an annual Health Assessment/Physical. Students entering kindergarten must have a current Health Assessment/Physical and up-to-date immunization records.

## IMMUNIZATIONS

School Immunization Law, Chapter 169, Section 10-204a of the General Laws of the State of Connecticut require that all immunizations be up-to-date for children to attend school. Connecticut General Law allows for the school district to exclude from school those children whose immunizations are not up-to-date.

A record of immunizations from your child's physician(s) is required for entry into school and is audited by the school nurse. In the event of missing or incorrect information, your prompt attention in addressing the error/omission is imperative to assure compliance with state law. The State of Connecticut also requires a flu shot administered annually while a student is enrolled in the preschool program.

## HEALTH EMERGENCIES

Upon enrollment parents should complete the BES health history form and notify the School Nurse of any medical condition, which may precipitate an emergency situation with your child (e.g. allergic reactions to food, insect bites or medications; asthma; diabetes; seizures). Parents should also keep the nurse up-to-date throughout the year on any changes to a student's health. The school nurse will work with parents as necessary to develop a care-plan to meet student's health and wellness needs.

## MEDICATION POLICY

### **Medication Administration**

State law and Board of Education policy requires that all students who need medication administered while in school have a written order from the child's doctor. ([Medication Administration form for administration in schools- found on the health/wellness page](#))

- This form must be signed by the MD who prescribed the medication and by the parent/guardian of the child that is to receive the medication. (this form is to be renewed by the MD each school year.)

- **\*\*All medications, prescription and over-the-counter (including, but not limited to: acetaminophen, ibuprofen, diaper creams, and sunscreens) require a current MD order on file in order to be administered in school\*\***
- All medications are to be delivered to the school nurse by a parent/guardian or designated adult in the original packaging/container and must have the pharmacy label attached. **CHILDREN ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL**
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- Medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district who have been trained in the administration of medication.

### **Medications**

Except for in the cases of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine, no medication, including non-prescription drugs, may be administered by any school personnel without:



- the written medication order of an authorized prescriber;
- the written authorization of the student's parent or guardian or eligible student; and
- the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.

Medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by a full-time administrator, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district.

All medications must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.

Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse. All medications shall be kept in a designated and locked location used exclusively for the storage of medication. All medications must be in their original containers.

### **Medication Storage**

All medications are kept in the nurse's office in locked containers with the exception of emergency medications that must be readily available (such as epi-pens, asthma

inhalers, sunscreens, lotions or diaper creams). Medications are labeled with the child's first and last names.

## ILLNESS

Children should be kept at home when they have a fever, are vomiting, have a contagious illness, or are too ill to be attentive in school.



A child who has vomited should wait 24 hours and be able to retain solid foods before returning to school. A child who is having frequent diarrhea should not attend school.

Children must be fever and symptom free, without medication, for 24 hours before returning to school.

According to school policy, before a child can return to school, strep throat, impetigo and conjunctivitis require 24 hours of medication. Please notify the school nurse if your child contracts any contagious disease including but not limited to: strep throat, conjunctivitis, head lice, impetigo, Fifth's Disease, chicken pox, whooping cough, mononucleosis, COVID-19, and scarlet fever.

### Symptoms Requiring Your Child to Remain at Home or Be Sent Home from School Setting

SYMPTOM	DESCRIPTION
<b>FEVER:</b>	Fever is defined as having a temperature of 100.4°F or higher. The child <b>MUST</b> be FEVER FREE for a minimum of 24 hours before returning to school.
<b>DIARRHEA:</b>	Runny, watery or bloody stools. Children should remain home for 24 hours post the last episode of diarrhea.
<b>VOMITING:</b>	Child must be kept home for 24 hours post the last vomiting episode.
<b>BODY RASH :</b>	Body rashes in children can be common. However, if the rash is accompanied by a fever, the child should remain home. If a rash appears to be crusty or “oozing,” child should be taken to a pediatrician for diagnosis and receive a note to return to school.

