

# **TRUMBULL PUBLIC SCHOOLS**

**2016-17**

**Elementary (K-5)  
Handbook**

**Trumbull Public Schools**

## TRUMBULL PUBLIC SCHOOLS: CONTACT LIST

### **Booth Hill**

Mr. Dana Pierce, Principal  
545 Booth Hill Road  
452-4377 - Main Office  
452-4378 - Nurse  
452-4380 - Absentee Line

### **Jane Ryan**

Mrs. Mary Ellen Bolton, Principal  
190 Park Lane  
452-4400 - Main Office  
452-4401 - Nurse  
452-4401 - Absentee Line

### **Frenchtown**

Mrs. Jacqueline Norcel, Principal  
Ms. Diane Strever, Asst. Principal  
30 Frenchtown Road  
452-4227 - Main Office  
452-4228 - Nurse  
452-4239 - Absentee Line

### **Daniels Farm**

Mr. Gary Kunschaft, Principal  
710 Daniels Farm Road  
452-4388 - Main Office  
452-4389 - Nurse  
452-4392 - Absentee Line

### **Tashua**

Mrs. Jennifer Neumeyer, Principal  
401 Stonehouse Road  
452-4433 - Main Office  
452-4434 - Nurse  
452-4434 - Absentee Line

### **Middlebrook**

Mrs. Patricia Frillici, Principal  
Ms. Diane Strever, Asst. Principal  
220 Middlebrooks Avenue  
452-4411 - Main Office  
452-4412 - Nurse  
452-4412 - Absentee Line

**Dr. Gary A. Cialfi, Superintendent**

**Dr. Michael McGrath, Assistant Superintendent**

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

## **TRUMBULL BOARD OF EDUCATION MEMBERS,**

Loretta Chory, Chairperson	Michael Ward
Suzanne Testani, Vice Chairperson	Jeffrey Donofrio
Lucinda Timpanelli, Secretary	Paul Lavoie
	Marie Petitti

## **SCHOOL HOURS**

Regular Day	8:35-3:20
PM Including Full Day Kindergarten	
Legal Day	8:35-1:05 PM
Early Dismissal	8:35-1:05 PM
Delayed Opening	10:05-3:20 PM
	10:35-3:20 PM
	11:05-3:20 PM



## TRUMBULL PUBLIC SCHOOLS

6254 MAIN STREET TRUMBULL,  
CONNECTICUT 06611

GARY A. CIALFI, Ed.D.  
SUPERINTENDENT

TELEPHONE (203) 452-4301  
FAX (203) 452-4305

Dear Trumbull Families:

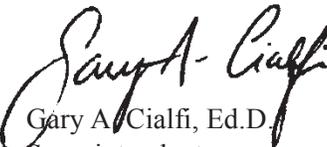
On behalf of the Board of Education and our staff, I would like to welcome you back to a new school year. We look forward to working with you in a joint effort to provide your child with the best educational program possible. Our primary goal is to help each child grow academically and socially to fulfill his/her potential. We are committed to this task but need your assistance and support.

We particularly look forward to the 2016-17 school year as the district will continue with unprecedented achievements in our students' academic, social, and emotional growth. This exciting early childhood emphasis allows us to expand our instructional program for incoming Kindergarteners and deliver our curricular and social/emotional objectives in a proper timeframe.

This handbook has been prepared by staff to provide information about our system and to foster a closer relationship between parents and the schools. We hope that this booklet will help you become more familiar with your child's school and encourage you to play an active role in your school community.

Working together, we can continue to make a difference!

Best Regards,

  
Gary A. Cialfi, Ed.D.  
Superintendent

A Community Committed to Excellence

# **Trumbull Public Schools**

## **OUR VISION**

Our schools will be dynamic learning communities of responsible individuals who strive for excellence and contribute to society.

## **MISSION**

The Trumbull Public School System, in partnership with the community, strives to meet the educational needs of all students within a challenging and supportive academic environment that empowers each student to become a life-long learner and to live and participate in a democratic, diverse, and global society.

## **CORE BELIEFS**

- We believe that all individuals are capable of learning.
- We believe that all individuals should have the resources necessary to achieve success within a challenging curriculum.
- We believe that a family, school, and community partnership is essential to our success.
- We believe that a safe and orderly environment is critical to learning.
- We believe that there is strength in diversity and that all individuals are worthy of our respect and dignity.
- We believe that our school climate must be welcoming, caring, and supportive for all members of the learning community.
- We believe that a reflective evaluation of present practices and processes is necessary in order to plan for our future.

