

# **Lillie B. Haynes School**

## **Mission Statement**

"The Haynes School community will foster a nurturing, cooperative, educationally appropriate environment, enabling each student to learn the information and problem solving skills necessary to be a responsible member of our rapidly changing global society."

## **School Motto**

We Teach, We Model: Kindness, Respect, and Responsibility

### **Important Numbers:**

L.B. Haynes School . . . . 739-2922  
Fax #739-1527  
Bus Garage . . . . . 739-1569  
Superintendent of Schools . . . . . 739-3966

## **What's Special About Haynes School?**

Haynes school is a community of students, parents and staff who believe that the best environment in which to educate students is one that respects the individual and his/her right to be treated with kindness and acceptance in a cooperative atmosphere. Competition is limited, creativity is encouraged and collaboration is valued for students and adults. Diversity enriches us. Therefore, students and adults are expected to treat each other with respect.

A natural outgrowth of respect for individual differences is the study of Dr. Howard Gardner's Theory of Multiple Intelligences. The staff at Haynes draws on this theory in the planning of lessons, student projects and assessment activities. Students are made aware of the Multiple Intelligence theory and are encouraged to use their strengths and to explore other areas of intelligence as well. Through the Arts, opportunities are provided to students which enhance their abilities and intelligences. The Haynes School teaching staff continues to study the Theory of Multiple Intelligences to improve ways to teach. Program planning will develop strategies and activities that will integrate the Arts with grade level curriculum topics in our arts lessons.

## **Lillie B. Haynes** **Biography**

This is the only school in the East Lyme school district which is named to honor a person. Lillie B. Haynes was a remarkable educator. Her spirit of service to other people inspires our teachers and students to work to make our school an excellent place to learn and grow.

This school is named for Lillie Bennett Haynes who served the children of East Lyme from September, 1922 until June of 1960. Mrs. Haynes symbolizes the dedication to teaching and the affection for pupils that is characteristic of all great teachers. Thus, in a larger sense, this building is a memorial to all instructors who have taught so successfully in the schools of East Lyme.

Lillie B. Haynes was born in Scarborough, Maine on January 22, 1896. She attended what was then the Gorham Normal School from 1917 to 1919, although her actual teaching career began in 1915 in Standish, Maine, in a one room school containing grades one through eight. Her subsequent teaching positions were in Wilton, Connecticut; Gorham, Maine; and Braintree, Massachusetts. In June of 1955, Mrs. Haynes was awarded a Bachelor of Science degree from Willimantic State College, Willimantic, Connecticut.

During her long and distinguished career, Mrs. Haynes, in her quietly efficient manner, instructed uncounted numbers of students in the fundamental skills, developed in them an understanding of good citizenship and virtuous behavior. A great and lasting influence for good, the name and work of Lillie Bennett Haynes is memorialized here with the hope that those who follow her will succeed in a similar fashion in the greatest service of all - the teaching of children.

Lillie B. Haynes School Opened November 5, 1962

## Principal's Message

Welcome to Lillie B. Haynes Elementary School!

If you are new to the Haynes School Family, you just entered into a very special school-to-home partnership!

Our mission at Haynes School is to create a warm and caring educational atmosphere where every child is valued and will experience continuous improvement in learning. Although we strongly believe in academic excellence, we also feel that learning must be fun and rewarding for each child. Please realize that the Haynes School staff will not be able to accomplish this task alone; we need your support.

Parents/Guardians are always welcome at our school. We view parents/guardians as equal partners in providing our children with meaningful educational experiences. Further, we encourage you to become active participants in school programs and classroom activities. There are many ways to support your child, such as volunteering to help in the classroom, lunchroom, library, or in one or more of our many school programs. Please, also consider becoming a greeter at the main entrance of the school. We encourage everyone to join the PTA.

Among the most significant contributions parents/guardians can make to the educational progress of their children is to read to them at home, make sure there is an appropriate and quiet study space for them with sufficient time to do homework, as well as to be available to assist them with more difficult homework assignments when necessary. As a result of your involvement, your child will see you as a significant other who truly values the educational process. Subsequently, he or she will more than likely demonstrate positive attitudes and behaviors toward school and learning.

We hope this student/parent handbook will serve to assist you by answering questions you might have about our school. If you have additional questions or concerns, please do not hesitate to contact your child's teacher or me. Please take the time to read this handbook with your child to inform and guide him/her about school expectations.

By working together, students, parents/guardians, and staff can make Haynes School an exciting and enjoyable place to learn.

**Please save this handbook for future reference.**

David W. Miko  
Principal

**PRINCIPAL** - David W. Miko

**TEACHERS:**

Intergraded Kdn: Jami Petchark  
Kindergarten: Tara Smith, Kara Arnold, Kristin Custodio  
Grade One: Linda Bennett, Diana Currier, Maureen Haaland, Gail Ruhnke  
Grade Two: Joan Abbott, Dawn Packard, Katie Douton, Dana Brinkman  
Grade Three: Heidi Henry, Julie Kuja, Grace DeGrowth  
Grade Four: Theresa Hoblin, Lynn Locarno

**SPECIALISTS:**

Art: Susan Young/Laurie Markowicz  
Computer Consultant:  
Instrumental Music: Katie Breen  
Librarian: Carol Day  
Library Asst.: Yueh-Pao Hsu  
Vocal Music: Anne Megan, Eileen Newton  
Physical Education: Judy Deeb  
Spanish: Bill Morse

**SPECIAL EDUCATION/SPECIAL SERVICES:**

Language Arts Consultant: Andrea Sadler  
Reading Recovery Teacher: Cathy Danila  
Teaching Assistants: Susan Brown, Pat Nelson, Sharon Grogan, Cathy Gentry  
ESL: Sally Vernaglia  
Special Education Teachers: Jennifer Van Dusen, Kim Davis  
School Psychologist: Nancy Doyle  
Speech/Language Pathologist: Debra Lathrop  
Occupational Therapist: Alicia Rose

**OFFICE STAFF:**

Janet Brinkman  
Teresa Lang  
Lisa Sawyer

**CAFETERIA STAFF:**

Tina Bannister  
Lisa Elphick

**GREETERS:**

Jennifer Adanti, Christine Kluge

**INSTRUCTIONAL ASSISTANTS:**

Kristen Beebe, Amy Bogert, Amy Butkovich Marie Cassidy,  
Michele Doucette, Deb Marshall, Stacey Muscarella,  
Lisa Opsahl, Sally Orobello, Catherine Orsini, Ann Provost,  
Sue Roos, Rob Swan, Kathy Tracey, Vicki Wright-Osment,