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<b>SORE THROAT:</b>	If your child is <i>diagnosed with Strep Throat</i> , the child <b>MUST</b> be on antibiotics for a minimum of 24 hours before returning to school.
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<b>EYE DISCHARGE:</b>	Thick mucus or pus draining from the eye or “Pink Eye.” Students must remain home until treated with antibiotics for at least 24 hours and symptoms of infection are resolved, or a note from the child’s physician stating the condition is not contagious.
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<b>EARACHE:</b>	If persistent or if accompanied by fever or discharge from the ear, the student should be seen by a family physician. The child <b>MUST</b> be <b>FEVER FREE</b> for a minimum of 24 hours before returning to school.
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<b>RUNNY NOSE AND/OR COUGH:</b>	Children experience runny noses frequently during the winter and spring months. However, if your child has a thick yellow or green discharge, or requires frequent/constant wiping of the discharge, or has an excessive, uncontrollable, or painful cough the child should remain home.
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<b>HEAD LICE:</b>	When a case of lice is identified, the student will be sent home where he or she should receive treatment for lice. The child may be readmitted only after school nurse evaluation that treatment has been effective.
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Please notify the school nurse if your child contracts any contagious disease including but not limited to: strep throat, conjunctivitis, head lice, impetigo, Fifth’s Disease, chicken pox, whooping cough, mononucleosis and scarlet fever.

The program follows these practices in the event of illness:

If an illness prevents a child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children, or if a child’s condition is suspected to be contagious and requires exclusion (e.g., chicken pox, influenza, whooping cough), as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver. If the child is suspected of having a contagious disease, then until she or he can be picked up by the family, the child is located where other individuals will not be exposed. The school immediately notifies the parent, legal guardian, or other person authorized by the parent, when a child has any sign or

symptom that requires exclusion from the program (e.g., COVID, head lice, measles, impetigo, chicken pox).

If it is determined that children or staff who are ill are allowed to remain in the school, plans are implemented that have been reviewed by a health professional about the levels and types of illness that require exclusion, how care is provided for those who are ill but who are not excluded, and when it is necessary to require consultation and documentation from a health care provider for an ill child or staff member. Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which children were exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

### **Post Illness School Attendance Guidelines**

In order to return to school a student must be fever free without use of medication and 24 hours free of any/all other symptoms of illness. Additionally, according to school policy, students having had strep throat, impetigo and/or conjunctivitis require 24 hours of medication treatment before they may return.

## **SCREENING PROGRAMS**

**Vision:** Vision screening is done yearly in grades K, 1, 3, & 4. Parents of students who do not pass the vision or hearing screen will receive a letter recommending a professional exam. Parents should be aware that vision screening in school is for distance vision only. It is very possible for a student to pass the distance screening and still have a significant problem with near vision.

**Hearing:** Hearing screening is done yearly in grades K, 1, 3, & 4.

If you do not wish to have your child participate in the vision and hearing screenings, please contact the school nurse in writing on an annual basis.

## **HEALTH RECORDS**

Health records are confidential and as such are maintained by the school nurse. A copy of records can be requested by a parent/guardian and medical provider with completion of a records release form. Additionally, administrators, teaching staff and regulatory authorities who have written consent from a parent/guardian may also access the health records. If a student should transfer to a new school within the state, the original record will be sent directly to the student's new school. Should a student transfer out of a state, BES will maintain the original and a copy of the original records will be sent to the new school.



## HEALTH INSURANCE

The State of Connecticut offers insurance plans for children that do not otherwise have insurance coverage. If your student/child does not have health insurance please contact the school nurse for information on obtaining insurance, or if you have internet access, go to [www.huskyhealth.com](http://www.huskyhealth.com) for information.

## MEDICAL EXEMPTION FROM PHYSICAL EDUCATION

Long-term or permanent medical excuses from physical education will be granted by the school nurse upon the written order of a physician. The written order must clearly indicate the medical reason for the excuse. Continuing medical excuses should be brought to the school nurse's attention at the beginning of each school year. Students with short-term or daily medical excuses from physical education or other activities must provide the written order of the physician to the nurse. The nurse will review the medical excuse and notify the physical education teacher and other staff members that would need to have this information.

