

## Principal's Message

Dear Parents and Guardians,

Welcome to a new school year at Center School!

This handbook will provide you with information regarding the practices and policies at Center School. Our website is also a great resource and can be accessed at [www.litchfieldschools.org](http://www.litchfieldschools.org).

Our **mission** at Center School is to foster a partnership between our school and community as we work and grow together with the belief that all students can learn in a safe and positive environment. We commit to supporting each other as we meet challenges with enthusiasm, openness, and a willingness to solve problems. We aim to build an atmosphere of cooperation, reflection, and thoughtful decision-making as we take ownership of ourselves, our learning, and the way we treat each other.

At Center School, this means:

- Coming to school every day, ready to take on healthy challenges
- Pushing ourselves to think harder and stronger
- Taking care of each other

At Center School we pride ourselves in providing all students with a supportive and nurturing environment that fosters a rigorous and quality education appropriate to the needs of our students. We value and embrace our partnership with our families and community as we collaborate together to support the needs of our students. At Center School students are at the center of our attention!

Please feel free to call or email me with any questions or concerns. I can be reached at 860-567-7510 or [ammarya@litchfieldschools.org](mailto:ammarya@litchfieldschools.org).

Best regards,

Abe Ammary

## 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.

**LITCHFIELD BOARD OF EDUCATION**

Frank Simone, Chair  
Betsy Fabbri, Vice Chair  
Donald Falcetti, Secretary  
John Bongiorno  
Gayle Carr  
Daniel Clock  
David Pavlick  
Wayne Shuhi  
Gary Waugh

**SUPERINTENDENT OF SCHOOLS**

Sherri Turner

**DIRECTOR OF BUSINESS OPERATIONS**

David Fiorillo

**DIRECTOR OF SPECIAL SERVICES**

Julie Haggard

## 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 foster a partnership between our school and community as we work and grow together with the belief that all students can learn in a safe and positive environment. We commit to supporting each other as we meet challenges with enthusiasm, openness, and a willingness to solve problems. We aim to build an atmosphere of cooperation, reflection, and thoughtful decision-making as we take ownership of ourselves, our learning, and the way we treat each other.

At Center School, this means:

- coming to school every day, ready to take on healthy challenges
- pushing ourselves to think harder and stronger
- taking care of each other

### 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.

### 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.

## **STATE MANDATED INFORMATION**

### Health Examinations and Immunization Requirements

The State of Connecticut requires a complete medical evaluation and submission of the necessary reporting form for students as they enter Preschool and Kindergarten, and also for any new student entering Center School in Grades 1-3.

All students must be immunized against certain diseases and must present written verification of such immunizations. Students new to Connecticut must comply with all Connecticut immunization standards up to and including requirements at the age of school registration.

For more information regarding health assessments and required immunizations, see Board Policy #5141.3, Health Assessments and Immunizations, or contact the School Nurse.

### 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.

## **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.

### 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

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.

## Medical Administration of Prescription and Nonprescription Drugs

State Law (CGS 10-212a) regulates the use of medication by students enrolled in public schools and includes those medications prescribed by a Physician (MD or DO), Dentist, Optometrist, Advance Practice Registered Nurse, or Physician's Assistant **and** over-the-counter medications. Whenever necessary, students may take over-the-counter and/or prescribed medication in school. There are just a few important steps which must be followed to ensure the safety and well-being of all students.

- An authorization form must be filled out and signed by the prescribing Physician (MD or DO), Dentist, Optometrist, Advanced Practice Registered Nurse, or Physician's Assistant and the parent/guardian for over-the-counter as well as prescription medication. The form (which may be obtained from the School Nurse) must come to school with the medication.
- The medication must come to school in the properly labeled original container.
- Medication is to be brought to school by a parent or other responsible adult and delivered to the School Nurse.
- Students may not carry any medication on their person, or keep any medications in their backpack, either over-the-counter preparations or prescription medications. The only exceptions are an inhaler and/or an Epi-Pen which some students must have immediately available because of a life-threatening medical condition. This circumstance requires prior arrangement with the authorized Prescriber and the School Nurse.
- Any remaining medication must be picked up from school by a parent or responsible adult within 5 days after the completion of the order or the medication must be discarded.

For information regarding the administration of medication, see Board Policy #5141.21, Administering Medication. If you have any questions about medication use at school, please contact the School Nurse.

## Communicable Diseases and Health Problems

Children who contract any communicable condition or disease should be treated by a physician and should report to the school nurse before being allowed to re-enter school (for example: influenza, chicken pox, impetigo, head lice, bed bugs, conjunctivitis, streptococcal sore throat, scabies, ring worm, fifth disease, pertussis, measles). 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 engaging and caring 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.

## 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. Please refer to Board of Education Policy #5131.1 and Regulation #5131.1.

