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## **CALENDAR**

## PRINCIPAL'S MESSAGE

Dear Parents:

Welcome to a new year at Center School.

Our goals this year are: 1) The Litchfield Public Schools' students will increase their comprehension and interpretation of written text and materials through the use of differentiated instruction; 2) The students will use a variety of media and technology resources for directed and independent learning activities. These goals are directly aligned with state standards and the Litchfield Public Schools' Long-Term Plan. We believe that a multi-year focus on goals helps to achieve our objectives.

The purpose of this handbook is to provide information about the practices and policies at Center School. Visits to the school for conferences are always welcome. The Litchfield Public Schools' website is [www.litchfieldschools.org](http://www.litchfieldschools.org)

I would be happy to answer any questions you have regarding your child and welcome your cooperation in helping us make your child's educational experience a rewarding one.

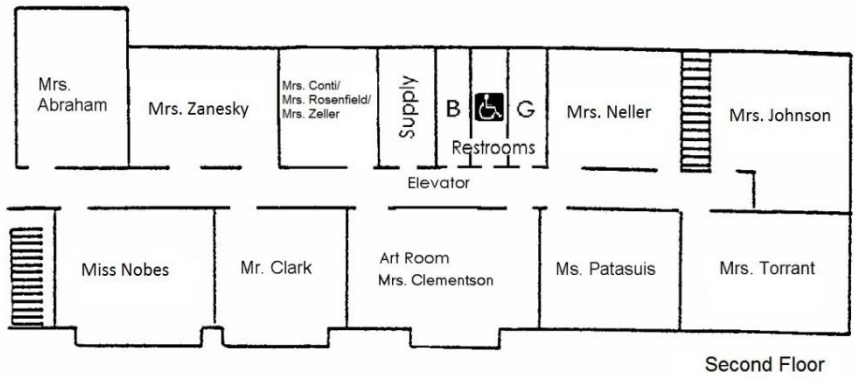
Sincerely,

Andrienne Longobucco  
Principal

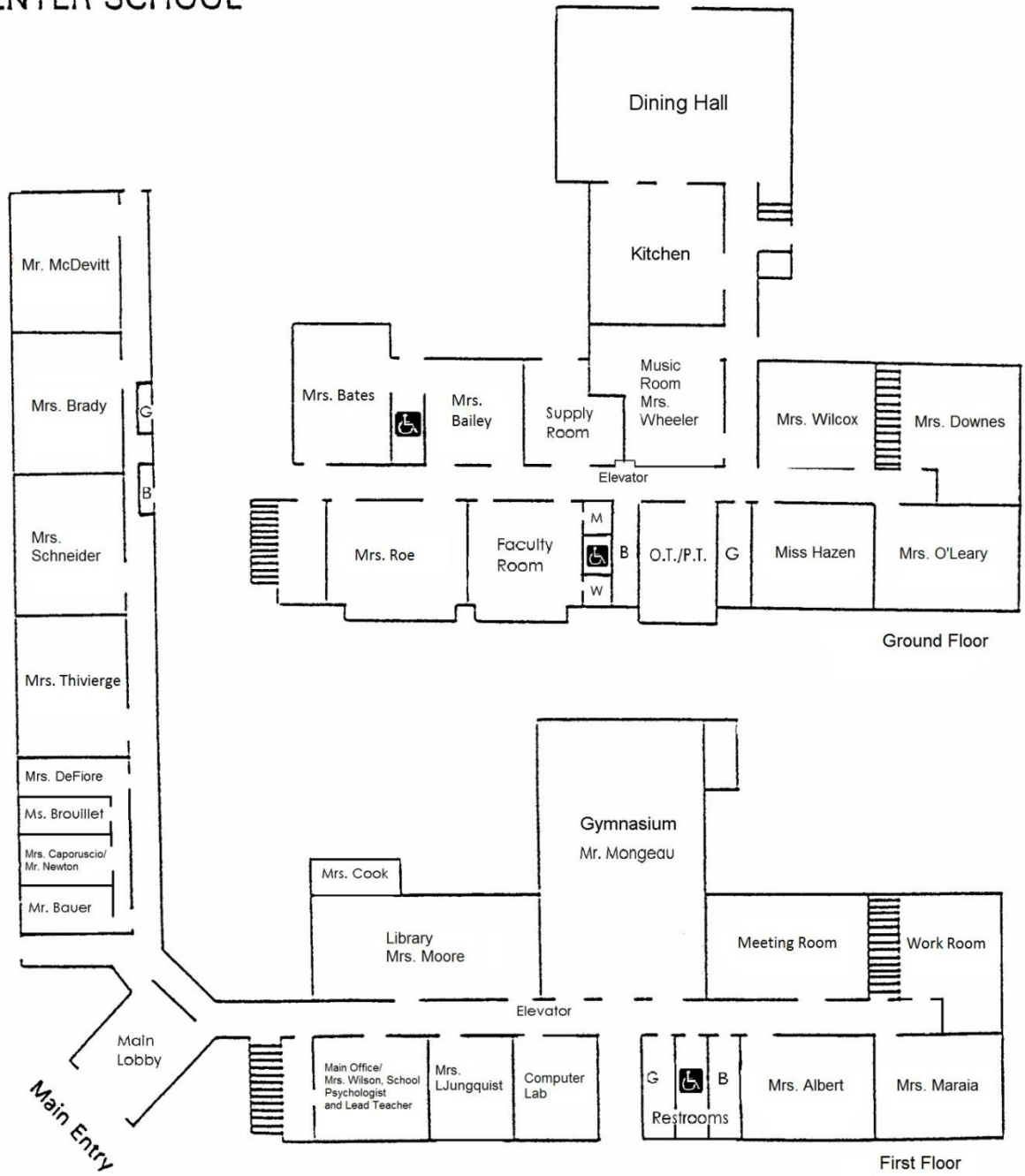
## The ABC's of Helping Your Child

by Carole L. Riggs

- A Accept your child, unconditionally.
- B Believe in your child. Trust in his or her ability.
- C Communicate with your child. Share ideas.
- D Discuss things with your child.
- E Enjoy your child. When parents enjoy their children, children enjoy their parents.
- F Find things of interest to do together.
- G Give your child responsibility which can be handled. This can lead to a feeling of accomplishment.
- H Help your child with words of encouragement.
- I Impress upon your child the vision of what is all around. Talk about the things you see, hear, taste, feel and smell.
- J Join your child in fun activities.
- K Keep from over identifying with your child. Don't try to live your life again through your child.
- L Listen to your child. He or she needs someone to share thoughts and ideas.
- M Model behavior you want to see in your child.
- N Name things for your child. Labels are important.
- O Observe the way your child goes about tasks. Provide help when needed.
- P Pace your child. Help your child do one thing at a time and do it well.