## FOOD SERVICE INFORMATION

### PURCHASING BREAKFAST/LUNCH

- All meals, foods and beverages sold or served at schools meet the State and Federal Requirements based on the USDA Dietary Guidelines.
- Menus are provided every month. Menus are also available on the school website.
- Breakfast is offered daily at 8:30 AM. Breakfast will be served in the event of a delayed opening of less than 2 hours.
- Free or reduced meal applications will be sent home with all students the first week of school and should be completed and returned by October 1st. **This application must be completed every year.**
- Online Payment- Please take advantage of the options to pre-pay your student's meal account. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax and socialize. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might be lost, stolen or used for something other than lunches. Go to [payforit.net](http://payforit.net) and follow the simple instructions. Online payments are an easy, safe and secure way to make payments 24 hours a day at your convenience.
- You may always send in cash and/or checks. Please place money in an envelope marked with your **student's name and ID number** (pin number)
- If there is left over money at the end of the school year, the money remains in the child's account for the following year.



- Your child's ID# (pin number) is issued in Pre-K and will remain the same as long as they are in Brooklyn Public Schools.
- Smart Snacks in School – In accordance with the Healthy Hunger-Free Kids Act, the USDA and our District Wellness Policy, our school district has established nutrition standards for all snacks sold in school.

**Breakfast is served everyday for \$1.50 (.30 if you qualify for reduced-price meals).**

**Lunch is \$3.00 (.40 if you qualify for reduced-price meals).**

**Milk can be purchased separately without a meal for .60**

## SNACKS

Snacks are a part of most classroom routines. Snacks should consist of items like fruit, vegetables, cheese and crackers, yogurt and juice, which are considered “healthy” and are in compliance with the state healthy food and beverages guidelines- see <http://www.sde.ct.gov>. We discourage snacks containing tree nuts, peanuts, cashews, etc.. or peanut oils due to concern about exposure to students with severe allergies. Due to life threatening allergies, some classrooms are nut free. If your child is in a nut free classroom, you will be notified by the school nurse.

In keeping with our goal to promote a healthy lifestyle and in order to maintain a safe environment for all staff and students, parents are encouraged to adhere to the snack policy outlined by their child's classroom teacher. Snacks cannot be shared or traded.

## FOOD GUIDELINES

- Students may bring in their own snacks (see <http://www.sde.ct.gov>).
- Students will not be allowed to bring food out to recess.
- Students will not be allowed to share or trade food.
- No food incentives or rewards for students will be utilized by staff.
- The school nurse and principal will approve in advance the use of any food for curriculum related activities (special education program staff will also need the approval of the Director of Special Education Services). Once approved, the teacher will send a notice home to parents specifying what food items will be used and requesting a parent signature for consent.
- Bus drivers may not distribute candy or other food products to students.
- Other school sponsored programs will adhere to these same food guidelines.
- The school nurse will conduct EpiPen training for all necessary staff members.
- Teachers will maintain a list of students with allergies in their substitute folder.
- Hand washing will be emphasized with all our students and staff.
- Fundraisers should be planned consistent with healthy food choices and in accordance with school board policy.
- Greeting cards, Valentine's Day cards, etc... **MAY NOT contain any candy or food items.** Staff will remove candy or food items from cards prior to distribution.
- Every effort will be made to enforce a “no eating” policy on the bus.

## Food Allergies

- “Nut Free” classrooms may be designated as needed – parents will be involved and every effort will be made to accommodate all students.
- “Allergy Buddies” may be established with parental permission.
- Life Threatening Allergy training will be conducted for all staff.
- The school nurse will maintain, update as needed, and disseminate an allergy list to staff.
- An “Allergy Free” table will be established and maintained in the cafeteria. It will be cleaned between each lunch group. Cafeteria personnel will be trained in various allergy related issues such as cross contamination, “allergy free” table procedures, etc...
- A Health Care Plan will be developed by the school nurse for each student with a Life Threatening Allergy (LTA).