**BOOKKEEPER:**

JoAnn Brown

**HEALTH CLINIC:**

Mary Ellen Powell, R.N., BSN

**ENRICHMENT PROGRAMS:**

Teresa Lang Sunrisers Co-Director  
Stacey Muscarella Sunsetters Facilitator  
Anna Montgomery KEP Facilitator

**CUSTODIANS:**

Greg Lutzen - Head Custodian  
Aaron Davis - Night Custodian  
James Goode - Night Custodian  
Alice White - Night Custodian

**TECHNOLOGY:**

Computer Technician: Michel Victor  
Network System Operator: Ed Beckwith  
Communications Specialist: Ted Hunt

**SCHOOL AIDES:**

JoAnn Brown  
Teresa Lang  
Patricia Sullivan  
Vicki Wright-Osment  
Sue Roos

**PRESCHOOL STAFF:**

TEACHERS: Dawn LeMay, Lori Skelton, Leslie Moffett  
SUPPORT: Heidi Grant, Alicia Rose, Sandra Robitaille,  
Diane Littlefield, Linda White, Lisa McDowell, Karen  
Veitch, Sue Soldato, Kim Neal, Lawry O'Connell,

**Lillie B. Haynes School  
2007-2008 Schedule  
With Time Allocations**

**Lillie B. Haynes School  
2007-2008 Specials Schedules**

**EAST LYME PUBLIC SCHOOL CALENDAR PAGE**

**Page for Fire Drill Route**

**EAST LYME PUBLIC SCHOOLS**

Dr. Paul Smotas, Superintendent of Schools  
Mr. Paul Freeman, Assistant Superintendent of Schools

**EAST LYME BOARD OF EDUCATION**

Kevin Seery, Chairperson  
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Kathy Young-Murphy

**EAST LYME SCHOOL ADMINISTRATION**

Mr. Larry Roberts, Principal, East Lyme High School  
Mrs. Judy DeLeeux, Principal, East Lyme Middle School  
Ms. Kathryn Sassu, Principal, Flanders School  
Dr. David W. Miko, Principal, Lillie B. Haynes School  
Ms. Lucy Schuman, Principal, Niantic Center School  
Mr. Steve Buck, Director of Special Services  
Dr. Karen Costello, Administrator for Program Improvement

## **EAST LYME SCHOOLS MISSION STATEMENT**

"The mission of the East Lyme Public Schools is to be an educational partner in a community effort to enable each student to learn the information and skills necessary to be a productive member of our rapidly changing global society."

### **EAST LYME BOARD OF EDUCATION East Lyme, Connecticut**

#### **2007-08 District/Administrative Goals "Maintaining Quality Through Transitions"**

##### **Goal I. Improvement in Instruction and Learning**

Ensure that a continuous improvement process is active throughout the district.

##### **A. Continue the curriculum renewal process in various subject areas.**

Objectives:

1. Continue implementation of the K-12 curricula
2. Continue emphasis on ethos of teacher innovation and initiatives

##### **B. All students will be provided with multiple opportunities to use technology and demonstrate their understanding of key concepts.**

Objectives:

1. Complete the implementation of the district technology plan including e-rate application
2. Provide on-going training to all staff

##### **C. All students will strive for high achievement while experiencing a diversity of assessment approaches.**

Objectives:

1. Schools will continue to update and analyze their plans to improve appropriate CMT, CAPT & SAT scores and respond appropriately in an integrated coordinated district wide effort
2. Provide ongoing training to staff in the use of portfolios in assessing student learning and teacher learning
3. Continue expansion in the use of performance-based assessment approaches in all content areas
4. Develop modified high school graduation requirements including necessary staffing requirements

##### **D. Expand and refine instructional programs and practices to meet the needs of each student.**

Objectives:

1. Identify and provide a continuum of special education services K-12 Including alternative education programs, clinical and other support programs
2. Implement early childhood literacy programs to prevent reading and writing failure

##### **Goal II. Improvement in Facilities Planning and Construction Management**

Long and short-term facility and space plans will be developed to meet current and anticipated enrollments

A. Short-Term Planning Objectives

1. Continue to plan facilities based on program needs

B. Long-term Planning Objectives

1. Revise long-term facility plans for elementary, middle and high school levels
2. Update enrollment projections
3. Develop an annual maintenance plan to address code, energy efficiencies, safety and health concerns across all facilities for annual capital budgets.

Goal III. Improvement in Culture / Organization / Diversity

Maintain and enhance a culture that:

A. Values learning in a caring community

1. Continue to implement district wide safety plan including personnel, training and coordination
2. Plan an ongoing support program for new teachers including summer academy program
3. Plan appropriate rewards and recognition for existing staff
4. Complete phase in K-8 nursing proposal

B. Values partnerships between school and community

1. Continue to expand use of technology - Internet, electronic bulletin boards, Web sites, Cable TV - to promote community wide communication
2. Continue to expand community partnerships such as nursing homes, care/share, Pfizer Corporation

C. Promotes racial, ethnic, and economic diversity

1. Continue to expand minority recruitment and hiring plan
2. Continue participation in State of Connecticut Choice Program

## **Goals of the East Lyme School System**

### **Goal 1- Student Attitudes**

All students must be motivated to learn, confident of their abilities, and interested in a variety of school activities.

#### **Measures of Success**

Success in this goal will be reflected in:

1. Improved performance of students in all areas (including standardized tests).
2. Improvement in the completion and quality of homework.
3. A high number of students electing to pursue extracurricular activities.
4. Attention and participation in class.
5. A growing number of students who take advantage of opportunities for independent study.
6. Excellent attendance patterns by all students and school employees.

#### **Responsibilities of the School System**

The school system must provide an environment which fosters these attitudes. It also must work with parents/guardians to help students realize the importance of education to the achievement of their own goals. Appropriately high expectations must be maintained for all students by all teachers and administrators.

### **Goal 2 - Mastery of Basic Skills**

All students must develop the skills necessary to be productive citizens who will continue learning throughout their lives. These skills include:

- A. Literacy and basic mathematical ability.
- B. Capabilities of reasoning and critical analysis.
- C. Ability to use the variety of tools available (including those of modern and emerging technologies) for gathering, processing, and communicating information.

