

# **MISSION STATEMENT**

**NIANTIC CENTER SCHOOL DEVELOPS THE ABILITY OF ALL STUDENTS TO BE CONFIDENT, THINKING LEARNERS ABLE TO MEET THEIR RESPONSIBILITY TO SOCIETY.**

To accomplish this mission, we commit our effort to the following school goals:

## **Motivation to Learn**

Students must be motivated to learn and to respond to the high expectations of their parents, teachers and town and to their own inherent need to grow and develop. NCS students will:

- develop self-understanding and positive self-concept
- understand and focus on their strengths,
- demonstrate strong motivation and persistence to learn, and
- exhibit an inquisitive attitude, open-mindedness and curiosity.

## **Mastery of the Basic Skills**

Proficiency in the basic skills is essential for acquiring knowledge and for success in our society. NCS students will:

- learn to listen, view and read with understanding,
- learn to communicate effectively in speech and writing,
- acquire mathematics concepts and skills,
- demonstrate skills necessary to locate and effectively use a variety of sources of information, including print materials, media, computers,
- demonstrate decision-making, reasoning and problem-solving skills alone and in groups, and
- demonstrate good study skills and skills necessary for lifelong learning.

## **Acquisition of Knowledge**

Acquiring knowledge leads to fuller realization of individual potential and contributes to responsible citizenship. NCS students will:

- acquire a basic knowledge of literature, mathematics, social studies, science and the arts,
- acquire the knowledge necessary to use computers and other technologies for learning and problem solving,
- acquire an understanding and appreciation of the values and the intellectual and artistic achievements of their culture and other cultures.

## **Competence in Life Skills**

NCS students must function successfully in many roles - as a school citizen and family member. NCS students will:

- understand the function of families and the responsibilities of family membership,
- understand the responsibilities of good citizenship in their school and local communities,
- develop personal habits which contribute to a healthy body and mind, and
- understand and develop personal goals and aspirations, and
- develop the skills to work cooperatively to live in harmony with others.

## **Understanding Society's Values**

As responsible citizens, students will enrich their family, community and culture. NCS students will:

- respect and appreciate diversity,
- recognize the need for common values in society,
- acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources,
- acquire and apply an understanding and appreciation of the values and achievements of their own culture and other cultures.

# **PARENT / STUDENT INFORMATION**

## **EXPECTATIONS**

Students are expected to do their very best work every day of every year. When that happens, we know that our Niantic Center students are the best students they can be.

The job of learning at the Niantic Center School is not an easy one. For learning to occur, we need to have certain things happen. Some important things which help you to learn include: when you listen carefully, ask questions as needed, cooperate as necessary, participate to the fullest in all activities, and follow directions. We also know that Niantic Center School students will respect everyone and their property. We want everyone to treat one another respectfully.

When students are doing their job - learning - we know that they need to be recognized by classroom teachers. We promise to help your child be all that he or she can be.

## **ATTENDANCE**

We expect all of our students to be on time for school every day. If you arrive at school after 9:15 a.m., you should come to the office to get a pass to your classroom. Your teacher will not admit you into class without this pass.

Sometimes, students are absent or tardy to school many times without good reason. If this happens, we will work with you and your parents to help get you to school each day.

## **MAKEUP WORK**

If illness requires that you miss school for two or more days, then your parents may get homework for you. Your parents may call the office before 9:30 a.m. and request to pick up this homework after 3:30 p.m. Your teachers will give you extra time to make up class work that you missed because of an absence. You will have one additional day for making up your work for each day that you were absent from school.

## **DISMISSAL DURING THE SCHOOL DAY**

It is our hope that doctor, dental, and other appointments will be scheduled at times outside of the school day. If it is necessary for you to leave school for an appointment, you should bring in a note on the day of the appointment. The note should indicate the purpose for leaving, the time, and who will be picking you up. When it is time for you to leave school, the adult picking you up should come to the school office to sign you out. If appointments are completed during the school day, you should return to school for the remainder of that day. Remember to report to the school office to get a pass to admit you to your class.

## **BUS REGULATIONS/BEHAVIORS**

Students who ride the bus are expected to behave in a way that allows them to get home safely and quickly. The bus driver needs your cooperation every day. This means that we expect you to sit in your seat, keep your hands inside the bus and talk quietly during the ride.

If necessary, the bus driver will speak to you about inappropriate bus behaviors. If this warning is not effective, then you will be reported to the principal. Further disciplinary action may be taken if the problem does not get solved after this conference.

**Any bus behavior that becomes a safety issue may result in you losing your bus riding privilege for a time.**

## **BUS RIDERS/ARRIVAL AT SCHOOL**

**Teachers are not on duty until 9:00 a.m.; therefore, students should not arrive at school before that time.**

When your bus arrives at school, you should enter the school building through the side door and report directly to your homeroom. When you are inside your homeroom, we ask you to read, complete any assignment your teacher has prepared for you, visit quietly or get yourself organized for study until the school day starts.

## **HOMework**

At Niantic Center School, we believe that practice makes us better at whatever we do. Homework is designed to help you practice some learning skill. Whenever you work at practicing this learning skill, your school performance will improve.

To determine how long homework should take your child to finish, use your grade level and add a zero. For example, a child in grade 1 should spend 10 minutes each evening on homework. Reading should take another 15-20 minutes.

You can expect to have homework assigned to you on a regular basis. We know that you will try your very best to practice your learning skills at home.