- Q Question your child using question words such as who, what, where and when. Ask about stories or everyday things that happen.
- R Read to your child every day.
- S Spend time with your child.
- T Take your child to the library on a regular basis.
- U Understand that learning isn't always easy. Sometimes we all fail. We can learn from our mistakes.
- V Value your child's school and teachers. Your attitude will often be mirrored in your child.
- W Write with your child. Encourage the youngster to write; even scribbles are important.
- X X is often unknown quantity. What else would you like to add to this list?
- Y You are your child's most important teacher.
- Z Zip it all up with love. Love gives zest to life.



MAP OF  
CENTER SCHOOL



## **LITCHFIELD BOARD OF EDUCATION**

Mr. Frank Simone, Chair  
Mrs. Gayle Carr, Vice Chair  
Mr. Donald Falcetti, Secretary  
Mrs. Elizabeth Fabbri

Mr. Frank Gorman  
Mr. James Katzin  
Mr. John Noone  
Mrs. Amy Rosser  
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Deborah S. Wheeler, Ed.D.

### **DIRECTOR OF BUSINESS OPERATIONS**

Mr. Pat Buccitelli

### **DIRECTOR OF SPECIAL SERVICES**

Mr. Gary Zaremski

### **FACILITIES MANAGER**

Mr. Tony Crowe

## **EDUCATIONAL PROGRAMMING**

### The School

The Center School has a very special history. It was built in 1925 and accommodated grades K-12. In 1955, when the new High School was built, Center School became an elementary school. From 1987 to 1988, Center School was closed for major renovations. It reopened in August of 1988 as a “new” K-4 school. It now serves students Pre-K through Grade 3.

### Mission

Our mission is to educate primary age students by providing developmentally appropriate programs which are based on children’s needs. We strive to encourage a lifelong appreciation for learning in an exemplary environment which fosters respect, inclusion, decency, empathy, cooperation, and responsibility.

### Expectations

The Center School shall provide a balanced curriculum offering a variety of academic and developmentally appropriate programs responsive to the changing needs of its students and society. The students will be carefully monitored to ensure that the academic programs challenge their capabilities and meet their needs.