## **OVERVIEW**

This handbook is one of numerous efforts to establish and maintain good communication between the home and school. We have tried to provide essential and important information in a readily accessible form but, needless to say, it cannot answer all questions. We recognize that there will be questions and from time to time, problems too. We encourage you to contact the school when they arise. Our experience shows very clearly that the most expedient and satisfactorily solutions are achieved by direct contact, usually between the parent and teacher. If further assistance is needed, your building principal will be happy to help.

## **FULL DAY KINDERGARTEN**

Strengthening the kindergarten foundation is an investment in the child's opportunity for making early gains in reading, language arts, mathematics, and social relationships. The concept of "prevention before intervention" is a pragmatic approach to (1) providing additional early childhood resources for value added dividends that are realized throughout the K-12 continuum for all students; and (2) reducing intervention costs that are incurred on an annual basis.

Full day kindergarten programs provide academic and social offerings that cannot be delivered in a half-day program. The additional time is necessary to (1) adequately emphasize language development and appropriate pre-literacy experiences; (2) focus on experiential learning and higher order thinking as opposed to "lock-step" learning (teaching for understanding requires time); and (3) develop children's social skills, including conflict resolution strategies.

## **REGISTRATION**

In January of every school year, Kindergarten registration takes place at the Long Hill Administration Office, by appointment only, for children whose 5th birthday will fall on or before January 1st of the following year. Parents are asked to furnish registration paperwork including a birth certificate, a record of recent physical examination and immunization records, and proof of residency. The process also includes a school orientation meeting for parents and an individual student screening. Orientations and screenings take place in the spring prior to the start of Kindergarten and are scheduled by individual schools.

Parents have the option to delay their child's entrance to school but are encouraged to consult with the school personnel in making this decision.

## **SCHOOL ABSENCES**

It is important that a parent or guardian take responsibility for reporting their child's absence to the school each day by calling the school either leaving a message on the school's answering machine, or speaking with school personnel directly. Absences should be reported early in the morning on the day of the child's absence, before school officially begins. We will then know the child has an "excused" absence.

In the event that the school does not receive a phone call from the parent or guardian, and the child is missing when attendance is taken, we will call you on your home or work phone. (Because of the time-intensive process in trying to reach parents when we have not received word that the student will be absent, we hope that you will understand our position to discontinue the calls after you fail to report two absences to the school.) Your phone call to the school will eliminate the need for initiating contact with you and will help us to ensure accurate records about students' whereabouts. We thank you in advance for your help with this important facet of school safety.

## **SCHOOL LUNCH PROGRAM**

A hot lunch program is available in all schools - K-12. A lunch purchase includes protein, vegetable, fruit, bread, and milk. Milk and a variety of a la carte items can be purchased separately. Free and reduced price lunches are offered to those who qualify. Menus are distributed monthly to students. Menus and school lunch information is posted on the Trumbull Public School website.

Purchases for lunch and a la carte items are processed through a debit prepayment system by using cash. All lunches and a la carte prices are listed on the school lunch menu.

The Food Service Department is providing you with a convenient and secure online payment service call mySchoolBucks. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat and be with friends. There is a \$1.95 charge for each transaction. For more information go to: [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

For more information, please call 452-4500.

Please note: Prices are subject to changes. If revised, notification will be sent home by the building principal.

## **EMERGENCY CLOSING**

When it is necessary to close school early because of extreme weather or other emergency conditions, WICC 600 AM, Star 99.9 FM, WEBE 108 107.9 FM, local TV stations and Channel 17 will be notified to make periodic announcements. Alerts are sent to parent's emails, telephones and texts via district messaging system. You can register with [www.ctweather.com](http://www.ctweather.com) and our alert notification system to receive email upon every delayed opening or early dismissal (information on this service will be distributed to parents by each school). You may also consult the district website, [www.trumbullps.org](http://www.trumbullps.org).

## **SCHOOL CELEBRATIONS AND GIFTS TO STAFF**

School celebrations are held on appropriate occasions at the discretion of the teacher and with the approval of the Principal.

Students and their parents shall be discouraged from the routine presentation of gifts to school employees. The writing of letters to staff members expressing gratitude or appreciation is always welcome and is most appropriate.

## **STUDENT INSURANCE**

Each year, the Trumbull Board of Education grants permission to an insurance company to offer group accident insurance. The benefits and limitations of this insurance are clearly spelled out in the application forms which are available on the Trumbull Public Schools website. In the event of an accident, a claim form is on the Trumbull Public Schools website and should be forwarded to the insurance agent.