## **ANNOUNCEMENTS**

At the beginning of each day, we will make announcements of a general nature from the office. These announcements are designed to help you get information that you need about upcoming events, meetings or deadlines. When you are in your homeroom, listen carefully to these announcements each morning. The Niantic School Pledge, a moment of silence, and the National Anthem will follow announcements. The Pledge of Allegiance to the flag will be recited in each classroom daily.

## **LUNCH BREAK PROCEDURES**

A hot lunch program is available in our school. We expect all students to eat lunch. We know that you will study and learn better if you are not hungry.

As part of your lunch break, there is a recess period, which is usually held outside in the playground areas. We have lunch/recess monitors to help you. When you are on the playground, we know that you will play safely and that you will cooperate with our monitors during this time.

Please note that our monitors are in charge of all students in the lunchroom and at recess. If you have a problem during lunch or recess, we expect the monitors to help you solve that problem. They may send you to the principal to help you to solve a problem also.

## **TRANSPORTATION FROM SCHOOL**

Most of you will ride a bus to and from school. To help you, we have very specific dismissal procedures that get you out of the building, on the bus, and on your way home in as safe a manner as possible. Students will proceed to the buses in their assigned bus lines. There are fourth grade students who help us in this dismissal.

**Students in grade 4 may ride their bikes to school providing that they hand in a written permission slip from their parent at the beginning of the school year. Other students who walk to and from school must also bring a written permission slip from your parent at the beginning of the school year.** If it is sometimes necessary for you to walk to school or ride a bicycle, you must still bring a note from your parent on that day. Students who walk or ride to school, leave from the Hope St. exit only after the students who get on the buses are dismissed. Sundowner students are escorted to the gym after school.

At the end of the school day, students should not return to classrooms unless your teacher has requested that you do so. This is for your safety only. If you need to return to your classroom in the evening you should see the custodian for help in unlocking the door.

## **DISCIPLINE**

The best form of discipline is self-discipline. We are here to help you achieve self-discipline. Although it is rare for any discipline to be used in our school, when it is necessary, it will be fairly and firmly administered. Our discipline program is based on the idea that all students want to behave cooperatively, are willing to participate in class, and that they may need help to accomplish these tasks.

## **CLASSROOM DISCIPLINE PLAN**

At Niantic Center School, we know that all of our students will follow our rules and cooperate with all the other people in our building most of the time. When it becomes necessary to talk to a student who has not obeyed the rules, we handle that discipline situation in the same way from class to class so that there is a standard set of rules and consequences for students throughout our building. We will teach you to use problem solving techniques taken from the Responsive Classroom program.

On rare occasions, students may be subject to discipline who do not follow the rules, are not cooperative, or do not participate fully in the work of this school. Our classroom discipline plan calls for teachers to be consistent as they apply the rules. For example, the first time a teacher has to talk to a student because they are interfering with learning, a warning is given to the student.

Our discipline plan says that the student will get a checkmark next to their name if she/he has to be talked to a second time during the same day. When that happens, the student may be sent to an isolated spot in the classroom for 15 minutes. That way the student can continue to hear the teaching going on. They are still expected to complete class work, but they are not in sight of the others in class and they are not allowed to speak to anyone during this 15 minutes. When the time is up, the student reports back to his or her desk.

Any time there is a further incident, another checkmark is placed by the name of the student and the student is immediately sent out of the room for 20 minutes. The timeout space is usually removed from his or her own classroom and the student has 20 minutes to work in this location.

If a third checkmark is necessary and is placed by the student's name, the student is excused for 30 minutes of reflection in the principal's office. However, on the way to that timeout space, the student must go by the office and a call is made to his or her parents. The student

must explain what their behavior problem has been that day and why they are missing class for the second time that day.

## **SUSPENSION**

Very rarely a student's behavior is so disruptive to the teaching-learning process or to the health and safety of the student(s) that the principal will call the parent to come and remove the child from school. The student will take all schoolbooks with them, in this case, and will be responsible for all schoolwork during this out-of-school suspension.

## **FRIDAY FOLDERS/FRIDAY NOTES**

Every Friday a Friday Folder will come home. This folder will hold all work samples from that week. The Friday Note, which tells about upcoming events, important dates, messages from the principal and PTA, etc, will be available online at "[eastlymeschools.org](http://eastlymeschools.org)." Click on Niantic Center to read our weekly Friday Note, monthly cafeteria menu, Principal's corner, and other important information. We will send a paper copy of the Friday Note only to parents who make such a request. Please remember to return the Friday Folder to school on Monday. If you lose a Friday Folder, there is a \$2.00 charge to replace it.

## **PROGRESS REPORTS**

Progress reports are issued to students in grades 1-4 at the end of each nine (9) week quarter. The progress reports include grades, work habits and behavior indicators. A comment sheet is included with the report card. The report card is placed in an envelope for you to take home. A parent signs this envelope after he or she has reviewed the card. The envelope and comment sheet should be returned to the school for use throughout the year.

## **PARENT CONFERENCES**

Parent/teacher conferences are scheduled for all students. We will have the first conference in November for all families. A second conference in the spring may be scheduled also.

Parents or teachers may request a conference to discuss your learning progress at any other time throughout the school year.

## **STUDENT STUDY MATERIALS**

Student work materials will be given to your during the school year. You should keep these in usable condition. You may have to pay for any lost or damaged materials.