## 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

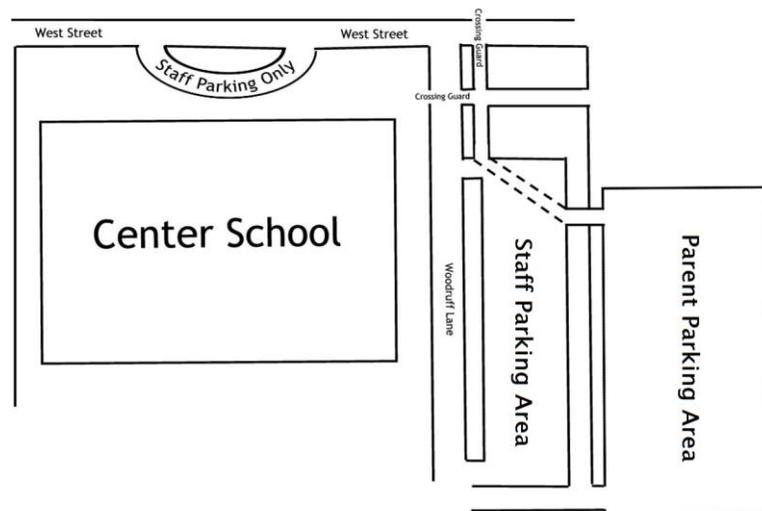
### Arrival and Dismissal

Students arriving by bus will be released at 8:35 to their classrooms. The official start of school is 8:40. Students arriving after 8:40 are considered tardy and must report to the office to be signed in by a parent. 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. Please note that Woodruff Street from Route 202 is closed between the hours of 8:00 and 9:30 a.m. and 2:30 and 4:00 p.m. while school is in session.

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

If you pick up your child at the end of the day, please follow the procedures outlined below, as the safety of our students is our top priority:

- The upper parking lot off Woodruff Street is the only area designated for parent drop-off and pick-up parking. Parking in the lower parking lot and street is not permitted due to safety concerns created when people (adults and children) walk through these heavily trafficked areas. Woodruff Street along the building is a fire lane (no parking at any time). Parking is not permitted in the staff parking area in the front of the school due to traffic and safety issues which have been problematic in the past.
- Parents and students must use the crosswalk where there is a crossing guard during drop-off and pick-up and follow the **sidewalks** to and from the upper lot. Please **DO NOT** cut through the teacher parking lot.
- Students being picked up at the end of the day will be dismissed to the gym. Parents will wait by the front doors facing West Street until they are opened by a staff member at 3:15. Parents will enter the gym and sign out their child with staff members. **You will need to have identification with you.** Students will be assembled in four groups in alphabetical order to help the process run smoothly.
- Please keep your children with you at all times as you walk to your car. It is a busy time of day, and cars may not see your child if they are not with you.
- Students who are walkers will be crossed by a crossing guard on Woodruff Street to meet his or her parent. The school is no longer responsible for the safety of the student once they are brought to the crossing guard.



## 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) directly 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.

## 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 and walkers are dismissed at 1:00, and bus students shortly after on these days, following lunch.

## Fire Drills/Lockdown Drills

Fire drills are conducted regularly as required by state statute. Lockdown drills will also be held periodically during the year. During these drills, teachers follow designated lockdown procedures and remain in a secure place out of view. Teachers will review procedures with students in a manner appropriate to their age and grade.

## 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. 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.

## Important Dates

August 31 – Opening Day of School (regular schedule)  
September 5 – No School (Labor Day)  
September 9 – PTO Back to School Social  
September 20 – Curriculum Night  
October 4 – PTO Picture Day  
October 6 – Early Dismissal (Teacher Work Day)  
October 7 – No School (Teacher Work Day)  
October 10 – No School (Columbus Day)  
October 28 – PTO Costume Dinner  
November 8 – No School (Teacher Work Day)  
November 11 – No School (Veterans Day)  
November 16 – Early Dismissal (Conferences 1:30-3:30)  
November 17 – Early Dismissal (Conferences 5:00-7:00)  
November 18 – Early Dismissal (Conferences 1:30-3:30)  
November 23-25 – Thanksgiving Recess  
December 14 – Early Dismissal (Teacher Work Day)  
December 26 – January 2 – Winter Recess (No School)  
January 11 – Early Dismissal (Teacher Work Day)  
January 16 – Martin Luther King Day (No School)  
February 8 – Early Dismissal (Teacher Work Day)  
February 20-21 – Winter Break (No School)  
March 8 – Early Dismissal (Teacher Work Day)  
April 5 – Early Dismissal (Conferences 1:30-3:30)  
April 6 – Early Dismissal (Conferences 5:00-7:00)  
April 7 – Early Dismissal (Conferences 1:30-3:30)  
April 10-14 – Spring Recess (No School)  
May 10 – Early Dismissal (Teacher Work Day)  
May 29 – Memorial Day (No School)  
June 12 – Last Day of School (if no snow days used)

## Information

Alert Solutions is used as an online communication system for school information. Please let the school office know of any changes in contact information, including phone numbers and email addresses.

## 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

Please visit the Center School web page at [www.litchfieldschools.org](http://www.litchfieldschools.org) for lunch menus and more information regarding food services.