## **HEALTH SERVICES AND GUIDELINES**

Health Rooms are staffed by Registered Nurses daily. Services include:

- Assessment of the ill and injured
- First Aid to the ill and injured
- Prevention, control and tracking of communicable diseases
- Immunization review to insure state compliance; CT state law immunization requirements can be found at:  
[www.ct.gov/dph/cwp/view.asp?a=3136&Q=467374&PM=1](http://www.ct.gov/dph/cwp/view.asp?a=3136&Q=467374&PM=1)  
Exemptions from required immunizations are granted for medical reasons certified by a physician and/or for Religious beliefs with proper documentation. See the School Nurse for questions.
- Health Screenings based on grade level; color deficiency, vision, hearing, scoliosis
- Maintain student health records
- Coordinate chronic health condition management

- Connect school community with health resources
- Medication administration with physician authorization form completed by both physician AND parent (for both prescribed AND over the counter medication). Over the counter medication must be in original, unopened container; prescribed medication must have current prescription label with child's name, medication name, physician's name, and administration directions clearly marked on the container. All medication must be brought to school by an adult.

#### GUIDELINES

Please use the following guidelines to prevent the spread of infection and illness in the school environment. Keep your students at home for:

- Fever (temperature of 100 degrees or over- must be fever free for 24 hours **without** medication in order to return to school)
- Nausea &/or Vomiting related to illness in the last 24 hours
- Sore throat persisting longer than 2 days
- Persistent coughing
- Red, inflamed, swollen eyes with discharge
- Persistent rash that is not allergy related

Suspected or confirmed contagious conditions:

- Chicken pox-excluded until rash has crusted over OR, in vaccinated students who do not develop vesicles, excluded until no NEW lesions appear within 24 hours; re-entry with physician note.
- Hepatitis- re-entry with Physician note
- Lice - student's head to be checked by nurse for re-entry after treatment
- Measles-excluded for 4 days after appearance of rash; re-entry with physician note.
- Mononucleosis-re-entry with Physician note.
- Mumps-excluded for 5 days; re-entry with physician note.
- Impetigo-may attend after 24 hours of treatment with affected areas covered; re-entry with physician note.
- Pertussis(whooping cough-excluded until student has completed 5 days of antibiotics; re-entry with physician note.
- Pink Eye-re-entry with Physician note
- Strep throat/Scarlet Fever/Scarletina-excluded until student has completed 24 hours on antibiotics; re-entry with physician note.
- Ring Worm-may attend if affected areas are covered; validated by school nurse.

## **PARENT-TEACHER ASSOCIATION**

The Trumbull Public Schools have a very active, cooperative, and supportive PTA organization. To establish good home-school relations and to further the education of the children are of primary concern. Each school has its own PTA unit that always welcomes new members. Parents serve as room mothers, classroom aides, field trip chaperones, library aides, and in other school activities that add to the success of the educational program.

The Trumbull PTA Council is comprised of delegates from the individual PTA units in the school system. The Council meets to discuss educational matters and to help provide a vehicle for community input. The PTA Council also sponsors many programs of benefit to the children including Student Pictures, Reflections Contest, Scholarship Fund, Contest, and Trumbull Arts for Youth.

## **TRUMBULL ARTS FOR YOUTH (TAY)**

The Trumbull Arts for Youth is a committee of the Trumbull PTA Council with representation from each elementary school and the school administration. Its purpose is to plan and provide a program of cultural offerings, usually the performing arts, for all children in the Trumbull public elementary schools. The committee meets regularly to seek out and schedule suitable performing groups and to develop various approaches to provide the necessary funds. Currently, different programs are presented in each school featuring such things as ballet, opera, instrumental and vocal groups, all featuring professional talent. Parents and other citizens interested in joining this effort are invited to contact their school PTA unit.

## **VOLUNTEERING IN THE SCHOOL**

Parents and other interested citizens can help in the school in various ways. Many parents serve as library volunteers thus providing the school with an indispensable service. On occasion, volunteers are used directly in the classroom helping to provide drill activities, post student work on bulletin boards and to supervise small groups. Parents are often called upon to accompany groups on field trips and sometimes are also asked to drive. Typing school newspapers, helping with choral/drama presentations and intramural activities are some of the many ways volunteer service can be rendered. Anyone interested in becoming a volunteer in the school is urged to contact the school office. The Principal will be happy to describe the various opportunities which are available. Please note each volunteer must have a school volunteer mandatory security check every year.

(1212.1/Volunteer Policy).

To access and complete the volunteer form, please visit Trumbull's website [www.trumbullps.org](http://www.trumbullps.org).

### **SCHOOL PICTURES**

Under the coordination of the PTA, student pictures are taken in the beginning of the school year with a variety of packages available. This is a voluntary venture and parents are under no obligation to purchase these pictures. Specific information about dates, prices, etc., will be sent home by each school in the beginning of the school year.