## **HEALTH ROOM AND MEDICATION**

The health room, which is located next to the office, is staffed with a nurse at all times throughout the day. If you need to see someone in the health room, your teacher will give you a pass to come to the health room. The health room is opened between the hours 9:00 a.m. – 3:45 p.m. If you have a medical emergency, we will deal with that at any time. **Tell an adult whenever you have a medical emergency.**

When it is necessary for you to take medicine during school hours, we will give it to you in the health room. Whenever there is a need to take medication, your parents must send a note to the school with a doctor's note to the school nurse, which gives us the details about how your medication should be given. **You may not bring your own medication to school and take it by yourself. This includes anything that can be purchased over the counter without a prescription.**

## **CONTAGIOUS ILLNESS**

If a child has a contagious illness (e.g. measles, chicken pox, mumps), we request that parents call the school directly (739-3961) to report the absence of a child. This will be reported to the school nurse so that we can follow appropriate health procedures.

## **HALL PASSES**

When students are going to places in the building like the health room, the office, or to a restroom, teachers will provide hall passes. Please remember that learning is happening

throughout our building, so it will be helpful if you move quietly through the halls. We appreciate your cooperation.

## **SAFETY/FIRE DRILLS**

Fire drills are held once a month. Each teacher reviews the fire drill procedures about which exit to use and how to be counted. Students are expected to move quickly out of the building without talking. We also practice safety precautions in case we have an emergency. Other safety lock down or evacuation drills are held throughout the year. All new students must return a Potassium Iodide form.

## **TELEPHONE**

Sometimes it is necessary for a student to use the office telephone during the day. You are asked to get permission from the secretaries to use the telephone. You need a phone pass from an adult in the building. Phones are in each classroom also. These are turned off during the instructional day..

## **LOST AND FOUND**

We have a coat rack and a box for lost and found articles in our school cafeteria. If you have misplaced something, please look there for your things. It would be a good idea for you to have your name on all your personal items so that we can get them to you if they become lost.

# **PARENT INFORMATION**

## **ATTENDANCE CALL-IN**

We have an attendance program at the Niantic Center School, which is designed to protect the safety of children and give parents greater peace of mind. If your child is going to be absent or tardy from school, we ask you to call the voice mail phone number (446-4770 box #9500) listed on the first Friday Note of each month. When you know your child will be absent or tardy, please call this number between the hours of 8:00 a.m. and 9:15 a.m. **If a child is absent, and we have not heard from you about this absence or tardiness, we will be calling you at your home or work to be sure that the safety of your child is not in jeopardy.**

Regular school attendance correlates very strongly with academic success. This is particularly true at the elementary level of education. Therefore, we discourage all parents from taking their children out of school for an extended vacation. If parents are making such a request, they should notify the office and the teacher at least two weeks before the vacation.

## **KINDERGARTEN ATTENDANCE**

Students assigned to our afternoon Kindergarten session should be reported absent or tardy by calling between 8:00 and 9:15 a.m. If you do not call, we will call you at your home or work to insure that we know where your child is.

## **EXTENDED DAY PROGRAMS**

NCS will continue to offer three extended day programs for a fee. The Early Bird Program will enable a parent to drop off a student at 7:00 a.m. for a minimal fee daily. In the interest of safety, parents **must** walk children into Early Birds. For kindergarten students we will offer an enrichment program, Morning Glories, which is held daily for 3 hours. This is adjacent to the kindergarten program. The Sundowners program hours are 3:30-6:00 p.m. There is a fee for this program as well. Call the NCS office for details about each of these extended day services.

## **SIGN-OUT PROCEDURE**

At times, it is necessary for you to dismiss your child from school early or you may be picking up your child from school rather than having them ride the bus home. If this is the case, please come into the office to sign your child out. A form is provided for you for this purpose in the office.

At the end of the school day students who are picked up from school must be signed out on the clipboard located in the cafeteria. At that time, one of the office staff will call the child to the office for dismissal. Please do not go to classrooms to pick your child up.

**Children will not be allowed to meet their parents in the parking lot since we have no way of recognizing who the child goes home with.** In the interest of your child's safety, if you are asking someone to pick your child up other than a parent or legal guardian, we ask that you send a note in with the person. We may ask the person for identification as well. If you are intending to pick your child up daily, we can make arrangements to have your child dismissed as a walker to the Hope St. exit.

## **EDUCATIONAL OBSERVATIONS**

Niantic Center School welcomes parents at any time. Parents are asked to sign into the building and get a visitor's badge before going to the classroom. Please note any questions you may have about your visit and arrange to discuss the questions with the teacher at a time other than when school is in session. Your cooperation maintains a distraction free classroom.

## **EMERGENCY OPERATIONS PLAN**

Students will become familiar with different ways to respond to emergency situations here at school. Teachers will review different emergency actions and we will practice these drills periodically during the school year.

## REGULAR COMMUNICATIONS

NCS has many different ways for parents and teachers to communicate with each other.

**Voice Mail** - There is a voice mail system, which can be used whenever our administrative offices are closed (See Appendix B). Each person who works in our school also has a voice mail box number so that you can leave a personal message when necessary. We distribute these mail box numbers at the beginning of each school year. Please call the office if you need another copy.

**E-Mail** - Every teacher also has an e-mail account at school. To send e-mail type in the teacher's first name followed by a period, and then their last name @ eastlymeschools.org (sample: "lucy.schuman@eastlymeschools.org").