#### **Measures of Success**

1. Increases in the average performance of students in Connecticut Mastery, S.A.T., and other tests designed to measure acquisition of skills.
2. Increases in average scores on standardized writing examinations.
3. Demonstration of abilities (appropriate to grade levels) to use libraries and other information services effectively.
4. Demonstration of proficiency in the use of calculators, computers, video and audio tape machines, CD players, and other tools of information technology.

#### **Responsibilities of the School System**

The school system must develop and implement curricula which teach the required skills effectively. It must encourage development of the skills by providing for practice and assessment of the degrees of mastery. Authentic measures of demonstrated skills must be developed and utilized by all teachers.

### **Goal 3 - Acquisition of Knowledge**

All students must acquire knowledge and understanding in a variety of areas to serve as a foundation for their future learning and other endeavors. The areas include literature, cultures and languages, mathematics, science and technology, history and social studies, fine arts, careers and vocations, and physical development and health.

### **Measures of Success**

1. Increases in average scores of students in tests designed to measure knowledge and understanding (e.g. vocabulary tests, Standard Achievement Tests, subject-specific testing, etc.)
2. Demonstration, through practical application in student's writings, projects, etc. of developing depth and breadth of knowledge and understanding attained.

### **Responsibilities of the School System**

The school system must develop and implement curricular in which the desired level of knowledge can be attained by all students. It will encourage students to increase the breadth and depth of their knowledge and understanding in a wide variety of interest areas as they are able.

### **Goal 4 - Competent Citizenship**

All students must be prepared to become citizens capable of living fulfilling, productive lives and actively participating in their communities.

### **Measures of Success**

1. Increases in the number of students involved in extracurricular and community recreational programs.
2. Increases in the number of students and school system alumni involved in community service.
3. Increases in the resolution of school disciplinary problems by coordinated action of school and community support systems.

### **Responsibilities of the School System**

The school system must develop curricula and extracurricular activities which promote these values of good citizenship. Its members must strive to demonstrate their belief in these values through example. The school system must also work with the many community organizations involved in support of youth and families to ensure that the needs of students are met.

## The School Day

### School Hours

School begins at 9:15 A.M. and is dismissed at 3:30 P.M. for students in grades 1-4. Teachers are not expected to be on duty prior to 8:55. For safety reasons, it is expected that children will not be brought to school before 9:05 A.M. Students arriving by bus enter the building at 9:05am and go directly to their classroom. Parents who drop off students before 9:00am must wait in the lobby with their child until they are allowed to go to their classroom. If parents plan to drop off children at the drop-off area, they must stay in the auto line and wait for a staff member to escort your child from the car to safety on the sidewalk. Students arriving after 9:15am must be signed in by a parent in the main office.

### Kindergarten Schedule

Morning Session -	9:15 A.M. - 11:45 A.M.
Afternoon Session -	1:00 P.M. - 3:30 P.M.

Kindergarten parents are advised to prepare their children for the fact that occasionally substitute bus drivers are used. They should have a bus buddy to sit with.

### Late

If you are late for school, your parents should bring you into the school office when you arrive. You need to check in at the office first and then report to class.

### Leaving Early

If you need to leave school early, **you must bring a note from your parents**. Show the note to your teacher and then the teacher will send it to the office. Such requests are usually for important appointments, which cannot be scheduled at another time. When it is time for you to leave, remind your teacher and meet your parent in the main office area. Your parent must sign you out on the clipboard kept in the office. **Visitors should park in the parking lot, not at the curb of the school. Children are not allowed to leave the school grounds without permission.**

### Notes for Dismissal From School

**If you will not be riding the bus or need to ride a different bus, you MUST bring a note from home.** If we do not have a note, we will send you home on your regular bus. Students with dismissal notes will be dismissed to the Student Dismissal Room opposite the Main Office at 3:20 P.M. Parents will sign you out outside the Dismissal Room. Parents, please wait for your child to be dismissed from Mrs. Carol Day and Mrs. Teresa Lang, in the Dismissal Room. **Please do not take your student out of classroom lines or bus dismissal area.**

### School Closings

A copy of the East Lyme Public School Calendar was distributed to all families via your student on the first day of school. A copy may be found on Page 8 of this handbook, and it is also available on line.

### **District Half Day Closings - Kindergarten**

On the shortened session days (day before Thanksgiving and last day of school), the Kindergarten a.m. and p.m. will attend the full day (9:15 a.m. - 1:40 p.m.)

### **Weather or Emergency Related**

In the event schools must be delayed, dismissed early, or closed because of snow, ice, heat loss and other emergencies, the following radio stations will have the announcement after 6 am: WSUB, WNLC, WICH, and WTIC (Hartford). Connecticut TV stations (3, 8 and 30) also carry this information.

## Late Openings

Please listen to your radio/T.V. stations to find out if there are any delays for the East Lyme Public Schools.

**Sunrisers** will follow the same time delay as school. For example: if school is delayed 90 minutes (starting time at 10:45) Sunrisers starts at 8:30 a.m. (not 7:00 a.m.). The fees are as follows:

Delayed Opening: \$5.00 for the 1st child; \$2.50 for each sibling (per diem charge)

**Kindergarten** will follow the following schedule:

**- 90 min. or 2 hr. delay**

A.M. Kindergarten is CANCELED.

P.M. 1:00 p.m. – 3:30 p.m.

A.M. KEP 10:45 a.m. for a 90 Minute Delay

11:15 a.m. for a 2 Hour Delay

**If no AM Kindergarten, Afternoon KEP will open at 1:00 p.m. until 3:30 p.m.**

Parents may drop off afternoon KEP children at 1:00 p.m. and they will stay until dismissal at 3:30 p.m. even though there are no morning Kindergarten classes that day. Afternoon KEP students should have lunch prior to arriving as there will be no lunch time provided.

## Emergency Early Dismissal

If school is dismissed early due to inclement weather or other emergency, notice is broadcast over the radio and T.V. Also, the head room parent is contacted and calls the room parent who calls parents to notify them that their child is coming home early. The school is notified of those who cannot be reached. Please try not to call the school. **\*\*It is very important to keep us informed of work phone number changes, or persons to contact in an emergency. Please develop a family plan to provide appropriate care for your children during shortened days and emergency early dismissals.\*\***

**Kindergarten** - For early dismissal due to inclement weather, the a.m. Kindergarten will be held until the dismissal time of the other Grade 1-4 students and there will be no p.m. Kindergarten session.