### **TRANSPORTATION**

The Board of Education provides bus transportation for all elementary students. Parents are asked to ensure that their children take advantage of this opportunity as a safety measure. We bus all elementary school students, and there are approximately 250 secondary walkers. The walking distance for the middle schools is 1 ¼ miles and for the high school it is 1 ½ miles. Bus routes and the assignment of students to buses and stops are made by the Transportation Manager and can only be modified by that office.

Parents should discuss alternate arrangements with their children in case of an emergency or any other situation.

Kindergarten students returning home in the afternoon will be dropped off at their regularly designated stops. All kindergarten students must be met by a parent/guardian/caregiver or will be returned to his/her home school.

Safety must be a paramount concern of everyone, including students, parents and school employees. Students should arrive at their bus stop between 5 and 10 minutes prior to the scheduled arrival of the bus. Students who will be picked up and discharged at a different stop must be approved by the school principal. Such requests will be granted only for significant reasons.

All bus routes and schedules can be found on the Trumbull Public Schools website, [www.trumbullps.org](http://www.trumbullps.org), before school opens in August. Information concerning buses can also be obtained at the school office and the Transportation Department.

The privilege of bus transportation can be denied to those who disobey bus safety regulations.

To submit a request for a bus stop change or to report incidents/concerns with bus transportation, a Transportation Action Report (found on the TPS website) must be completed and returned to the Transportation Office by hand, mailed, faxed or emailed.

### **SPECIAL EDUCATION PROGRAM AND SUPPORT SERVICES**

One of the primary goals of the Trumbull Board of Education is that all students receive an appropriate education to meet their special needs. The schools are committed to this task, and are in full compliance with both state and federal regulations. The staff in each school includes school psychologist(s), a social worker, special education teachers, speech/language clinician(s), and other support staff, if needed. For each child requiring special education, the program is individualized to meet specific needs and is designed by the PPT (Planning and Placement Team), which includes the parents as well as staff. For those children who need more intensive, specialized help, appropriate programs and services are provided and additional information can be obtained from the Division of Pupil Personnel Services or the building Principal.

Typical Programs and Support Services Can Include:

- Programs and Services for Students with Autism
- Services for Visually Impaired Students
- Services for Hearing Impaired Students
- Occupational Therapy
- Physical Therapy
- Speech/Hearing/Language Services
- Other Areas of Disability

Trumbull Parents of Children with Special Needs is a network for parents. A parent advisory committee works closely with the Director of Pupil Personnel and Special Services to develop workshops for parents to help them learn more about special education services and support programs for their children.

Section 504 (Rehabilitation Act of 1973) prohibits discrimination on the basis of disability. Call for additional information, 452-4352.

## **SUMMER INTERSESSION SCHOOL**

The Trumbull Public School Program provides a wide variety of instruction including remedial, developmental, and enrichment courses. All classes are staffed by fully certified teachers and an effort is made to provide as much individualized instruction as possible. Specific information about dates, course offerings, registration procedures and tuition is made available to each family through a brochure which is mailed to each home.

Programs under the auspices of the special education department are also available to students who have special needs as defined in their Individual Education Plan. Information regarding these offerings will be made available to parents at the Student's Annual Review.

## **TESTING PROGRAM**

The testing program is designed to measure readiness, progress in major academic areas, and aptitude for learning. It includes:

Grade 3	Otis Lennon School Ability Test (OLSAT) (Winter)	
	Smarter Balanced Assessments - SBAC	(Spring)
Grade 4	Smarter Balanced Assessments - SBAC	(Spring)
Grade 5	Otis Lennon School Ability Test (OLSAT) (Fall)	
	Connecticut Mastery Test (CMT) - Science	(Spring)
	Smarter Balanced Assessments - SBAC	(Spring)

## **CURRICULUM DEPARTMENT**

The Trumbull Public Schools are committed to the goal of providing each student with understandings and skills needed to promote a successful learning experience. The educational program focuses on intellectual, emotional, and social growth, encouraging students to make positive contributions to our democratic society, while developing the abilities needed to adjust to a rapidly changing world.

K-5 language arts, mathematics, and science information are included in this handbook; however, for more specific information concerning all content area studies, please go to [www.trumbullps.org](http://www.trumbullps.org) or refer to the Curriculum Overview brochure provided by your child's classroom teacher.

Additional information about the Common Core State Standards for English Language Arts & Literacy, as well as Mathematics, can be accessed at the following two websites: <http://www.corestandards.org/>, <http://www.pta.org/4446.htm>.