**School/District Websites** - Finally, the school's web site has all pertinent weekly and monthly information. You can access this website at "eastlymeschools.org", then link to Niantic Center. We will only send you a paper copy of all school notices upon your written request to the office.

**Hard Copy** – You may also send in a written note which will be delivered to the teacher.

## EMERGENCY PROCEDURES

**In the event of any emergency closing of school, all children should know exactly what they are to do in the event that there is no one at home when they arrive. It is imperative that parents discuss emergency procedures with their children.**

Under normal conditions, the dismissal procedure for a student who is leaving school early remains the same throughout the year. However, there may be some exceptions of an emergency nature where we will dismiss children in a different way. Such emergency situations would be inclement weather, fire, and flooding or school maintenance problems. If one of these emergencies should occur during school hours, 9:15 a.m.-3:30 p.m., we will dismiss students in the following way:

The ELPS uses a "reverse 911" system to notify parents if there is an emergency at school. You will be asked if you choose to participate in this program. If you so choose, then we will ask you for current phone numbers and email address.

## RADIO STATIONS:

Please tune in to one of the following radio stations on AM or FM bands on your radio for no school announcements or early closing/late opening announcements:

WNLC - 1510 AM	WICH - 1310 FM
WSUB - 105.5 FM OR 98 AM	WCTY - 97.7 AM
WLIS - 1420 AM	WVVE - 102 FM
WTIC - 1080 AM OR 96.5 FM	WKSS - 95.7 FM
WTYD - 101 FM	

In very rare circumstances where neither you nor your emergency backup is available, we can make alternative provisions for your child if you contact us.

## DELAYED OR CANCELLED SCHOOL DAYS

Sometimes hazardous road conditions force the superintendent to cancel school entirely. When this occurs, local radio stations will broadcast such school cancellations. This announcement will play on the district or school websites and on local radio or television stations and will start as early as 6:00 a.m. Because we will not provide bus transportation on these days, do not send your child to the bus stop. Channel 19, our local access television channel will have this information also. Finally, the district website, [eastlymeschools.org](http://eastlymeschools.org), will have all weather emergency information posted. **NOTE:** Kindergarten sessions may be cancelled if there is a late start.

## EARLY SCHOOL CLOSING

If weather causes us to operate school for only a half day, we will announce this decision via radio announcement and on the district web site as soon as the superintendent's office notifies us. You can access this via the internet by typing "[eastlymeschools.org](http://eastlymeschools.org)". This gives us adequate time to have room parents call as many Kindergarten and grade 1 families as possible. When school closes early, we will use the following schedule with appropriate bus pick up and delivery:

Kindergarten a.m. sessions	9:15-11:15
Kindergarten p.m. sessions	11:40-1:40

Grades 1-4 p.m.

9:15-1:40 p.m.

## **HEALTH EMERGENCIES**

If a child becomes ill and needs to go home, a parent is notified by the Health Room staff. We expect that the child will be taken home. This minimizes contagion.

Emergency transportation after a 911 call may be provided in case of extreme illness.

## **HEALTH: GENERAL PROCEDURES**

It goes without saying that the health of our children is of paramount importance and involves a cooperative effort between the school and the home. We will do our part by making sure that there are professionals available to help your child if he/she becomes ill during the school day. That person will contact you and serve as a resource to support you when your youngsters return to school from an illness. In making sure that your youngster remains healthy, please try to ensure that your child gets at least eight hours of sleep every night and that they have something to eat before coming to school. In this way, we know the child is at his/her best for learning.

No child should be sent to school with a severe cold, fever, sore throat, rash, or any other symptom of a contagious disease. Please be sure your youngster is fully recovered before sending them back to school. Any child who returns to school from an absence is expected to participate in all activities as fully as possible. Please have your child dress properly for the cold weather.

**HEALTH TESTS:** All new students entering the school system are required to have immunizations for polio, rubella, measles, DPT, mumps, and hematocrit. A physical examination and chicken pox vaccine are required before entering kindergarten.

Annual vision tests are given to each child during the school year. Should your child need further examination by a professional, you will be notified. Hearing tests are given in grades K, 1, 2, 3 and 4. If any deficiency is found, the parent is notified.

A child with an orthopedic problem or who needs to use crutches should have a note from the parent and/or doctor which identifies any physical limitations to school activities. Include in the note the procedures for getting your child home if they cannot take the bus.

Please note that children who wear glasses should bring his/her glasses to school every day. We will let the child call a parent to bring glasses that have been forgotten.

## **MEDICATION**

If your child is to be given medication at school, state law requires a permission form signed by the doctor and the parent. This permission form must be brought to the health room. Children are not allowed to carry medication, prescription or over-the-counter, to school to take on their own (e.g. aspirin). A parent must give all medication to the principal or nurse with the signed form. Forms are available in the Health Room.

## **STUDENT ATTIRE**

To keep students safe in school and on the playgrounds and to avoid distractions to other students, we ask that children wear appropriate attire in school. For example:

1. **Shoes must have a back; no “flip-flops” or shoes with wheels (e.g. heelys)**
2. Pants should not hang over heels.
3. No bare midriffs, tank tops, or short shorts/skirts.
4. No colored hair.
5. No hats in school.
6. Students should wear a hat & coat during winter.
7. Sneakers must be worn for physical education.