The expectation for all students is to:

- read with understanding and for enjoyment,
- express themselves clearly and correctly in both writing and speaking,
- listen with understanding,
- use mathematical skills as a practical tool,
- apply appropriate problem-solving skills in social and academic areas,
- learn about other people and their ways of living, past and present,
- gain an awareness of local geography and government,
- be introduced to life, earth, and physical sciences through process and exploratory approaches,
- develop skills and attitudes that promote physical and mental health,
- develop skills and increase sensitivity, imagination, and joy of self-expression through the arts,
- use technology and other media as a tool to gain knowledge and enhance understanding of other curricular areas,
- utilize a cross-curricular approach in implementation of the curriculum,
- demonstrate social and academic responsibility for their own actions,
- respect integrity, hard work, and the rights and opinions of others.

## Philosophy

Education is the key to a full and productive life. The purpose of education at Center School is to provide an environment in which all children will develop to the optimum of their capabilities; physically, intellectually, socially and emotionally. Individual needs shall be recognized and pupils helped to understand their responsibility in the learning process.

The role of the school is to provide an opportunity for each student to attain the skills and abilities necessary to meet future educational and life challenges. The school shall provide a stimulating environment that challenges students to think for themselves and become self-directed, self-disciplined and creative.

The school will promote an atmosphere of cooperation and open communication among children, parents and community members. The school shall encourage and guide each student to become a purposeful and effective member of a free society.

## Commitment

At Center School we are committed to providing the best possible instructional program to meet the unique needs of young students. The curriculum and programs are designed to provide a smooth transition from the contained classroom of the elementary school to the more comprehensive program of an intermediate school. The staff is knowledgeable of and dedicated to primary and intermediate elementary education. The community is supportive of the school and an active participant in developing, implementing and evaluating its programs.

Center School is a place where learning is celebrated. We believe that scholastic achievement is most important. Our school is a place where students feel secure, and where students and parents feel welcome.

We are proud of our school, and we are committed to improving the total instructional program. This commitment to improvement through planned change will allow us to take another step towards educational excellence.

## School Goals

Our goals for 2010-2011 are: 1) The Litchfield Public Schools' students will increase their comprehension and interpretation of written text and materials through the use of differentiated instruction; 2) The students will use a variety of media and technology resources for directed and independent learning activities.

All curricular areas are aligned with the State of Connecticut Curricular Frameworks and National Standards.

## Reading/Language Arts

The Reading/Language Arts program offers children the opportunity to develop literacy skills through active teaching and discovery experiences. Reader's and Writer's Workshop, which is an individualized reading and writing approach for each child, is the foundation of our Reading/Language Arts

program. Correlated assistance is offered to children through an ongoing diagnostic process.

### Math

The math program emphasizes a practical hands-on, manipulative, problem-solving approach. Our goal is to help children apply math to life experiences. Correlated assistance is offered to children through an ongoing diagnostic process.

### Science

The science program taps the children's natural curiosity about their world. Inquiry units are covered in each grade.

### Social Studies

The social studies program emphasizes concepts with a focus on learning about families, communities, different types of cultures and geographical locations.

### Music

The music curriculum uses quality folk song literature to develop singing, listening, movement and music literacy skills. These skills are developed through a variety of challenging activities, which culminate in recorder instruction.

### Art

Art instruction includes a variety of materials and media used to encourage children to present their thinking and creativity through many varied and unusual projects. All children should bring in a smock to protect their clothing from art material that stains.

### Physical Education

Physical education is required for all children in grades K-3. Emphasis is on personal space and movement. Students must wear sneakers or go barefoot for safety reasons. A signed note from the child's physician is required to be excused from gym.

### Library/Technology

The Library/Media Center gives all children the opportunity to borrow books, use technological equipment and conduct independent research. A class period is provided each week to instruct the children in the proper and efficient use of our well-equipped library/media/technology center and to provide support of classroom themes.

## **PUPIL SERVICES**

### Special Education

Regulations state that special education means specially designed instruction to meet the unique needs of a child with a disability.

Each local school district must provide programs designed to meet the particular educational needs of students whose disabilities have resulted in learning difficulties. Some students who need special education may require modification of their instructional program and occasional support services; some may require extensive specialized instruction and services during the day. A student may have more than one disability, requiring more than one kind of specialized program or service. Some students with disabilities have special emotional needs which should be considered when developing their educational programs.

As every student is different, each student with special education needs must have an Individualized Education Program.

### Referral Process

If you suspect that your child may require special education, you should discuss the situation with school personnel as soon as possible.

After a student has begun attending school, any persistent learning difficulties noted by the student or by his or her parents or teachers may be a sign that special education is needed. Sometimes a disability can go undetected until a student has learning problems in school. Whether a student receives surprisingly poor grades or is unhappy and uncooperative in class, a complete evaluation will help parents, teachers, and the student understand the problem and, if necessary, plan an appropriate educational program.