These guidelines will be updated and revised as needed to adhere to Board of Education policies.

**The CT Department of Education has designated BES as a Healthy Food Certified School.**

## CHARGE POLICY

If a student has insufficient funds in their meal account, he or she will be given a meal and parents will be notified according to district policy. Should the unpaid account balance exceed \$20.00 (full price charge) or \$10.00 (reduced price charge), the student will be provided an alternate meal until the balance is paid in full. **ALL unpaid balances must be paid in full by June 30, 2022.**

## MODIFIED FOODS

The School Food Service Department will make substitutions in food for students who are unable to consume the regular breakfast or lunch because of medical or other dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods. A physician or a recognized medical authority must sign the statement when there is a medical need.

## BOARD OF EDUCATION POLICIES



A copy of the Board of Education policies pertinent to elementary students may be viewed in the district central office, and once all policies have been updated will be available on the Board of Education website.

## RESIDENCY

No student may attend Brooklyn Public Schools or its designated high schools or any facility requiring tuition payments from Brooklyn, unless he or she is a resident of the Town of Brooklyn. Parents/guardians wishing to enroll a child in Brooklyn Public Schools must provide evidence of residence in Brooklyn (mortgage statement or lease agreement) prior to the child attending a Brooklyn Public School. Families residing outside of the Town of Brooklyn who have plans to move into the school district may begin the process of enrollment prior to their move to Brooklyn, but they must present evidence of residence prior to a child starting at a Brooklyn school.

## CELEBRATIONS

We will celebrate children's birthdays with special activities and recognition for the birthday child. **We cannot accept food from home for celebrations.**



## HOMEWORK POLICY

The purpose of homework is to reinforce and extend classroom learning. It may include any number of activities the teachers consider appropriate and/or necessary. By providing a time and place for children to do their homework, families can demonstrate their interest in, and support of, their children's education.

Homework serves an important educational function, specifically to enhance and enrich the learning process. Additionally, homework can provide the student with the experience of developing self-discipline, responsibility and independence, as well as the study skills necessary for obtaining knowledge independently.

### Advantages of Homework

- Reinforces what was learned in the classroom by providing an opportunity to assimilate, practice and apply new concepts.
- Allows students to complete unfinished class assignments and make up work missed during absences.
- Provides a background for classroom activities by allowing students to preview work that is to be taken up in the near future.
- Allows teachers to adjust class instruction to individual differences in ability and interest.
- The material studied in class sometimes needs to be supplemented by projects that cannot be done in the classroom. (i.e. reviewing reading materials other than textbooks, watching a special TV program or movie, or writing reports.)

**Homework must be meaningful and assigned with the intent of improvement in the learning process.** Assignments should always be clearly understood by both the teacher and the student. Assignments should be based on reinforcement of learning

and supplementary to classroom experiences as well as, growing out of classroom instruction.

Although the relationship of homework to academic success is affected by many variables, it has been generally accepted that when appropriate homework assignments are given and completed, grades improve.

### Guidelines for Homework

**Grades K-2** – The process of homework assignments begins in kindergarten, however homework at this level is at the discretion of the teacher. It is suggested that students in grades one and two have an average of 10-20 minutes of homework each night. Reading should take place every night, whether it is with a parent or independently.

**Grades 3-4** - Students at this level are expected to have, at a minimum, weekly assignments to be completed at home. It is suggested that students in grades three and four have an average of 30-40 minutes of homework each night. Reading should take place every night, whether it is with a parent or independently.

### Suggestions for Parents

The times listed above serve as a guideline. A few minutes either way is not a radical deviation. However, if a student is spending considerably more or less time on homework, parents should contact their child's classroom teacher.

## BEHAVIORAL EXPECTATIONS/CONSEQUENCES FOR MISCONDUCT

The staff of the Brooklyn Elementary School strives to provide a safe, secure environment for our students. School staff is directed to maintain an atmosphere conducive to education. Brooklyn Elementary School students are expected to show respect for people within their school community and for school property. Students are encouraged to immediately report to supervising school staff if they fear for their safety.