## **DISCIPLINE**

At the Niantic Center School, we feel it is important to help all students become more self-disciplined. When discipline is necessary because of an infraction of the school rules, we use a consistent disciplinary program within our school. From class to class and teacher to teacher, we are following an assertive discipline plan. This essentially means that we recognize when students are acting appropriately, and we respond in a consistent way when student behavior is interfering with teaching and learning.

Please note that it is important for students to perceive that what is happening at home and what is happening at school is very similar. One of our roles is to make sure that our youngsters learn the correct way of conducting themselves in a variety of different public situations. At the least, we expect that all youngsters will behave in a way that ensures the learning process can continue.

**SEE STUDENT HANDBOOK SECTION - pages 7 and 8 for an outline of our assertive discipline program used in all of our classrooms.**

## **FRIDAY FOLDERS/FRIDAY NOTES**

Every Friday your child will take home a Friday folder. This folder will hold all your child's weekly papers and office notices. The Friday Note, which tells about upcoming events, important dates, a note from the principal, PTA information, etc, will be available online at "eastlymeschools.org." Click on the Niantic Center link to read the Friday note, monthly cafeteria menu, Principal's corner, and other important information. Parents are requested to look through all the papers, and have your child return it to school on Monday. Niantic Center supplies these folders. If your child loses it, there is a \$2.00 charge for a second one.

## **HOMEWORK**

All students will be given regular homework to complete. A general rule for these assignments is to take the child's grade and add a '0'. For example, 1<sup>st</sup> grade would have '10' minutes, 2<sup>nd</sup> grade would have '20' minutes, etc. This work is designed to help your child practice a specific learning skill and will reinforce the child's class work. Every child should be encouraged to show you his/her completed homework. You can help by checking this work for accuracy and quality.

## **PROGRESS REPORTS**

Progress Reports are issued to students in grades 1 – 4 at the end of each nine (9) week quarter. The progress reports include grades, work habits, and behavior indicators. A comment sheet may also be included with the report. Please sign the envelope after you have reviewed the report card and return it to school for use throughout the year. Kindergarten progress reports are issued three (3) times per year.

## **CONFERENCES**

To encourage communication between teachers and parents, we schedule fall parent/teacher conference days. Every effort will be made to schedule meetings with parents on dates and times which are convenient. Please return your parent conference appointment slip promptly

so that a schedule may be planned to accommodate all concerned. **Parents or teachers may request conferences at other times throughout the year to discuss a child's progress.**

## **KINDERGARTEN MEETINGS**

During conference time for grades 1 – 4, all Kindergarten sessions will be held at their regular times-a.m. sessions 9:15-11:15 a.m.; p.m. sessions 1:00-3:30 p.m. Kindergarten conferences are held three times a year. Each teacher determines the dates and times.

## **TELEPHONE**

We strive to keep your child's academic day free from distractions. As a result, cell phones are not to be brought to school. While every classroom has a telephone, the ringers are turned off while class is in session. We will not interrupt class to contact students during the academic day to deliver telephone messages except for an extreme emergency. However, we will be glad to take a message for a student from a parent by telephone and see that the student gets the message before they leave the school building. Please note that students may use telephones to contact parents or other adults only in an emergency as well. We strive to keep your child's academic day free from distractions.

## **LOST AND FOUND**

Lost and found items are located in the cafeteria of the school. If you put names on all your child's personal items, it will speed their return to them. All unclaimed items are disposed of in December and June.

## **SUPPORT SERVICES**

Sometimes it is necessary to refer students to our Reading or Math support programs. When students are referred as possible candidates for these support programs, we will administer a diagnostic test to assess their individual strengths and weaknesses in these subjects. Based

on those test results, we will then develop a remedial support program to meet the needs of the individual student. This intensive instruction is designed to correct or remediate problems that the individual youngster might be having in reading or math. Support lessons are usually delivered in small group settings and may happen two or three times per week for 30 or more minutes per session. Once the individual needs of students have been met, they are withdrawn from this support program. Of necessity, group sizes are kept small for students in need of such service. First grade students who are selected, may be enrolled in the Reading Recovery Program to help him/her learn how to read. We have specially trained teachers who oversee this program. A remedial specialist supervises all staff in these programs.

## **LEARNING CENTER SERVICES**

The goal of the Learning Center is to provide the necessary support, modifications and programs to those children who have identified special education needs. Through a process involving identification, testing, and diagnosis, an individual educational plan is drawn up for each child and is implemented daily by teachers in the Learning Center. Parents and educators work as a team throughout this process to ensure the academic success of those children who require alternative teaching strategies.

## **SPEECH, LANGUAGE, HEARING**

Speech, language, and hearing services are provided at each elementary school. The speech pathologist's job is to maintain an ongoing identification, assessment, and diagnostic program to ensure early identification and appropriate placement of pupils requiring language, speech, or hearing services. If you feel a possible need for these services for your child, call the school and the speech pathologist will get in touch with you as soon as possible.

## **MUSIC PROGRAM**

Vocal music classes for all students meet each week throughout the school year. Kindergarten students receive 30 minutes of music per week. Students in grades 1 – 4 receive 50 minutes per week of music in the music room. Instrumental music instruction is

an integral part of the music education program in the East Lyme schools. For health reasons students are expected to purchase their own recorders and have them for class each week. Violin lessons are offered to self selected 4<sup>th</sup> grade students also. Instrumental music is offered to all 3<sup>rd</sup> and 4<sup>th</sup> graders.