Before a child is referred for evaluation, "pre-referral" strategies must be explored. What this means is that alternative procedures and programs in regular education must be explored and, where appropriate, implemented. Should the child's difficulties persist after this intervention, a referral for special education evaluation is then properly made to the Planning and Placement Team (PPT).

Center School shall accept and process referrals (the standard referral form is available from the School Psychologist or Director of Special Services) from appropriate school personnel, as well as from a child's parents; or from a physician, clinic or social worker, provided the parent so permits in order to determine a child's eligibility for special education and related services.

Once a student is referred to the Planning and Placement Team (PPT), the school district must do two things:

1. The parents must be informed in writing that the student has been referred to the PPT to determine whether the student is eligible for special education, and must be informed of all their due process rights.
2. Written parental consent must be obtained before pre-placement evaluation and testing may begin.

At Center School, special education services are available to students who have been diagnosed through the PPT process. These include speech/language therapy, psychological evaluations, or counseling with the school psychologist, health assessment by the school nurse, occupational therapy, physical therapy and learning center services.

The Litchfield Public Schools adheres to section 504 Regulations, described as non-discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal Financial Assistance.

## **STATE MANDATED INFORMATION**

### Immunization Requirements

Before a child is permitted to attend the Litchfield Public Schools, he/she must have proof of immunization against the following illnesses: Haemophilus Influenza type B (Hib), Measles, Mumps, Rubella (MMR), Polio (IPV or OPV), Diphtheria, Pertussis, Tetanus (DTaP), Hepatitis B (HBV) and Varicella (Chicken Pox).

Students entering Kindergarten must show proof of having received 2 doses of Measles, Mumps, Rubella (MMR) vaccine on or after the 1<sup>st</sup> birthday, 4 doses of DTP/DTaP with the last dose given on or after 4<sup>th</sup> birthday, 3 doses of Polio vaccine (IPV or OPV) with the last dose given on or after 4<sup>th</sup> birthday, 2 doses of Varicella vaccine, with the first dose on or after the 1<sup>st</sup> birthday or physician verification of disease, 3 doses of Hepatitis B vaccine with the last dose on or after 24 weeks of age, and Hib vaccine (for students entering under the age of 5) with the first dose on or after first birthday.

Students entering Preschool (after age 3 but before age 5) must show proof of immunization against the above diseases, plus Pneumococcal vaccine (1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday) and Hepatitis A vaccine (2 doses with the first dose on or after the 1<sup>st</sup> birthday). Only 1 dose of MMR and Varicella vaccines are required for Preschool entry.

### Transferred School Records

The Principal may admit the student who is being transferred from another Connecticut school without possession of the record provided that the Principal or nurse has telephoned the sending school and has assurance from that school's Principal that proof of immunization is in the school record being forwarded. If records indicate that the child is not properly immunized, parents will be notified that the child will not be allowed to attend school until the child is properly immunized.

### Student Records

The Center School collects, records, and maintains information about pupils and their families which are necessary to the effective performance of their designated educational function. This information, which constitutes the student record, is collected for educational purposes which include instruction, guidance, and research. The administration is responsible for the collection and storage of

data used to promote the educational progress of each child while safeguarding the rights and privacy of the student and family. Student records are confidential; therefore, the contents are available only to parents, a school staff member, or persons authorized by statute.

Since 1974, the Family Educational Rights and Privacy Act (the Federal law known as the "Buckley Amendment") grants you the right to inspect your child's school records and to request correction of any information in the records which is inaccurate, misleading, or a violation of the child's right to privacy or other rights. The law also guarantees the confidentiality of school records.

Just as a student's or parent's information can help the school, the school records may help the student or parent in understanding a problem. Upon written request, schools will make an appointment for you to inspect and discuss your child's school records, and will provide one free copy of each document in your child's school record. Schools may charge for additional copies; however, a charge may not be applied if it would deny you your right to access the educational records. Each school district in Connecticut must publish its policies and procedures regarding student records, and you may request a copy of your district's records policy.

## **REGISTRATION INFORMATION**

Registration for kindergarten occurs each spring. Children who will be five years old on or before January 1 are eligible to enter kindergarten in September. Children who will be six years old on or before January 1 are eligible to enter first grade in September. When registering a child for Kindergarten through Grade 3, parents must submit a birth certificate and health records. Proof of residency is required at time of registration.

### Student Records

Records of a student may be reviewed by parents. Letters of request should be directed to the administration.

A student's name may be disclosed in a news release unless a written refusal has been submitted to the principal by the parent or legal guardian.