**Sunsetters** - If there is an Early Dismissal, the Sunsetters Program is **canceled**.

## School Safety

All efforts are taken to ensure that school is a safe place to be - for students and adults. Our school district recently developed an award winning safety plan that includes procedures and precautions for meeting emergencies. Staff have been trained and safety equipment acquired. Our hope is that this plan will never need to be used. But if necessary, the resources are available. Parents are encouraged to notify the school of instances of abuse or information they may have concerning potentially harmful situations or persons. The school also disseminates information as it becomes available. Information provided by Megan's Law about sex offenders is available through the internet at [www.state.ct.us/dps](http://www.state.ct.us/dps). Parents needing use of a computer with internet access may call the school to arrange to use one at the school.

## **Health Services**

There is a full time nurse at the Haynes School to insure proper health care for students during the school day. Policies have been developed to protect the health and promote the safety of all students while they are in school. A complete listing is available from the clinic. Health Services are in part directed by State Law, District Policy and guided by a physician; the ELPS Medical Advisor.

### **Infectious Diseases - School Procedures:**

The school follows proven scientific procedures designed to ensure the basic safety from infection of students and personnel in the school. The following procedures are followed:

1. The school practices universal precautions as a general procedure for infection control.
2. Staff are provided with annual inservice regarding universal precautions and medical information about infectious diseases.
3. The school strictly enforces legislated immunization requirements.
4. Students who have returned to school after contracting an infectious disease and whose health is stabilized, may have an individual health care plan as recommended by a physician and supervised by the school nurse and the principal.
5. Students with communicable diseases are excluded from school, in accordance with school policies, until they receive appropriate therapy.

### **Students in School:**

There may be students in the school who have special health care needs which is the reason why universal procedures are always necessary. These students may be in school due to the following:

1. Students who have met health entry criteria specified by the State of Connecticut must be allowed to enter the school system without unreasonable delays.
2. Due to the special characteristics of some infectious diseases, there may be students or personnel in the school population who do not exhibit disease symptoms and who have not been diagnosed, but who are hosts for infectious agents. This is true of any community environment not just the schools.
3. Students who are HIV positive may be in the schools, but unidentified by the school because there are strict legislated restrictions regarding disclosure of this confidential information to schools unless parent permission to release the information is obtained or unless there is a potential health problem identified by a physician.

### **Illness**

If a student feels ill, it is best to stay home. If students experience symptoms while in school, they should seek permission to go to the nurse's office. If students are well enough to come to school, they are expected to participate in all activities. The exception to this may be physical education class when a child has an injury preventing participation. Use of devices such as crutches or wheelchairs require a note from your pediatrician. School policy is that your student must be fever-free for 24 hours to be re-admitted back in to school.

If a student will be absent due to illness, please notify the school by calling the nurse at 739-1546 on that day. Parents and students should make every attempt to collect work that was missed. We are required by law to review the attendance records and progress of students with ten or more absences a year. Consistently communicating with the school regarding each absence, and making sure that missed work is made up prevents the need for intervention services. Homebound or hospital instruction shall be provided by the school when a child's condition will cause an absence of extended duration, 10 school days or more. For absences due to illness for a shorter interval, a parent should arrange with the school office to obtain all class assignments. Requests of this nature must be made early in the school day to allow adequate time to prepare assignments.

### **Administration of Medications in the School**

Parents/guardians or responsible adults should ordinarily administer medications at home. When administration at home is impossible, arrangements may be made for administration at school. According to Connecticut General Statutes 10-212a-1 to 10-212-7, medication may be administered by appropriate school personnel **only** when the medication is specifically prescribed by a physician, dentist, advanced practice registered nurse (APRN), or a physician assistant (PA) and upon completion of the authorized form provided by the school.

The school nurse or school professional staff, who are authorized, may administer medications to students, provided there is an authorized form completed by a licensed physician, dentist, APRN, or PA and signed by the parent/guardian. For the safety of all children, medications should not be sent to school with the student. The parent/guardian or a responsible adult should bring any medication (in a pharmacy labeled container) to school. Authorized personnel only may receive medication at the school.

The school nurse must check medications before they can be given. The school nurse in the presence of a witness must count all controlled drugs. Antibiotic medication should be administered at home and **not** in school setting. Medications will be administered only when the authorized form is complete and authorized staff is available. The parent/guardian will be notified if a medication cannot be given as requested.

Each school's health office has a supply of authorization forms.

### **Head Lice**

Occasionally, this common condition appears in school. Parents are required to notify the school as soon as lice or nits are found in their child's hair. The school nursing staff checks that child's and any sibling's classes immediately. Anyone found affected is immediately sent home for treatment. An inspection is mandatory upon reentry. For affected students, it is extremely important to follow the physician's and medication instructions thoroughly. Thorough cleaning of clothing, bed clothing, auto seat upholstery, and furniture upholstery is absolutely necessary to prevent a reoccurrence caused by the nits which hatch weekly. Students should never share combs, brushes, or head wear. The most important treatment techniques are careful combing out of the lice and nits and the use of an appropriate shampoo.

### **Before School Program (Sunrisers)**

The Before School Program provides supervision of students in school from as early as 7 a.m. Students are transported by parents, arriving as their families' work schedule dictate between 7 and 9:00 a.m. Parents are to escort their children into the cafeteria, sign them into the log and speak with one of the aides so they know their child has arrived. This program is not supported by tax dollars. Families choosing to use this program will bear the costs for the service. Bills are sent home the end of each month. This program is not offered on no-school days, i.e. holidays, PD days, snow days.

**Fees: Full time** - 5 days a week or Part time: 2-4 days: \$4.00 per day for the first child in a family; \$2.00 per day for siblings

**Per diem** - 1 day a week or on an as-needed basis \$5.00 per day for the first child; \$2.50 for siblings.

**If school is delayed in opening, Sunrisers is delayed for the same length of time.**

### **Kindergarten Enrichment Program (KEP)**

In the Kindergarten Enrichment Program, participating kindergarten students from both a.m. classes stay for the remainder of the normal school day (to 3:30 p.m.). Students in the P.M. class come in at 9:00 a.m. The classes are limited. Students have lunch just like the other students in our school: either buy hot lunch or bring a bag lunch. The purpose of this program is to limit the number of transitions and provide an educationally enriched opportunity for kindergarten students. The assignment of sessions is done later in the summer by central office staff. The fee is \$15.00 per day, due a month in advance.