## SCHOOL/CLASSROOM BEHAVIOR GUIDELINES

Brooklyn Elementary School aims to:

- establish a calm, orderly, and safe environment for learning;
- foster an appreciation for the role of rules in school;
- help children develop self-control and self-discipline;
- teach children to be responsible, contributing members of our community;
- promote respectful, kind, and healthy teacher-student and student-student interactions.

There are general school rules, which apply to all students in all school areas. All students at BES are expected to "Be a **BEAR** Everywhere!"

**B** - *Big Hearted*  
**E** - *Encouraging of Others*  
**A** - *Be Appreciative*  
**R** - *Be Responsible & Safe*

Additionally there are guidelines that are specific to certain locations within the school. Classrooms, cafeteria, library, auditorium, etc., have their own requirements. Staff members shall inform students of the rules for these areas.

Students who violate the school rules listed above may be subject to the following consequences:

1. Verbal warning
2. Restorative conference
3. Parent contact
4. Office/Lunch detention
5. Removal from social activities (e.g. assemblies, field trips, etc.)
6. Parent/student conference with school administration
7. In school or out of school suspension

As a staff, we are committed to fostering a restorative approach to student behaviors (***Restorative Practices***). We proactively teach our students to see things from different perspectives, respect the opinions of others, understand the feelings of others, and work toward repairing/restoring relationships if and when conflicts arise.

## BULLYING BEHAVIORS

Brooklyn Public Schools takes its responsibility to create a safe environment for all students very seriously. Acts of bullying will not be tolerated. Connecticut anti-bullying laws and regulations include the following definitions of bullying and cyberbullying:

*"Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) 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 characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics;*

*"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.*

*Conn. Gen. Stat. § 10-222d (2019)*

Reports of bullying will be investigated promptly and thoroughly as required by law.  
Safe School Climate Plan

The Board is committed to creating and maintaining a safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

#### I. Prohibition Against Bullying and Retaliation

A. 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 Board of Education.

B. 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.

C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan 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.

## SUSPENSION

### Infractions Which May Lead To Suspension

- A. Verbal/Non-verbal abuse such as cursing, swearing, threats to staff and inappropriate gestures/comments to and or about staff.
- B. Verbal/Non-verbal harassment of students such as provoking, insulting, annoying, or threatening another student.
- C. Bullying of any kind (as defined above)
- D. Fighting or any inappropriate physical behavior intended to cause harm to another person.
- E. Sexual Harassment which is defined as any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

- a. Insulting or degrading sexual remarks or conduct;
- b. Conduct of a sexual nature that substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment-such as the display in the education setting of sexually suggestive objects or pictures.
- F. Property Destruction (school or another person's).
- G. Theft (school or another person's).
- H. The use or possession of tobacco or any controlled substance/material in any area of the school.

For infractions A through H, a referral may be made to the Child Study Team (CST) or the Planning and Placement Special Education Team (PPT) if appropriate.

### Infractions Which Will Lead To Mandatory Suspension

The use or possession of alcohol or drugs in any area of the school

- a. First Offense – 10 school day suspension and contact of police

*For the above infraction, if appropriate, the student will be referred to a PPT to determine if his/her behavior is a result of a handicapping condition.*

- b. Second Offense – Referral to Board of Education for consideration of expulsion and contact of police.

Following any out-of-school suspension, parents are expected to participate in a conference with the administration prior to the student's return to school.

### Procedures Governing Suspension

- A. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the administration when the student completes the eighth grade.
- B. Unless an emergency situation requiring the student's immediate removal exists, no student shall be suspended prior to having an informal hearing before the principal or his/her designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
- C. The Principal or his/her designee shall, by telephone, immediately notify the parent/guardian of the student to be suspended, and the reason(s) for suspension. A parent/guardian is expected to participate in a conference.
- D. The Principal or his/her designee shall forward a written report of the details relevant to (B) above to the parent/guardian and the Superintendent within one school day of the suspension.
- E. Following a written or oral notification, the parent/guardian of the student may request the Superintendent to review the circumstances leading to the suspension.
- F. Textbooks and homework are to be provided to each pupil for the duration of the suspension period and the student is expected to complete any class work, including examinations, which he or she missed while under suspension.
- G. When a student has accumulated two suspensions within a marking period for any infractions listed under Suspension Infractions, said student shall be



ineligible for participation in any after-school activity for the remainder of the activity or the end of the marking period, whichever is appropriate. However, the administration has the right to remove or exclude any student from participating in any after-school activity when a student has been given one suspension for extremely grievous behavior.