### Kindergarten Orientation

Kindergarten orientation takes place late each spring for all prospective kindergarten students. This procedure allows parents and prospective students to meet with the Center School staff.

## **SCHOOL HEALTH AND SAFETY PROGRAMS**

### Health Services

"The school nurse strengthens and facilitates the educational process by modifying or removing health related barriers to learning in individual students and by promoting an optimal level of wellness for students and staff." (National League of Nurses)

Center School has full-time nursing service, which includes health assessments, health education, evaluation, treatment and referral of accidents and illnesses. A confidential health record is maintained for each student. The school nurse plans and implements State Mandated Programs.

### Physical Examinations

A Health Assessment is required for all students entering kindergarten. They are also required for all new students entering the school. Other students transferring into the school may be required to have a physical after an evaluation of their incoming medical record is made by the school nurse. Immunization records must also be evaluated by the school nurse. A school physical examination form may be obtained from the school to be completed by the examining physician and returned to school.

Visual and hearing examinations are conducted for all pupils annually. Findings are noted on the medical record of each child and any conditions needing further attention are reported to the parents by the school nurse.

### Medical Administration of Prescription and Nonprescription Drugs

There are specific state statutes regarding the administration of medication in school. Board of Education policy requires that any child needing medication during the school day must have that medication brought to school by a responsible adult. Prescribed medicinal preparations may be administered by the school nurse. THE MEDICATION TO BE ADMINISTERED MUST BE DELIVERED DIRECTLY TO THE SCHOOL NURSE BY A RESPONSIBLE ADULT AND BE DELIVERED AND DISPENSED FROM A CONTAINER PROPERLY LABELED WITH THE NAME AND STRENGTH OF THE MEDICATION, NAME OF PATIENT, NAME OF PHYSICIAN, THE DATE OF THE ORIGINAL PRESCRIPTION, AND DIRECTIONS. No exceptions to this policy will be allowed.

### Communicable Diseases and Health Problems

Children who contract any of the following diseases should be treated by a physician and be reported to the school nurse before being allowed to re-enter school: influenza, chicken pox, impetigo, head lice, conjunctivitis, streptococcal sore throat, scabies, and ring worm. The school nurse will relate our exclusion policy at that time.

### Illness

Illness may require a child to be sent home. The nurse will notify the parent or, if not available, the person noted on the emergency form. If information on the emergency form is changed during the year, please notify the office or the nurse.

Parents are required to call the school when children are absent. If a child is absent due to a communicable disease, they must see the nurse before being readmitted.

## **CODE OF CONDUCT**

### Parents' Responsibility for Promoting a Positive School Atmosphere

We at Center School believe the area of student discipline affects the total achievements of our school. An orderly, respectful, stimulating atmosphere in the classroom and throughout the school is essential. Student discipline should be the combined responsibility of students, parents and school personnel.

First and foremost, good discipline begins at home. Parents, by their own example and guidance, help children develop positive attitudes toward the school, as well as good habits of behavior. It is our hope that parents will share with teachers an active interest in the child's progress and assist in monitoring homework assignments. Parents should understand the school rules concerning pupil conduct and cooperate with the school in carrying out corrective disciplinary procedures.

### Students' Responsibility for Promoting a Positive School Atmosphere

Children attending Center School are expected to develop their individual abilities to the fullest. The children must understand that they are responsible for their own actions and that positive behaviors contribute to an orderly and stimulating school environment. As a member of the school community, each child should:

- show kindness and respect for others.
- use good manners.
- work up to their potential.
- complete and return homework consistently and promptly.
- obey school and classroom rules.
- follow the directives of adults promptly.
- exhibit self-control in a variety of situations.
- respect property.

### Teacher's Responsibility for Promoting a Positive School Atmosphere

Teaching involves providing an effective program of instruction as well as establishing an atmosphere conducive to learning. In order to achieve this, the teacher should:

- provide instruction which develops each child's interest, talent and abilities.
- manage classroom routines so that they contribute to the total instruction program.
- teach the children what is expected of them in terms of accepted behavior.
- enforce the rules of the school in a fair and consistent manner.
- inform parents, in accordance with school procedures, about the academic and behavioral progress of the children.
- be sensitive to the behavior of all pupils and aware of sudden changes which may need assistance.

- work with the principal and other school personnel when necessary to help pupils toward the attainment of self-discipline.

### Discipline Procedure

1. The teacher will remind the student of the rule and have him/her demonstrate the proper behavior.
2. If the student ignores a school rule after being reminded about proper behavior, he/she will be warned and will be required to write the rule (Grade 1) and an explanation of why observing the rule is important (Grades 2 and 3). This must be signed by his/her parents and returned to the teacher.
3. If the behavior continues, the teacher will contact the parents to discuss the problem and notify the principal.