### **After School Program (Sunsetters)**

The After School Program provides supervision of students in school from the close of school at 3:30 p.m. until as late as 6 p.m. Students are transported home by parents, as their families' work schedules dictate or between 3:30 p.m. and 6 p.m. Parents are to pick up their children in the cafeteria, sign them out in the log book and speak with one of the aides so they know their child is leaving. This program is not supported by tax dollars. Families choosing to use this program will bear the costs for the service. Bills are sent home the end of each month. This program is not offered on no-school days, i.e. holidays, Professional Development days, snow days. Fees:

**Full time** - 5 days a week: \$50 per week for the first child in a family; \$25 per week for siblings

**Part-time** - 2-4 days: \$12 per day for the first child; \$6 for siblings

**Per diem** - 1 day a week or on an as-needed basis: \$18 for the first child; \$9 for siblings  
\$7 for each 15 minutes late in picking up child

**If there is an Early Dismissal, the Sunsetters Program is canceled.**

### **Monthly Curriculum Topics**

Once a month, each grade level team sends home an outline of curriculum topics and special activities/projects planned for that month. The purpose of this notice is to stimulate family discussions on what is happening at school, to provide information about skills and concepts that parents can reinforce at home, and ideas for family activities such as museum trips, library visits, movies or TV program selections.

### **Homework**

**Kindergarten, Grades 1 & 2** - Parents are asked to devote time each evening to language related activities: reading aloud books or stories; listening to your child read; math, writing or language games. Frequently, students bring school library books home to explore and read. Please listen to your child read from them, read them to your child or discuss what they are learning. It is very important to let your child see you enjoying reading, writing and talking about issues or happenings.

**Grades 3, 4** - Please assist your child in scheduling time each night for assignments, free reading and research. A quiet, well lit area should be arranged for homework completion or reading. Homework assignments may also be given in grade 3. Homework is assigned in grades 4. All students are encouraged and expected to read outside of school hours. Students have planners to write down homework assignments and homework folders to keep work in. Your teachers will consider the total homework load of students when they assign specific tasks. The purpose of homework is to give your child practice and help him/her to improve specific skills and to reinforce earlier learning. Your child's teacher will expect your child to complete and submit homework assignments on time. Also, please set aside time each day to read.

## **Homework Guidelines**

Assigned homework from classroom teachers (not including language related activities) should average the following minutes per evening:

Kindergarten	5 minutes
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes

## **Progress Reports**

You will receive a report card from your child's teacher four times a year (kindergarten is three times). These reports tell you how your child is doing in their school work, how much effort was shown, and how your child behaves in school. Report cards will be distributed at the end of each marking period, generally in early November, early February, early April and at the end of school in June.

## **Conferences**

This year, parent-teacher conferences are scheduled for November 6. The first report card will be sent home prior to the fall conferences. Conferences give parents and teachers an opportunity to discuss what each class is studying, individual progress and effort, behavior in school and ways to improve. Additional conferences may be held at any time there is a need by calling the school with your request. Your child's teacher will return your call within twenty-four hours. Any real or suspected problem or concern should be discussed immediately so a cooperatively prepared plan of action can be started.

## **Television Viewing**

There are many enriching and educational programs on television. However, parents should supervise the content and amount of TV viewing. Time should be allotted in children's daily routine for outside play, reading, chores and family activities/conversations. Of particular concern is the placing of a TV in a child's bedroom. We strongly discourage this practice until they are old enough so that its use does not interfere with adequate rest and ample time for pleasure reading and homework. Research is pointing out the effect of high amounts of TV viewing and video game playing on children's attention span. Such children's brains fail to appropriately develop the ability to pay attention for extended periods of time. Their brains become accustomed to and expect the subject matter to change frequently as it does in TV programs. Children should have opportunities to experience sustained attention in activities of varied duration.

## **Lost and Found**

Lost items should be reported to the office or turned into a classroom teacher.

## **Registration and Transfer**

### **Kindergarten Registration**

Any child is eligible to attend kindergarten if he/she is five years of age when school starts in September or becomes five by January 1st after school starts. Registration day is in the spring of the year prior to the child's starting school in September. Registration dates are announced in the local newspapers. On the appointed date, parents should report to school and complete the registration packet. Notification of each child's September class, session, and bus assignment will be made during the summer.

## **Students Transferring to East Lyme Schools**

Parents are requested to come to school at least one day before the child will spend a full day. Parents should bring proof of residency, a birth certificate, immunization record, record of physical examination within the past year and, if transferring, a current report card and other records that will assist in the child's proper placement. This day in advance gives the school an opportunity to prepare a place and materials, and an assessment of instructional needs can be scheduled. New students may be given a screening by the Language Arts Consultant to aid in classroom planning for reading instruction.

## **Transportation**

### **Bus Route Information**

Local newspapers will carry the bus schedule sometime during the last weeks of August. If you have any questions relative to the bus schedule, please call the Superintendent's office: 739-3966. The bus garage number is 739-1569. The buses are equipped with shortwave radios.

### **Bicycles And Walkers**

If you ride a bike or walk to school, you must let the school office know. Permission slips for bike riders/walkers must be signed by parents and returned to school.

## **Friday Folders**

Each Friday, students will be bringing home a Friday Folder. This folder will contain informational items such as "The Weekly Buzz" newsletter, and student work. After you have reviewed the papers in the Friday Folder, please return the empty folder to school with your child each Monday. This folder will pass between home and school each week during the school year. We hope you will check the contents of the Friday Folder each week so you will not miss important information from school. Please use the Friday Folder as a way to communicate with your child's teacher. We supply the Friday Folders; however, if your child loses it, there is a charge of \$2.00 for a new one.

## **What to Wear**

Please be sure to provide clothes that are appropriate for the season. Coats and hats are to be worn outside, not inside the school building. You will need to provide a smock, apron, or old shirt for art class. On the days your child has physical education class, they need to have sneakers in order to participate in class. The Physical Education teacher may also ask your child to change into a pair of shorts or slacks, depending on the activity planned. When the weather is warm (in early fall or late spring) you may wear shorts and T-shirts to school. But, no tank tops or very short shorts, please! Please do not wear hats in school.

**Playground Attire – All students need sneakers to play on the playscape.  
For Safety Sake no sandals or flip flops are permitted on playscape.**

## **Clothing Labeling**

Please put your child's name on coats, sweaters, scarves, hats, mittens, back packs and lunch boxes. Each year we send clothing worth hundreds of dollars to Goodwill Industries from our lost and found.