## **CONCERT/ASSEMBLY PROGRAMS**

One of the nice things about the Niantic Center School is the PTA sponsored concert/assembly program. We expect to help students to develop positive audience behavior. This is an important learning aspect of our programming. It is our belief that students learn to be good viewers by having the opportunity to be good viewers. We encourage parents to attend the concerts and assemblies whenever possible to see how well our youngsters do in this regard and to enjoy the programs.

## **ART PROGRAM**

Children in our school produce outstanding artwork and learn about their world through the arts. They are encouraged to do artwork at home. Materials are available on a sign-out basis. Children are advised not to wear their best clothing on those days when they have a scheduled art class. Parents are encouraged to visit the art room to watch students participate in the art program.

Here are some helpful hints on removing stains:

**Water base stains:** ink, tempera, water colors (all our paints)—cold water and detergent, clorox prewash, clorox. **Oil base stains:** pastels, sketches—lestoil and detergent (not in combination with clorox). **Glue, plasters:** HOT water or freeze clothing and try to chip it off or as a LAST resort, paint thinner. **Clay:** very difficult but try cold water and prewash.

## **PHYSICAL EDUCATION**

Students in grades 1 – 4 have one class of 50 minutes of PE per week. Kindergarten meets for two 25 minute PE classes each week. Sneakers and comfortable clothing are recommended for these classes. The program for grades 1-2 includes: movement

exploration, physical fitness, basic motor skill development, rhythm activities, games, gymnastics, and track and field. The program for grades 3 – 4 includes: skill development with modified games, track and field, physical fitness, rhythm activities-folk and square dancing. In addition, the physical education department, together with the PTA, has a field day in the spring for the entire school.

## **INFORMATION CENTER**

Niantic Center has a wonderful Information Center for all students and staff to use. The library has a full-time information specialist and all students have access to this facility. The library LAN makes electronic information searches easy for our students and staff. In addition, our library is connected to the Internet and is part of the Project ReQuest electronic data base system. This gives our children and staff access to several million volumes located in libraries throughout the state. We have fifteen multi-media stations, which make CD-ROM technology accessible to our children by providing a variety of electronic encyclopedias, almanacs and other resource information also.

All students have an opportunity to learn how to use library resources efficiently. All students will be able to borrow books, magazines, and other resources. These resources may be borrowed for one week. Renewals may be granted if more time is needed. Reserves may be taken and held for two days after notification. Overdue notices are sent, starting when the item is one week overdue. The fourth notice is a bill for the cost of the item.

## **BIRTHDAY BOOK PROGRAM**

Our PTA sponsors a Birthday Book program to help us get additional library books for student use. The detailed information about this wonderful program is given out at the beginning of each school year and during registration.

## **COMPUTER TECHNOLOGY**

All students in the East Lyme Public Schools follow an approved curriculum for technology. Specific technology skills and knowledge are introduced in the elementary schools. Some of these skills are expected to be mastered. Other skills are introduced to expose all children to the learning benefits of using such skills. A part-time computer consultant works with our teachers and students to implement this curriculum.

The administrative offices use computer technology for most functions including parental communication. Our school web site is updated weekly during the school year and **provides current information of school events.** [eastlymeschools.org](http://eastlymeschools.org) (link: Niantic Center)

## **CO-CURRICULAR PROGRAMS/FIELD TRIPS**

At Niantic Center School, we are committed to exposing our children to the many opportunities to see or experience offsite learning. Each class attends many school-based field trips planned by classroom teachers and the office. A minimal fee is involved in some of these field trips. A permission slip is sent home for each trip and must be returned signed for the child to be allowed to go. No permission slip is necessary when going to another school in the district. **All children in the classroom are expected to be involved.** A blanket field trip permission form is used for all walking trips for the year. Parents are requested to fill this out at the beginning of the year. Students will pay field trip costs. If a student is unable to afford the costs, arrangements can be made for funding by contacting the principal. However, if you choose not to have your child attend a particular school curricular field trip, please make alternative arrangements for her/his care at home.

## **CELEBRATIONS/BIRTHDAYS**

We make a birthday calendar available through the efforts of our PTA. Each day, we celebrate students and staff birthdays during our morning announcements. However, you may want your child to celebrate their special day by bringing in a simple treat (e.g. cupcakes or cookies) to share with their classmates during snacktime. Parents should notify classroom teachers ahead of time if they plan to provide a treat. Summer birthdays may be commemorated in the same manner. We start announcing these birthdays in May. Because

some children have significant food allergies, please notify the teacher of your child's specific food allergy. **Invitations for student's personal parties may not be distributed at school or on the bus. They should be mailed from home.**

## **HOLIDAY PARTIES**

Holiday parties are provided by room parents to celebrate the December vacation and Valentine's Day. They are scheduled by the classroom teacher to minimize the impact on instruction.

## **RECYCLING**

Recycling is a part of our Niantic Center School pride program. All items, which should be recycled, will be recycled.

## **BUS ASSIGNMENTS**

Students usually ride their assigned buses only. This is because of state insurance laws. If an occasion arises in which a child must take another bus, please send in a note requesting this temporary change and the office will notify the bus company.