## EXPULSION

### Infractions Which May Lead To Expulsion On Or Off School Property

The Board of Education may expel any student whose conduct endangers persons or property or is seriously disruptive of the educational process, or violates a published policy of the Board, provided that a formal hearing is held under **Connecticut General Statutes 4-177** through **4-180**.

Disciplinary records will be considered in determining expulsion. Grounds for expulsion may occur on or off school property, while receiving or awaiting school transportation services, or at any school sponsored activity. Examples of conduct, which may lead to expulsion, are:

- a. Willfully striking or assaulting a student or any member of the school staff;
- b. Theft;
- c. The use of obscene or profane language or gestures to a member of the school staff;
- d. Deliberate refusal to obey a member of the school staff;
- e. A walk-out from or a sit-in within a classroom or school building or class;
- f. Blackmailing, threatening or intimidating school staff or another student;
- g. Having in personal possession, any kind of weapon such as a pistol, knife, blackjack, martial arts weapons, or weapon facsimile;
- h. Unauthorized possession, selling on or off school grounds, distribution or consumption of dangerous drugs, narcotics or alcoholic beverages (Dangerous drugs or narcotics shall mean any "controlled" drug as defined in **C.G.S. 21a-240, subsection (8)**);
- i. Willful destruction of school property or of property of staff members or other students.

### Infractions Which Will Lead To Expulsion

It shall be the policy of the Board to expel a student for one full calendar year if:

1. The student, on ground or at a school-sponsored activity, was in possession of a firearm, as defined in **18 U.S.C. 921**, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in **C.G.S. 53A-3**; or the student, off school grounds, did possess such firearm in violation of **C.G.S. 29-35** or did possess and use such a firearm, instrument or weapon in the commission of a crime, or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in **subdivision (9) of C.G.S. 21a-240**, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under **C.G.S. 21-277** and **21a-278**.

2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon, or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by **C.G.S. 53a-3** includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy club, blackjack, bludgeon or metal knuckles.

If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by the student's disability. A student may be suspended for up to 10 days pending the IEP team (PPT) determination.

### Procedures for Expulsion

Unless an emergency exists, no student shall be expelled without a formal hearing by the Board of Education consistent with **Section 10-233d of the C.G.S.** with notice given to the parents or guardian of the pupil. If an emergency exists, such hearing shall be held as soon after the expulsion as possible.

In determining the length of an expulsion and the nature of the alternative educational opportunity to be offered, the local or regional board of education, or the impartial hearing board may receive and consider evidence of past disciplinary problems that have led to removal from a classroom, a suspension or expulsion of such pupil. Whenever a student is expelled, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil's cumulative education record. Such notice, except for notice of an expulsion based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the local board of education when the student graduates from the Brooklyn Middle School.

If a pupil is expelled for possession of a firearm or deadly weapon, the Board of Education shall report the violation to the police department. If a pupil is expelled for the sale or distribution of a controlled substance, the Board of Education shall refer the pupil to an appropriate state or local agency for rehabilitation and intervention, or any combination thereof, and inform the agency of its action.

Whenever the Board of Education notifies a student under the age of sixteen and the parents or guardian of such pupil that an expulsion hearing will be held, the notification shall include a statement that the Board of Education shall offer an alternative educational opportunity to any student who is found to have engaged in the conduct described above.

# SCHOOL PROPERTY

Once a student has been issued any school property such as books, Chromebooks, etc. the full responsibility for the care of and return of that property rests with the student and his/her parent/guardian.