## Make-up Work

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

## Newspapers

Newspapers, the local cable TV station and local online newspapers 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 newspapers or on Cable News is asked to notify the school principal in writing.

## Notices/Flyers

Notices and flyers will be posted in the Virtual Backpack on the Center School web page at [www.litchfieldschools.org](http://www.litchfieldschools.org). Please check the Virtual Backpack often for important information. Flyers from various organizations are also placed on the 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 refer to Board of Education regulation 5131.1 for procedures regarding bus transportation.** You may send a note into school with your child the day of the change. Do not FAX or e-mail notes to the teacher or office as it is not always possible to retrieve e-mails in a timely manner. Phone calls with changes are discouraged. Please do not make any changes after 2:00 p.m. unless it is a true emergency.

It is important to follow these procedures for the safety of all students. Dismissal time can be very confusing and upsetting to students when changes are made at the last minute.

## 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.

## 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.

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 Hours

Students arriving by bus will be released at 8:35 to their classrooms. The official start of school is 8:40. Students arriving after 8:40 are considered tardy and must report to the office to be signed in by a parent. 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 and walkers is 3:15. Buses will leave at approximately 3:20. The scheduled half-day hours are from 8:40 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.**

## Specials Rotation

We will be using an A, B, C, D rotating schedule for specials in grades K-3. Each day of the school year is labeled with A, B, C, or D (see calendar on the next page). Teachers will send home their rotation so you will know which special coordinates with each letter.

## 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 and be signed in by a parent** before entering classrooms.

### 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 Board of Education policy for school volunteers and complete a volunteer form each year. Forms are available in the main office.

### Walkers

Walkers may arrive at school no sooner than 8:30. Dismissal is at 3:15. 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

Mr. Abe Ammary

### Secretaries

Mrs. Joanne Murphy  
Mrs. Janice Warner

### PreSchool

Mrs. Erin Bates  
Mrs. Kimberly Roe  
Miss Kallyn Smith

### Kindergarten

Miss Elizabeth Chalker  
Miss Brooke Hazen  
Mrs. Ashley LaBonte  
Mr. Matthew McDevitt

### Grade 1

Miss Nada Noujaim  
Mrs. Melanie O'Leary  
Mrs. Lori Schneider  
Mrs. Randi Zanesky

### Grade 2

Mrs. Jennifer Abraham  
Mr. Chris Clark  
Miss Jennifer Nichols  
Mrs. Jill Sage

### Grade 3

Mrs. Jennifer Johnson  
Ms. Kelly Leifert  
Mrs. Darlene Torrant

### Science

Mrs. Donna Maraia

### Art

Mrs. Rochelle Clementson

### Music

Mrs. Cristin Marshall

### Physical Education

Mr. Andrew Parker

### Librarian

Mrs. Joanne Moore

### Special Education

Mrs. Elizabeth Bailey  
Mrs. Erin Brandt

### Assistants

Mrs. Aletha Abbott  
Mrs. Patricia Butwell  
Ms. Estelle Franck  
Mrs. Lisa Garrity  
Mrs. Shannon Gollow  
Mr. Ryan Irwin  
Mrs. Nadene McDermott-Stevenson  
Mrs. Kristina Olmstead  
Mrs. Mary Jane Ruthven  
Ms. Laura Pieger  
Mrs. Rebecca Southard  
Ms. Susan Stonehill  
Mr. Brian Waugh

### Information Technology Specialist

Mrs. Roe Cook

### Nurse

Mrs. Beth DeFiore

### Speech/Language Therapy

Mrs. Judy Albert  
Mrs. Katie Frank

### School Psychologist

Mr. Seth Newton

### School Counselor

Mrs. Rachel Caporuscio

### School Social Worker

Mrs. Lisa Heuschkel

### Subject Area Coordinators

Mrs. Donna Maraia/Science/Health/Lead Teacher  
Mrs. Sarah McHugh/Reading/Language Arts  
Mrs. Joanne Moore/Library Media  
Mrs. Lori Shuhi/Mathematics

### Supplemental Skills

Mrs. Deborah Downes  
Mrs. Sarah McHugh  
Mrs. Amy Thivierge

### Custodians

Mr. Walter Elliot  
Mr. Joe Lawson  
Mr. Tom McKinnon

**BOARD OF EDUCATION POLICIES**  
**(Please see the Board of Education tab on our website for all policies.)**

<b>Policy</b>	<b>Policy #</b>
Ages of Attendance	5111
Alcohol Use, Drugs and Tobacco	5131.6(a)
Attendance and Excuses	5113
Bullying Prevention and Intervention	5131.2
Bus and Van Conduct	5131.1
Bus and Van Conduct (Regulation)	5131.1
Equal Educational Opportunity/Non-Discrimination Policy	5000
Equity Grievance Form	
Green Cleaning Program	3524.2
Health Assessments and Immunizations	5141.3
Reporting of Child Abuse	5141.4
School Volunteers	1212
Sexual Harrassment	5145.5
Suspension and Expulsion/Due Process	5114.1
Technology	5131.4
Truancy	5113.2