## **Visitors**

All East Lyme citizens are welcome and encouraged to visit the school. For insurance purposes, visitors are required to sign in at the greeter's desk upon entering the school and wear a visitor's pass. Please park in the designated parking areas. Parents wishing to visit their child's classroom are requested to call the office in advance to let us know when you are coming.

### **Records Review**

Parents wishing to review their children's cumulative file should call the office in advance.

### **Birthday Party Invitations**

If students are distributing invitations to the **entire** class, they may be distributed in school. Otherwise, one of the purposes of the PTA Student Address/Directory Book is to allow invitations to be mailed or called.

### **Birthday Celebrations**

To promote a healthier school environment and as an alternative to food, teachers will take time to recognize each child; special interests, talents, family members, pets, etc. Additionally teachers may provide a special activity (i.e short recess, game, or artistic project) in honor of your child's birthday.

### **Telephone**

Each classroom has their own telephone. Phones may be used with a teacher's permission only. Parents are asked to refrain from calling the classroom during the school day. If you wish to speak with the teacher, please leave a message in the office.

### **Lost or Damaged Library Books and Textbooks**

You will be expected to pay for the replacement or repair of either library books or textbooks if they are lost, damaged, or destroyed.

### **Buy-A-Book Program**

Parents or other relatives or friends may wish to donate to the school in a child's name. The Haynes PTA offers the Buy-A-Book Program. Books may be selected from a list of good literature and books that support our curriculum. Donated books are inscribed with the child's name and/or for whom the book is donated.

### **Public Library Visitation**

Our school is located adjacent to the Community Center housing the East Lyme Public Library and other services. The Smith-Harris House and East Lyme Middle School are also "next door". We consider these properties part of a common campus. Therefore, classes that travel to these buildings do not require field trip permission forms for these visits. However, students must be accompanied by an adult when visiting these buildings.

### **After School Activities and Field Trips**

Both after school activities and field trips are sponsored by teachers and parents at Haynes School. Parents and students will be informed about these activities through monthly school newsletters and flyers. Parents are required to pick up their children when after school activities have ended.

### **BIG SAC - Student Advisory Council**

In the fall, a group will be formed of student delegates from grades 3 and 4. This Student Advisory Council gives students an opportunity to discuss school wide concerns and take more responsibility for the well-being of the school community. Delegates meet with the principal and participate in discussions, help solve school problems, and often plan school wide activities and projects.

Big SAC meets with the advisor every other week during a recess period. Before coming to the meeting, delegates need to talk with their classmates and teacher to determine what topics need to be brought to the meeting. It is also the responsibility of the delegates to share information from the meeting with their classes. Class delegates are changed each quarter.

### Lunch Program

Chartwells is the provider of our hot lunch program. Hot lunch is \$2.10. Hot lunches may be paid for by the meal or pre-pay by check for an entire week/month. Checks can be made payable to "Chartwells". Please include your child's name on the memo portion of the check. Menus for each month are published and sent home with the Friday Folders.

### Chewing Gum---Oops!

Chewing gum is **not** allowed at L. B. Haynes School. We also ask that children not bring gum, candy or nuts to school. Candy is not an acceptable item for snack or for lunch.

### Snacks

Each class has a morning snack time built into its schedule. Please plan healthy, nutritious snacks for your child. We encourage fruit, vegetables, and baked goods. Please try to avoid "junk food". Kindergarten students are not to use thermoses for juice. Juice boxes are preferred. This is to decrease the number of spills on the carpeting in these rooms.

### Peanut/Tree Nut Allergies

To minimize exposure to peanut/tree nut allergens in our building, we are asking parents/guardians whose children are in designated peanut/tree nut classrooms to only send peanut/tree nut free snack products with your child to school. This precaution along with hand washing, sanitizing surfaces, and the provision of a peanut/tree nut free table during lunch will serve to make Haynes School a safer place for children with peanut/tree nut allergies.

### Recess

Recess is scheduled after lunch for 25 minutes each day. Monitorial aides supervise student behavior and activities. The purpose of recess is to give students a break from their studies, provide opportunities for physical exercise and time to socialize with new and old friends. Contact sports such as football playing, and hard baseball or softballs are not allowed for safety reasons. Soccer and kickball playing are allowed but with rules that prohibit physical contact or hitting each other violently with the ball. Students are encouraged to allow all who wish to join in games being played. Gangs or clubs are not allowed. Occasionally games such as soccer must be organized by grade level to ensure safe fair play.

**Please be sure your child is appropriately dressed, especially in the winter months with hats, gloves, coats. To decrease the chances of skin cancer as an adult, be sure your child wears a hat when it is sunny and use sun block lotion. Hats are required for Fun Day and Kindergarten Beach Day.**

### Video Taping of Students

From time to time, teachers photograph or videotape classes. If you wish your child not be included in any videotaped school activity, please notify your child's teacher. When videotaping is planned, parents are notified and given the option of not having their child included.

### Nuclear Emergency Evacuation Procedures

In the event of a radiological emergency during school hours, the students and staff of Haynes School, as well as all the schools in East Lyme, would be transported to a site designated by the Governor of Connecticut for decontamination and safeguarding until released to their parents. Prior to the arrival of the buses, students and staff would remain in their classrooms with windows and doors closed, seated on the side of the room furthest from the windows, skylights and glass exit doors. Prior to the departure of the buses, parents may pick up their children. An adult will take all medications and medication records to the evacuation center. The phone number of the New Haven Emergency Operations Center is (203) 787-8210. Emergency information is located in the local telephone book.

## **Lockdown Procedures**

This fall, the Haynes School Staff will be trained by our school district's Director of Safety to follow the most efficient lockdown procedures in the event of a potentially dangerous intruder. Upon completion of this training, parents/guardians will be informed about the specific procedures and the dates/times of drill sessions for this lockdown plan.

## **Expectations For Student Behavior**

At Lillie B. Haynes School, we expect students to learn and use kindness, respect, and responsibility in their behaviors whether they are in class, at lunch, at recess or on the bus. When they remember to show the following behaviors, they help to make the school day an enjoyable time for themselves and others:

- Smile and greet others in a friendly way. This will encourage others to smile and be friendly to you.
- Teasing and making fun of others is unkind. Remember to speak considerately to each other.
- It is polite to listen to adults and do what they ask. When you disagree, calmly ask for a time to discuss the problem so both sides can be heard.
- Use words that are suitable for school.
- When you have a disagreement or problem with another student, use words to solve the problem instead of fists.
- What you do and say at school can make life either pleasant or miserable for others. Think about the effects of what you do and say and treat others as you want to be treated. When you show respect for other people, they will respect you in return.