## COMPUTER USE

Students can save work to their individual drive in their Google account. They are given a password to access files. Students may not share their password with any other student. Students are expected to use the internet for classroom assignments. At the beginning of each school year, parents will receive an electronic form in order to update all student information. Included in this form is a computer permission section which must be signed. Inappropriate use of computers/internet will result in a loss of computer use and/or internet access.



## LOCKERS

Some of our students have lockers, however all lockers remain the property of the school and therefore, students have no reasonable expectation of privacy for what is placed in lockers.

# SCHOOL BUS INFORMATION

## CHILD CARE AND TRANSPORTATION CHANGE REQUESTS

The bus company is allowed to make only the stops indicated in its contract. Any daily transportation changes (e.g. different bus, parent-pick-up, or another person other than a parent picking up a student), **MUST** be in writing or through email from a parent or guardian. Parents must send the note to the school office **at least 48 hours in advance**. Parents need to include the child's full name, the date of the transportation change, and the type of transportation change. Changes via the telephone cannot be accepted, as our office personnel cannot verify the caller. This is a security issue and this procedure will increase the security/safety of your child. Only the following transfers will be permitted:



Child Care:

- Transportation to no more than one morning address in your child's attendance zone and one afternoon address in your child's attendance zone. The

transportation schedule must be permanent and a signed document requesting this transfer must be on file.

#### Emergency Transfer:

- We understand that occasionally an emergency may occur. This transfer must be authorized by the school administrator or their designee.

**Transportation for all other unscheduled requests must be provided by parents/guardians.**

## SAFE RIDING PRACTICES



Bus drivers enforce all rules adopted by the Brooklyn Board of Education for the safe transportation of all children. A conversation will be held between the parent and school administrators concerning a child who violates any of the rules. Repeated failure to comply with safe riding practices may result in disciplinary consequences including the revocation of bus privileges for a period of time (to be determined by the school administration and consistent with the severity of the infraction). If a student's bus privilege is suspended, it is the responsibility of the parent/guardian to provide transportation to and from school for the duration of the bus suspension. Please regularly review the following list of safety practices for riding a school bus with your child:

1. **Leave home early enough to arrive at the bus stop on time** (5 minutes ahead of schedule is advised) and **MUST** wait outside **at the bus stop**. Students should avoid having to run to catch the school bus. Serious accidents can happen rushing to the school bus stop and in the area of the stop. It is also important that the driver remains on schedule and does not have to wait for tardy students. **The bus driver will not stop if students are not AT THE BUS STOP or visible to the driver.**
2. **Wait for the bus in a safe place-well off the roadway.** Students are instructed to remain well off the road and allow the school bus to enter the loading zone. This will avoid the risk of being injured by a passing vehicle or the school bus.
3. **Enter the bus in an orderly manner, and take your seat.** To avoid delays to the driver and possible injury to the students, students should board the school bus in an orderly manner, use the grab handles, and proceed immediately to their appropriate seats.
4. **Follow the instructions of your school bus driver.** The school bus driver deserves and must receive the same respect that any teacher in the school system receives from the students. This is important to ensure that the school bus driver can maintain order while in transit.

5. **Remain quiet and orderly.** Students should be instructed that loud or boisterous noise distracts the school bus driver and drowns out warning signals from other vehicular traffic, law enforcement personnel, or emergency vehicles which could handicap their driver into an accident situation.
6. **Be courteous to the school bus driver and fellow passengers.** Students assist the driver in providing an orderly and safe trip to school by being courteous to the school bus driver and fellow students and refraining from the use of inappropriate language.
7. **Remain in your seat while the bus is in motion.** Students must remain seated after boarding the school bus. It helps the driver's visibility and assists the driver in maintaining proper control of the students.
8. **Keep head and arms inside the bus at all times.** Students could receive serious injury if permitted to extend their heads or arms from the school bus. Students should be instructed to adhere to this requirement whether the school bus is in motion or standing still.
9. **Keep aisles clear at all times.** Students should be advised of the importance of keeping the aisles clear at all times. In the event of an emergency situation, a clear aisle will aid in an orderly and expeditious exit from the school bus.