## **BICYCLES/WALKERS**

If your 4<sup>th</sup> grade child rides a bicycle to school, a parental permission slip must be completed from the office. This permission slip will be in effect for the entire year. A bike rack is provided at the small parking area. All bicycles should be parked and locked in the available bicycle rack. Riding privileges may be suspended if unsafe or irresponsible behavior occurs. If you want your 4<sup>th</sup> grade child to walk home from school, a written request from the parent is necessary. Please note that we do not have crossing guards. **All bicycle riders and walkers are dismissed from the Hope Street exit after all busses have left the grounds.**

## **PARKING**

Temporary parking is available in the side lot while picking up or dropping off a child, but space is limited. Please park your car in a regularly assigned slot. Do not park any vehicles at a yellow curb, particularly during school dismissal times. State law mandates that no vehicle may pass a school bus that has blinking lights on, whether in the road or in our school parking lot. Because we are trying to dismiss more than 300 students in 15 minutes, the safety of our children is paramount. Your cooperation is appreciated. **Please Note: Handicap parking places must be used only by specially designated drivers. Please do not park in or block access to these special places.**

## **PARENT TRANSPORT**

If you decide to drive your child to school, all students should be dropped off at the side door. Drivers should enter the side lot to drop their child at the door and wait until your child enters school. Please note for the safety of all our children, all turns from the **side lot are right turns only**. There is a one way traffic pattern in all our parking lots.

## **SCHOOL-HOME CORRESPONDENCE**

When you plan to pick your child up early, or if the child is tardy to school, a note should be brought in by the student. It would be helpful if the note could be sent on the morning of the dismissal. Phone calls should be made only in the case of an emergency. For safety's sake all tardy children must report to the office before entering their classroom. After school has started all parents are asked to park their vehicle and personally escort their child to the office for a late sign in.

When a bus student is walking home or attending a Brownie/Girl Scout meeting after school, a permission note must be brought in stating the child's destination. If a walker stays after school to attend an activity, written parent permission must be brought in advising the office. For our part, parents and students receive a monthly calendar that celebrates the work completed and outlines the school work/assignments and events coming up.

## **BRINGING ITEMS TO SCHOOL**

Students should bring personal items to school only when they relate to appropriate classroom projects. When these personal items come to school, the parent should bring them in after arrangements have been made with the classroom teacher. Note that such personal items are brought in at the risk of the owner.

Students should **not** bring toys to school except for a school project or assignment. We will hold the toy in the office for the youngster and parents may come to school to pick it up. Please do not bring cameras, radios, “boom boxes”, “walkman” sets, 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 your possessions.

## **STUDENT INSURANCE**

Student insurance forms are sent home during the first week of school. If you are interested in taking this worthwhile plan, fill out the form and send it back to school as soon as possible.

## **SCHOOL HOURS**

Student Hours (in class)

Grades 1-4	9:15-3:30
a.m. Kindergarten	9:15-11:45
p.m. Kindergarten	1:00-3:30

District Early Dismissal      Times

Grades 1-4	9:15-1:40
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## **OFFICE HOURS**

Our school office hours are 8:00 a.m. to 4:30 p.m. Voice Mail is available to take messages also. If you need to make personal contact, the principal is usually in the building by 7:00 a.m.

## **SCHOOL SECURITY**

In the interest of all concerned, we will leave the main entrance unlocked during the day. All other doors will remain secured throughout the instructional day. Please sign in to our school at the front door whenever you visit and obtain a visitor's badge. Return the badge to the office as you leave.

# **BOARD OF EDUCATION POLICIES**

## **Dangerous Weapons in the Schools**

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, ammunitions).
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.

Reference: Penal Code:

Ch. 950, Sec. 53a-1 - Sec. 53a-3

Ch. 943, Sec. 53-206

Ch. 529, Sec. 29-38

Policy adopted 6/28/93

## **Sexual Harassment**

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. All persons will maintain confidentiality 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.

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a)

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on current issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106. Meritor Savings Bank, FSB v. Vinson 477 U.S. 57 (1986)

Connecticut General Statutes, 46 a-60 Discriminatory employment practices prohibited. Constitution of the State of Connecticut, Article I, Section 20.

Policy Adopted 3/22/93

## **Bullying**

The East Lyme Board of Education promotes a safe and caring school climate, conducive to teaching and learning, that is free from threat, harassment, and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate while on school grounds or at a school sponsored activity.

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. written or verbal taunts, harassment, or name-calling including referring to ethnicity, gender, or sexual orientation
3. threats and intimidation
4. extortion or stealing of money and/or possessions

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will

reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The Superintendent shall develop rules and procedures which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks, and shall be disseminated to the public in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law.

(cf. 0521 – Nondiscrimination)  
(cf. 5114 – Suspension and Expulsion/Due Process)  
(cf. 5131 – Conduct)  
(cf. 5131.21 – Violent and Aggressive Behavior)  
(cf. 5131.912 – Aggressive Behavior)  
(cf. 5131.91 – Hazing)  
(cf. 5144 – Discipline/Punishment)  
(cf. 5145.4 – Nondiscrimination)  
(cf. 5145.5 – Sexual Harassment)  
(cf. 5145.51 – Peer Sexual Harassment)  
(cf. 6121 – Nondiscrimination)  
(cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes

PA Act 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance

Policy adopted by the Board: January 21, 2003

## **Acceptable Use Policy For E-Mail and Internet**

It is expected that electronic mail and the Internet will provide an important tool throughout East Lyme Public Schools. The purpose of this policy is to spell out expectations and rules regarding appropriate use, retention and privacy of e-mail and the Internet through the East Lyme network either through commercial services, such as AOL and HotMail, or the school district e-mail server.