## **Parents As Partners In The Educational Process**

Please spend time each day discussing with your child what was learned that day. The heart of an elementary education is reading and writing. Research has shown that homes where reading is modeled by adults, where children are read to routinely, generally produce students who value and enjoy reading. Give your children frequent opportunities to use numbers: making change, purchasing items, counting, estimating, and describing things with math words, such as larger, smaller, and equal to. Teach your child the wonders and mysteries of science and their world. Encourage them to explore their environment and to understand how it works. Write notes to your child, encourage their writing notes to you and keeping a diary or a journal during family vacations or special trips.

## **Student Responsibilities And General Rules**

- Attend class with proper tools and materials to learn
- Listen in class and put forth effort towards your work
- Use proper manners
- Behave in a way that shows pride in Lillie B. Haynes School
- Use the school building properly (furniture, lavatory)
- Keep your class area neat and clean
- Obey directions from all adults; respond to instructions in a polite way
- Walk quietly with your class and teacher when passing from one activity to another
- Hats are not to be worn indoors

## **Positive Behaviors In Class**

- Look at the teacher to show you are listening
- Stay at your seat or your designated work area to complete assignments
- Pay attention to your work and concentrate
- Raise your hand when you want to ask a question or give an answer
- Ask permission from your teacher if you need to leave the class

- Use your inside voice - talk quietly
- Speak in a friendly way to others in your class
- If another person is bothering you, ignore that person
- Wait until a person is finished speaking before you speak
- Show cooperation to be successful

### **Cafeteria Procedure Rules**

- You are to bring all items needed for lunch and recess with you to the cafeteria; no passes to your class room will be given
- Each class will be assigned to a table
- Students are to stay seated until their entire table is dismissed to empty trays and line up for recess
- Tables will be dismissed in order of their readiness for dismissal and how quiet they were during lunch

### **Positive Behaviors At Lunch**

- The lunch room is for two things! Eating and talking quietly with your friends.
- Sit appropriately at your table and talk to people at your table only.
- Talk quietly while you are eating. Spend most of your time eating so you finish your lunch.
- Keep food at your own place. Keep your food in front of you. Throwing of food is not allowed.
- Throw all trash items away at one time being sure to separate the items for recycling.
- Use your INSIDE VOICE during lunch.
- You must have a written note or pass from your teacher if you wish to return to a classroom for the lunch or recess period. Give this note to one of the lunch aides as soon as you arrive in the cafeteria.
- You need permission from an aide if you wish to leave the cafeteria during the lunch period.
- When you see the "quiet signal" from an adult, you need to stop talking and listen to announcements. When you stop talking quickly, you'll be able to get outside sooner and have more time for recess.
- When you are in the cafeteria, the adults in charge are the lunch and recess aides. You are to listen to these adults and show them the same respect that you show other adults in the building.
- Remember to take all your lunch items when you pass through the kitchen.

### **Positive Behaviors At Recess**

- You should participate in games and activities that are fun and do not hurt other students.
- You should decide what you will be playing at recess before you go outside.
- Once you go outside for recess, you should stay outside, unless you get hurt or an adult tells you to go inside the building.
- Stay with people you get along with when you are outside at recess.
- Stay in your game area during recess.
- Ask other people to join your game.
- Keep hands to yourself.
- This is the time to use your OUTSIDE VOICE!

### **Positive Behaviors At Assemblies**

- When you see the "quiet signal" (right hand raised with two fingers pointing up) from an adult you need to stop talking, look at the adult and listen.
- No food of any kind (including gum) is permitted.
- You need to remain at all times with your class (no wandering around).

- You are to give your attention to the program - no talking or fooling around with your classmates.
- You may respond to presentations at appropriate times and in appropriate ways. Boos and whistles are not appropriate.
- Hats are not to be worn indoors.

### **Courtesy Rules For The Bus**

#### **LBH School Motto: "Kindness, Respect, and Responsibility"**

Rule 1: Put nothing in mouth

Rule 2: Sit appropriately in the same seat throughout the trip

Rule 3: Use "soft, inside voices" or whisper

***Remember: Kindergarteners sit in the first 4-5 rows (with up to 3 Kindergarteners in a seat) and students in grades 1-4 sit two in a seat.***

- Be polite.
- DO NOT bother the other riders.
- NO loud or rude language.
- DO NOT block the aisle. Keep books, musical instruments, or equipment your seat.
- Talk QUIETLY.
- NO gum chewing. Also eating is NOT permitted on the bus.
- KEEP your hands to yourself.
- Windows opened ONLY by permission of the driver.
- NO fighting or pushing.
- DO NOT litter. Pick up what you drop.
- DO NOT mark or destroy the school bus in any way.
- Respect and obey the bus driver at all times. You are expected to follow any directions given by the bus driver.

Please do not allow your child to bring cameras, radios, "boom boxes", "walkman" sets, iPods, personal CD players, game boys, tape recorders, laser pointers or cell phones to school. These valuable items are easily lost or damaged. The school is not responsible for personal possessions.

When a child leaves the bus, he/she should step well away from the bus. If a child needs to cross the road, they must do so in FRONT of the bus and IN SIGHT of the driver while all traffic is stopped.

Remember to be on time at the bus stop.

If your child creates a disturbance or show inappropriate behavior on the bus, they will receive a warning from the bus driver. If they continue to misbehave, the bus driver will notify the principal in writing. The principal will talk to the child and parents about improved bus behavior. Repeated bus reports may result in a bus suspension: temporarily not being allowed to ride the bus.

### **Plan For Improved Behavior**

If your child is showing behaviors other than positive behaviors in class, at lunch, at recess, or on the bus, they will be asked to do some thinking and planning by teachers or other adults. Your child needs to be aware that the behavior they are displaying is not responsible. But, more important, they need to focus on how to change that behavior so they will be acting in a positive way. Your child will be asked to make a Plan For Improved Behavior. This plan has to be more than just "I'll stop it". It must be a positive plan that lets us know how they are going to change their behavior. The plan

should state what they are going to do--not what you will stop doing.

Your child will be asked to either tell their plan or write it down. When your child makes a plan for improved behavior, they are taking responsibility for changing their actions. Consequences for not living up to the plan will be determined.

If your child is sent to the principal and needs to write a Plan for Improved Behavior, it must be brought home and signed by parents.