In addition to the strategies already outlined in our handbook, the following suggestions can be used:

- extra privileges for small groups
- rewarding stickers or points for specific time periods of good behavior (i.e. quiet walking in the halls)
- "good work/behavior" certificates
- treasure box treats, popcorn parties, etc.
- extra recess

To discourage or end poor behavior, teachers may employ the following consequences:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• classroom time-out</li> <li>• loss of privileges</li> </ul> |  | <p>at the discretion of each individual teacher</p> |
|--|--|---|

If all of these strategies have been tried and the child is still disrupting the teaching and learning process, the teacher will refer the child to the Rules Review Room. This applies to students in grades 1-3 only.

### Rules Review Room Procedures:

Teacher will place student's name on a rules review list in the office.

1. Teacher will write the reason the child has been sent to the room on the form letter that will be taken home with the student for their parent's signature.
2. The letter can be left in the office folder prior to the weekly Rules Review Meeting time.
3. Students will report to the Rules Review Room.
4. Students will form a group and will each give a brief description of why they have been sent to the room.
5. Principal/Lead Teacher will discuss alternate choices for positive behavior with the children.
6. Extra time in the room can be used for quiet reflection or rules writing.

### Rules Review Room: Teacher's Responsibility:

1. Be sure the child is aware of this infraction before going to the room.
2. Follow up with the form letter home, adding a note about the specific behavior of the child.

### Rules Review Room: Student's Responsibility:

1. Report to the room knowing why you are there.
2. Take a letter home for parent's signature and promptly return the note to the teacher.

### General School Rules

1. Be polite and considerate.
2. Walk silently through the halls.
3. Keep hands to yourself.
4. Respect property.

### General Classroom Rules

All students in the school are expected to behave responsibly. These are rules which would apply to any class in the school. Each individual class will develop its own rules and consequences which specifically relates to that class, its teacher and students.

### Dining Hall Rules

1. Follow directions of the adults.
2. Walk in orderly lines.
3. Remain seated.
4. Use good manners.
5. Talk quietly.

### Playground Rules

1. Follow directions of the adults.
2. Show kindness and respect to others.
3. Use appropriate toys and games.
4. Ask permission before re-entering the building.

### Bus Conduct

Students are expected to remain seated, to use quiet voices and behave in a manner which will insure the safety of all passengers. Students who misbehave on the bus may be assigned a seat by the driver or a school official. In the case of repeated or severe behavior problems, a student may be suspended from the bus and parents are responsible for transportation.

### Dress Code

Parents are responsible for the appearance of the child(ren). Center School requires dress that is in the best interest of the child's health and safety. Children must come to school dressed appropriately for school activities. Clothing which causes disruption to the school environment will not be permitted.

It is the responsibility of the Center School staff to make decisions concerning the appropriateness of dress.

Student dress should be appropriate for the weather, as well as the playground conditions. Students are required to wear boots and snow pants in order to play on the outdoor equipment, whenever there is snow or ice on the ground. Students who are not dressed appropriately will play on the blacktop area only. In order to play on the equipment, students should wear appropriate clothing and shoes.

## **GENERAL INFORMATION**

### Absences

All students are expected to attend school. Absences should not occur without parental consent (see Truancy Policy, page 31). If your child is not going to be in school, parents are asked to notify the nurse (567-7513) or Main Office (567-7510) before 9:30. If a call is not received, the school will make every attempt to "call back" parents. This may involve a call to the parent's work place.

### Accreditation

Accreditation of Center School has been granted by the New England Association of Schools and Colleges (NEASC), a nationally recognized organization.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality, periodically applied through a peer group review process. Re-accreditation was granted in February, 2006 and runs through 2016.

Center School is the first school in New England to go through the accreditation process for the third time. We were honored at the NEASC annual meeting for this commitment to continual analysis and improvement.

### Dismissal

Dismissal from school during the school day requires a note to the teacher at the beginning of the school day. The pupil must be picked up at the Main Office. Children are not allowed to leave school for appointments without a parent or adult.

It is presumed that students will use their usual means of transportation (i.e., bus or walker) unless the office is notified of other arrangements.

### Early Dismissal Days

Certain afternoons during the school year are set aside as early dismissal days. Please see the online calendar at [www.litchfieldschools.org](http://www.litchfieldschools.org) for dates. Students who are picked up are dismissed at 12:45, walkers at 12:50 and bus students shortly thereafter on these days, following lunch.