Students and their parents/guardians must read this policy and sign below, indicating agreement to abide by the policy. This form must be signed and returned in order for the student to gain access to the Internet and to e-mail. Access to the Internet is a privilege – not a right. Teachers and staff will also be required to read this policy and sign it.

### **Appropriate Use**

- The network is provided for students to conduct research and communicate with others. Teachers and students may not store or disseminate chain letters, spam, obscene or pornographic material, music, video and business promotions or advertisements, or religious or political propaganda using East Lyme Public School e-mail or computer systems.
- E-mail may not be used for racial, sexual or other forms of discrimination, intimidation, fraudulence, harassment or defamation. Sending anonymous or pseudonymous e-mail is forbidden.
- Care should be taken to avoid including copyrighted materials in e-mail messages.
- A good general guideline is to treat e-mail as if it were letterhead. In effect, any message that goes out of the East Lyme Schools network domain carries its seal.
- Incidental personal use of e-mail is permitted within this framework.
- 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.
- 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.
- 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 that exercise with information such as television, telephones, movies, radio and other potentially offensive media.

### **Retention**

- Users are expected to delete messages when finished with them. All messages may be deleted at the end of 30 days.
- Users may be allotted a limited space on the school server for archiving messages.
- Users may designate messages to be retained. Those messages not specifically designated by users for retention will be regularly deleted.

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
- 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 User Agreement and Parent Permission Form must be filed at your child's school. If no form is submitted, Internet access will be restricted.

## User Agreement and Parent Permission Form

As a user of the East Lyme Public Schools computer network, I hereby agree to comply with Board of Education Regulation 6141.321 (previous two pages) – accessing information and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my student to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held responsible and possibly liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use – setting and conveying standards for my student to follow when selection, sharing or exploring information and media.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Name of Student: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_

# **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.

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

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

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

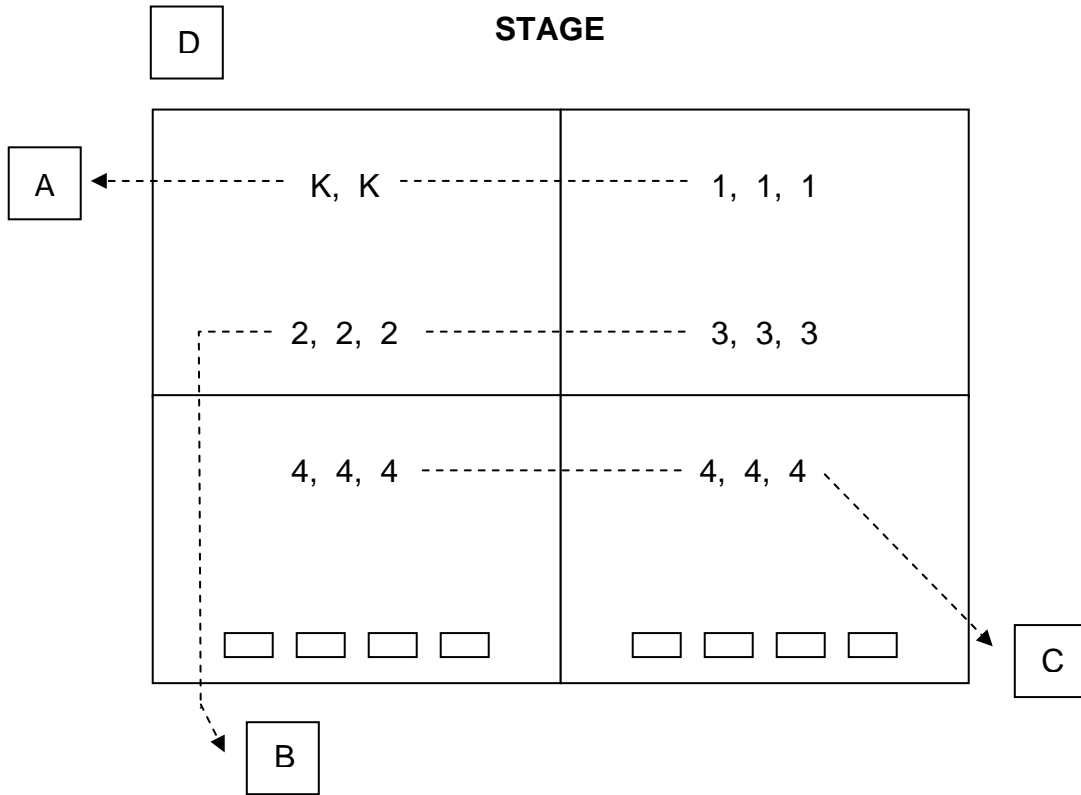
All students must acquire knowledge and understanding in a variety of areas to serve as a foundation for their future learning and other endeavors. The areas include literature, cultures and languages, mathematics, science and technology, history and social studies, fine arts, careers and vocations,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

## **Goal 4 - Competent Citizenship**

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



**NIANTIC CENTER SCHOOL  
EMERGENCY EXIT PLANS  
DURING AUDITORIUM PROGRAM  
(STUDENTS WITH AUDIENCE)**



**EXIT PATHS**

1. All performers on stage exit via "D".
2. All grade K, and 1 exit via "A".
3. All grades 2 and 3 exit "B".
4. All other adults/guests exit via "C".
5. All grade 4 exit via "C".

**NOTE:** ALL TEACHERS GO WITH CLASSES.