## BUS DROP-OFF

According to Board policy (3541.1), *no elementary student* will be dropped off at his or her stop unless a responsible adult is **VISIBLE** to the driver or we have written permission that has been approved by the building principal to let the child off with a middle school or older sibling. If no adult is present, students will be returned to the school and parents/guardians contacted by telephone to pick the student up from the school.

## SCHOOL BUS SAFETY NOTICE

The Connecticut Division of Motor Vehicles reminds us that the same penalties apply on school grounds as on the public roads. Passing a school bus with the lights flashing and stop sign extended will result in a written warning by civil authorities for the first infraction and a **\$450.00** ticket for any subsequent infraction. This is a safety issue which has the potential for tragic results and is of joint concern to the school system and the community we serve.

## BEFORE/AFTER SCHOOL PROGRAM

The Brooklyn Recreation Department offers a before and after-school program for all elementary age children. Through cooperation with the Brooklyn Board of Education, space in the elementary school is available for the program.

The program runs each day at 7:00 AM until the start of the school day and after school until 5:30 PM every day that school is in session. Children participate in a variety of recreational activities. Any questions should be directed to Brooklyn Recreation at 860-779-3411.

## RECORDS ACCESS/CONFIDENTIALITY

Parents have a right to inspect and review all educational records. If you desire to review your child's record, please contact the school principal. All student information and records are kept confidential in compliance with the Family Education Rights and Privacy Act (FERPA).

## STAFF QUALIFICATIONS

Parents of students in school districts that receive Title I funds have the right to request information regarding the professional qualifications of their child's teachers and paraprofessionals.

## TESTING PROGRAM

The Smarter Balanced Assessments are administered to students in Grade 3 and 4 in the spring, per State of CT guidelines.

## ASBESTOS MATERIALS



Asbestos materials in the elementary school have been dealt with in conjunction with federal guidelines. A complete file on the asbestos program for each school is available in the school office and at the office of the Board of Education. Anyone wanting further information should call Mr. James Graef, Director of Building Services, at 860-774-9153.

## USE OF PESTICIDES

Consistent with Board of Education policy, the school shall use pesticides as restricted by Connecticut state statutes. All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. The District will only employ certified pesticide applicators for any necessary and nonemergency pesticide use in school buildings or on school grounds. Pesticide applications shall be limited to non-school hours and when activities are not taking place. Whenever it is



deemed necessary to use a chemical substance the school will post notices in the school prior to application when possible.

## COMPLAINT RESOLUTION PROCEDURE

Federal regulations require that state education agencies adopt written procedures for the receipt and resolution of any complaint which alleges that the state education agency, or any agency or consortium of agencies, has violated a federal statute or regulation that applies to the following programs: Title I, Title II, Title III, Title IV and/or Title V.

Complaint Resolution Procedure information is available in Central Office.

## DEPARTMENT OF CHILDREN AND FAMILIES

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe that any child under eighteen has been abused or neglected, has had a non accidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm to report this information. All Brooklyn Schools staff members are mandated reporters and thereby required to report suspicion of child abuse and neglect to the Connecticut Department of Children and Families (DCF). Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child.

## TITLE IX COMPLIANCE STATEMENT

The Brooklyn Public Schools does not discriminate in educational programs, activities, or employment practices on the basis of race, language, sex, age, color, national origin, religion, marital status, pregnancy, gender identity, sexual orientation, or disability under the provisions of **Title IX** of the 1972 Educational Amendments: **Section 504 of the Rehabilitation Act of 1973**. All inquiries and complaints relative to this policy are to be addressed to the **Title IX** Coordinator for the Brooklyn Public Schools:

Patricia Buell  
Superintendent of Schools  
119 Gorman Rd.  
Brooklyn, CT 06234  
860-774-9153 ext. 201  
[buell@brooklynschools.org](mailto:buell@brooklynschools.org)

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

The material covered within this parent/student handbook is intended as a method of communicating to the students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time. Every effort will be made to inform families of any changes to policies or procedures outlined in the Elementary Handbook.