## Fire Drills

Fire drills are conducted regularly as required by state statute.

## Grade Placement

A mixture of children with varying ability levels is placed in each classroom. The grade level teachers and the principal discuss children that should be together and children that should be in different rooms for the following year. Preliminary lists are made and then reviewed by members of the CARE team (School Nurse, School Counselor, School Psychologist, Lead Teacher and Principal), the grade level teachers, the Language Arts Coordinator, Math Coordinator and the Special Education teachers. Each teacher has input into how the classes are made and then after much deliberation, changes are made and final lists are produced.

We feel strongly that there be a good match between the student and teacher. Student learning styles and teaching styles differ as all are individuals. We strive for the best match for student and teacher.

## Homework

Homework assignments are given to reinforce and augment the lessons taught in class. Assignments are determined by teachers in accordance with the needs of students, grade level, and the objectives of the curriculum.

## Information

Constant Contact is used as an online communication system for school information. Visit [www.litchfieldschools.org](http://www.litchfieldschools.org) to sign up for Constant Contact.

## Invitations

Please do not distribute invitations at school for birthdays and parties.

## Lost and Found

Lost and found items are located in the Dining Hall. Students are encouraged to check frequently for missing items. Parents are requested to label all articles of clothing and especially lunch boxes.

## Lunch Program

Hot lunch is served daily. An alternate lunch (Monday through Thursday) or soup and sandwich (Monday through Friday) are also offered. The price for each is \$2.50, including one milk. Additional milk or milk purchased for cold lunch is \$.45.

Payments for the week are encouraged. Please make checks payable to Education Connection. Charging is not allowed. A peanut butter and jelly sandwich and milk or a cheese sandwich and milk will be provided if the child does not have lunch money. Free and reduced applications are sent out in the beginning of the school year.

## Make-up Work

Make-up work will be available to children who miss school due to illness, emergency, or other exceptional circumstances.

## Newspapers

Newspapers and the local cable TV station often find what is happening in the schools newsworthy and frequently write about and take pictures of the students. Any parent who would object to the possibility of having their child's picture appear in the newspaper or on Cable News is asked to notify the school principal in writing.

## Notices

Notices will be sent home with your child from time to time. Please encourage your child to get them home in readable form. Show interest by reading them and sharing them with your child. Flyers from various organizations are also placed on the [litchfieldschools.org](http://litchfieldschools.org) website.

## Permission Notes

**We will assume that your child will ride the bus home daily (or walk if not assigned to a bus route) unless we receive a written note stating otherwise. Please send in a note with your child on the day of the change. Do not send notes in advance. Phone calls with changes are discouraged. Please do not make any changes after 2:00 p.m. unless it is an emergency because it becomes difficult to make changes with your child at the last minute.**

**Children may not change buses to ride to other children's homes for parties. Notes are necessary for after-school activities or parent pick-ups. This includes all Recreation Department activities, Brownies, Cub Scouts, etc.**

## Promotion

Children are promoted to the next grade level on the basis of satisfactory academic progress and social development.

## PTO

The PTO serves as a vehicle for parents and teachers to express and implement an exchange of ideas to promote the education, socialization, and general health and welfare of our children in Center School. All parents are encouraged to attend PTO meetings. The PTO actively fund raises to offer our children enrichment opportunities. For further information, please contact Christina Neary (860-567-1183; [christina.neary@gmail.com](mailto:christina.neary@gmail.com))

## Recess

Recess is required for all children except in extraordinary circumstances. These exceptions must be cleared through the school nurse. A signed note from a physician is required for a child to be excused from outdoor recess.

## Report Cards

Report cards are sent home to parents with students in Grades K-3 three times each school year. See online calendar for dates.

Regularly scheduled parent-teacher conferences are held during the school year. They provide an opportunity for a detailed reporting of a child's progress. Parents and teachers are encouraged to communicate on a regular basis.

## School Cancellations

School closing due to inclement weather will be announced over radio stations WZBG Litchfield (97.3 FM) and WTIC Hartford (1080 AM), and television stations WTNH Channel 8, WFSB Channel 3 and WVIT Channel 30 at regular intervals between 5:30 a.m. and 8:00 a.m. Home telephone numbers will be called through the Alert Now system to notify parents of **emergency** early dismissals. Students who are picked up are dismissed at 12:45, walkers at 12:50 and bus students shortly thereafter in the case of an emergency early dismissal.

Parents should inform their children of procedures to follow in case of an early dismissal where no one may be at home when the children arrive.