If your child continues to violate rules for acceptable behavior the principal will schedule a meeting with the child and parents. At that meeting, the child will be reminded of the specific rules for positive behavior and of what the consequences are for not following the rules.

### **Zero Tolerance Policy for Fighting and Assaults Definitions:**

Assault            Verbal or physical attack of one person or a group of persons upon another who does not wish to engage in the conflict and who has not provoked the attack or threatening to assault.

Fighting           Aggressive, hostile bodily contact with classmates

#### **Policy:**

The goal of this Zero Tolerance Policy is to provide a safe, cooperative environment for students and staff at Haynes School. No one should be afraid of physical or emotional harm. Fighting, assaults or solving interpersonal problems with physical or verbal violence or disrespect will not be tolerated. We solve problems through discussion and compromise. Natural consequences for violating this policy include time out, notification of parents and suspension from school.

### **Suspension From School**

Students may be suspended from school for brief periods of time (1 to 10 days) for the following reasons: repeated violations of bus rules, defiance to an adult, blackmail, fighting, assaulting a child or adult, stealing, threatening to assault a child or adult or to damage property, or bringing dangerous weapons to school. Students and parents will be informed of the offense and be given an opportunity to discuss the incident before the suspension commences. A written notice of the suspension will be provided to parents. Records related to such behavioral incidents do not become part of student's permanent records.

### **Sexual Harassment Policy**

Sexual harassment will not be tolerated among students of the school district. It is the policy of the board of education that any form of sexual harassment is forbidden whether by students, supervisory or non supervisory personnel, individuals under contract, or volunteers subject to the control of the board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

#### **Definition**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

## **Procedure**

It is the express policy of the board of education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel or the principal or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The school district will provide staff development for district administrators and grievance committee members and will annually distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

## **Dangerous Weapons In The Schools Policy**

Students are forbidden to bring weapons to school or any school-sponsored activities.

A weapon is any object that is capable of inflicting serious injury, including (but not limited to):

1. Firearms of any description.
2. Knives or similar items that could be dangerous to others as defined by State law.
3. Chemical weapons or explosive devices (e.g. mace, ammunition, firecrackers, pepper spray).
4. Razors.
5. Ice picks or similar devices with a sharp point.

A student having in his or her possession, or in a desk or locker, or anywhere on school property, or anywhere school-sponsored activities are occurring, any weapon listed above, shall be subject to both school discipline and law enforcement intervention.

A student using such a weapon to threaten or inflict injury on another will be referred to the police for criminal prosecution.

In all cases involving possible weapons violations, the school administration and police department will work cooperatively to determine the best course of action.

Upon the determination of reasonable suspicion, principals may authorize any legal means available to discover and/or confiscate weapons including but not limited to:

1. Unannounced inspections of students' lockers.
2. Inspections of students' automobiles driven to school and parked on school property.
3. Inspections of the contents of pockets or any other clothing or equipment in which contraband may be secreted.

The administration of each school shall provide written copies of this policy to all members of the faculty and student body.

## **Internet Access Policy**

### **Electronic Information Resources (Internet)**

#### **District Internet and E-mail Rules:**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege -- not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Where possible without violation of this policy, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Examples of violations may result in a loss of access as well as other disciplinary or legal action:

- Sending or display of offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

In order to comply with this policy, the Internet Usage Parent Permission Box must be checked "Yes" on the Pupil Information Form sent home at the beginning of the school year. If "No" is checked or the box is left blank, Internet access will be restricted.

Regulation approved by the Board: November 10, 1997 East Lyme Board of Education

A Letter From LBH PTA:  
September 2007

Dear Haynes Families,

“Ask not what your school can do for you, ask what you can do for your school.” With apologies to President Kennedy, who took volunteering seriously—and so should you. As a volunteer, you set an example for your child! As the PTA president and LBH parent, I am personally asking you to join the PTA.

### **What can you do?**

- **Form a partnership with your child and your child’s teacher.** Keep the lines of communication open.
- **Read everything** that comes home. Most items will be sent home in your child’s Friday Folder.
- Make a commitment to **give at least one hour of your time** to the school this year.
- **Can’t get to the school?** Become a dues-paying PTA member, participate in fundraisers, collect BoxTops, recycle your old toner cartridges and cell phones, enroll in Store Cash-Back programs (i.e., Target, BJ’s Memberships), and check with your employer for contribution opportunities, and remember that monetary donations are gladly accepted.
- **Stay informed** about issues that affect our school district and the students. Perhaps attend a Board of Education meeting.
- **Join the PTA.** One membership per household is our goal and remember, the PTA isn’t just for moms & dads — we encourage grandparents, aunts/uncles, and community members to participate as well. We typically meet the first Tuesday of each month at 7:00 p.m. in the cafeteria or library (check the weekly buzz for dates). Membership is \$7 per person. **It is not necessary to attend PTA meetings or sign-up to work on committees.**

### **What does the Lillie B. Haynes PTA do for your child and the East Lyme Community?**

- We organize and sponsors school activities
- Contribute towards the cost of field-trip busses
- Provide scholarship assistance for families in need for school-sponsored activities
- Purchase equipment and supplies that both staff and students will use – **Our goal is to raise funds to provide additional black-topped areas for the K-2 & 3/4 playground so that the children will have a place to play on those “wet and snowy” days. Look for details & special fundraisers.**
- Provide community outreach opportunities
- Provide scholarships for ELHS Seniors and contribute to the ELHS Grad Night
- Provide entertainment for fun day, and
- Sponsor curriculum-based enrichment programs for grades K-4. Without your support, the grant-writing efforts of Maria Moen, a grant from the Barnes Foundation, and the Connecticut Commission on Culture & Tourism, these programs would not be possible.

In order for the PTA to be able to continue to provide these services and work towards enhancing the playgrounds, we need to raise approx. \$24,000, (\$12,000 of this will fund the enrichment programs.)

**Take an interest in what your child is learning and help us to make our school “the best that it can be.” Welcome to Lillie B. Haynes and enjoy all the experiences that await you!**

Rosemary Littlefield, LBH PTA President, [twicetochina@snet.net](mailto:twicetochina@snet.net) or 691-1965

**CONNECTICUT STATE DEPARTMENT OF EDUCATION:**

As a parent of a student at East Lyme Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

Whether the Connecticut State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

Whether the Connecticut State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Assistant Superintendent of Schools at (860) 739-3966.