## School Hours

Students arriving by bus will be released at 8:35 to their classrooms. The official start of school is 8:40. If you are bringing your child to school, it is encouraged that you **arrive at 8:30** so that your child can go to their classroom with the majority of students. There is a 25-minute lunch period and a 25-minute recess period. The dismissal time for students who are picked up is 3:00. Walkers will be dismissed shortly after that time and buses will leave at approximately 3:15. The scheduled half-day hours are from 8:35 a.m. until 1:00 p.m.

Arrival of bus students occurs at 8:35. Children enter school through the main entry on Woodruff Lane. Pupils walking to school or being transported by parents **should not arrive before 8:30.**

## Student Transfers

Parents of students who are going to move out of our school system must notify the school of the date of their child's withdrawal from school. A release of student information form must be signed so student records may be forwarded to the school the student(s) will enter.

## Tardy Students

Tardy students **must report to the office** before entering classrooms. The child will be given a tardy slip to prevent that child from being marked absent.

## Telephones

Telephones are for school use only. Only emergency calls should be made by the students during the day. Communication with the school should be in the form of a written message to the teacher or office.

## Transportation

Transportation for the Litchfield Public Schools is contracted through All-Star Transportation (567-4237).

## Use of Parent Drivers

Use of parent drivers for school trips is not allowed. Teachers will make arrangements for buses, school vans, etc., through the Main Office.

## Visitors

Arrangements should be made by contacting the teacher or the administration at 567-7510. Anyone entering the building must use the intercom to the right of the main entrance to identify himself or herself. The door will then be unlocked electronically from the Main Office. **All visitors must report to the Main Office, sign in and wear a visitor's badge.**

## Volunteer Program

Along with our tremendously caring and helpful community, we hope to link and bond our community and school through positive and hopefully enriching experiences. Please join us to volunteer by speaking with your child's teacher. All volunteers need to read the newly adopted Board of Education policy for school volunteers.

## Walkers

Walkers may arrive at school no sooner than 8:30. Dismissal is at 3:00. No bicycles are to be ridden to school.

## Web Site

Please visit our web site at [www.litchfieldschools.org](http://www.litchfieldschools.org) or e-mail us at [centerschool@litchfieldschools.org](mailto:centerschool@litchfieldschools.org).

## STAFF

### Principal

Mrs. Andrienne Longobucco

### Secretaries

Mrs. Joanne Murphy

Mrs. Janice Warner

### Kindergarten

Mrs. Karen Brady

Mr. Matthew McDevitt

Mrs. Lori Schneider

Mrs. Amy Thivierge

### Grade 1

Mrs. Deborah Downes

Miss Brooke Hazen

Mrs. Melanie O'Leary

Mrs. Kelly Wilcox

### Grade 2

Mrs. Jennifer Abraham

Mr. Chris Clark

Miss Lisa Nobes

Mrs. Randi Zanesky

### Grade 3

Mrs. Jennifer Johnson

Mrs. Cathy Neller

Ms. Alisa Patasuis

Mrs. Darlene Tarrant

### Science

Mrs. Donna Maraia

### Art

Mrs. Rochelle Clementson

### Music

Mrs. Judith Wheeler

### Physical Education

Mr. Brian Mongeau

### Librarian

Mrs. Joanne Moore

Special Education

Mrs. Elizabeth Bailey  
Mrs. Erin Bates  
Mrs. Kim Roe

Assistants

Mrs. Aletha Abbott  
Mrs. Mary Jane Evans  
Mrs. Lisa Garrity  
Miss Lisa Hellmann  
Ms. Michele Kaplan  
Mrs. Melissa Leviness  
Mrs. Kyle McCarthy  
Mrs. Mary Jane Ruthven  
Mrs. Margaret Towne  
Mrs. Susan Vassallo

Information Technology Specialist

Mrs. Roe Cook

Nurse

Mrs. Beth DeFiore

Speech/Language Therapy

Mrs. Judy Albert  
Ms. Christine Brouillet

School Psychologists

Mr. Seth Newton  
Mrs. Janet Wilson

School Counselor

Mrs. Rachel Caporuscio

School Social Worker

Mrs. Lisa Heuschkel

Subject Area Coordinators

Mrs. Donna Maraia/Science/Health  
Mrs. Joanne Moore/Library Media  
Mrs. Robin Rosenfield/Language Arts/Social Studies  
Mrs. Lori Shuhi/Mathematics  
Mrs. Janet Wilson/Lead Teacher

Supplemental Skills

Mrs. Linda Conti  
Mrs. Lisa LJungquist  
Mrs. Robin Rosenfield  
Mrs. Cynthia Zeller

Custodians

Mr. Corky Bauer  
Mr. Tom McKinnon