

RYERSON SCHOOL

Parent Handbook



2009 - 2010

KATHLEEN H. RYERSON ELEMENTARY SCHOOL

PARENT HANDBOOK

2009 - 2010

Mrs. Kelly K. Spooner, Principal

245-6440

Mrs. Linnea Morettini, Secretary

245-6440

Mrs. Stephanie Bulyk, R.N., Nurse

245-6442

**982 Durham Road
Madison, CT 06443-1843**

**Durham School Services
318-0777**

WELCOME TO RYERSON SCHOOL!

August 2009

Dear Parents/Guardians,

Our elementary schools are committed to maintaining a learning community where students, faculty, and staff feel safe and respected. We support this through our mission statement published in this handbook and reviewed with our students.

We provide each family with a parent handbook that outlines important procedures and practices that are essential for a safe and orderly school community. The handbook also contains information related to academics, activities, and behavioral expectations.

A copy of our Code of Conduct, which specifically delineates expected behaviors and discusses infractions and consequences for students who do not abide by clearly defined expectations, has also been included for your review and information. You are asked to sign and return a paper that informs us of your receipt of the Code of Conduct and that you have read and discussed this with your child.

As a faculty, we will review the code of conduct with our students during the first weeks of school and throughout the course of the school year. We make certain that our students understand the expectations of them at school. Our purpose is to view any behavior that occurs as a learning experience and to reinforce appropriate behaviors and provide appropriate consequences when students make poor choices.

We thank you in advance for your support regarding this very important aspect of your child's school experience. As always, please do not hesitate to call regarding this or any other matter we can assist you with.

Respectfully yours,

Kelly K. Spooner
Principal, Ryerson
245-6440

GENERAL INFORMATION

Principal: Mrs. Kelly K. Spooner, 245-6440
(VM#6449)
spoonerk@madison.k12.ct.us

Executive Secretary: Mrs. Linnea Morettini, 245-6440
(VM#6440)
morettinil@madison.k12.ct.us

Nurse: Mrs. Stephanie Bulyk, R.N.
245-6442
(VM#6442)
bulyks@madison.k12.ct.us

FAX: 245-6446

Voice-Mail Access # 245-6475

Website www.madison.k12.ct.us

Superintendent: David J. Klein
245-6300
kleind@madison.k12.ct.us

Assistant Superintendent: Ms. Anita Rutlin
245-6300
rutlina@madison.k12.ct.us

Durham School Services 318-0777
(bus transportation)

SCHOOL HOURS

Office: 7:45 a.m. – 4:15 p.m.
Health Office: 8:45 a.m. – 3:45 p.m.
Students 8:50 a.m. – 3:25 p.m.
Teachers 8:30 a.m. – 3:45 p.m.

SCHEDULED EARLY DISMISSAL DAYS – HOLIDAYS- 1:00 PM

November 25, 2009
December 23, 2009
June 15, 2009 (last day of school)

SCHEDULED EARLY DISMISSAL DAYS - PARENT CONFERENCES

1:00 PM
December 1st & 2nd 2009

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

1:00 PM

DELAYED OPENING DUE TO INCLEMENT WEATHER

10:20 AM

VACATIONS & HOLIDAYS

September 7, 2009	Labor Day
September 28, 2009	Yom Kippur
November 3, 2009	Professional Development Day No School for Students
November 26-27 th 2009	Thanksgiving
December 24 – January 5, 2010	Holiday Vacation
January 4, 2010	Professional Development Day No School for Students
January 18, 2010	Martin Luther King Day
February 15 – 19, 2010	Winter Vacation
April 2, 2010	Good Friday
April 12 – 16, 2010	Spring Vacation
May 31, 2010	Memorial Day

CLASSROOM STAFF

Teacher	Paraprofessional
Grade 1: Alicia DeNuzzo (VM#7575) Alicia Dunbar (VM#7103) Jennifer Figurelli (VM#7247) Clare Pinski (VM#6856)	Ann Gautrau Sharon Walsh Kathy Beebe Donna Doraz
Grade 2: Christine Ackermann (VM#7709) Erin Chester (VM#7366) Jennifer Maxwell (VM#7372) Lisa Seales (VM#7390)	Charlotte Powell Marj Zotto Jill Van Kirk Evie Church
Grade 3: Scott Mongillo (VM#7315) Erin Smith (VM#7319) Lynn Voitans (VM#7866) Cathy Williams (VM#7257)	Sarah Davis Sharon Coer Lorrie Schaller Karen Gulcicek
Grade 4: Peggy Bell (VM#7164) Laleh Karimi (VM# 7912) Kelly Ott (VM#7189) Tina Perry (VM#7602)	Catherine Kramar Wendy Flanders Karen Anderson Susan Brinn

SPECIAL AREA STAFF

Art:	Mary Smith (VM#7853))
Language Arts:	Stacey Collins (VM#7743)
Library/Media:	John Wiggins-Strada (VM#7370)
Math:	Ruth Rose (VM#7158)
Music:	Barbara Soderberg (VM#7581)
P.E.	Stephanie Jarvis (VM#7415) Rob Bailey (VM#7269)
Psychologist:	Heather Gaieski (VM#7056)
Reading:	Cindy Armor (VM#7723)
Social Worker:	Linda Young (VM#7170)
Special Education:	Amber Bishop (VM#7115) Kerry Deshefy (MV#7261) Nancy Finch (VM#7167) Eileen Martin (VM#7298)
Speech/Language:	Barbara Irzyk (VM#7706)
World Language:	Adrienne Sharon (VM#7515)

STEPS IN COMMUNICATION

The following channels of communication have been established in order to avoid any misunderstandings. Concerns or complaints should be addressed in the sequence indicated:

Teacher
Principal
Superintendent
Board of Education

MADISON PUBLIC SCHOOLS ELEMENTARY MISSION STATEMENT

Our Mission:

The mission of Madison Elementary Schools is to meet the developmental and individual needs of every student, foster intellectual curiosity, encourage social responsibility and create a passion for lifelong learning. We strive to provide our students a safe, supportive and challenging learning environment as they become contributing members in an ever-changing world.

Our Expectations:

- All students appreciate that learning is a life long process.
- All students acquire and master a basic core of knowledge and develop creative and critical thinking skills.
- All students are valued as individuals with unique needs and strengths.
- All students exhibit virtues and values that can be demonstrated through social responsibility in all aspects of daily life.
- All students become responsible decision makers.
- All teachers, staff administrators, parents, and students work collaboratively in the decision making process and identify ways to support each student's learning needs.
- All teachers seek interdisciplinary approaches.
- The school community values social responsibility and respect for diversity and multiculturalism.
- The school community regularly communicates with parents about their children.

RYERSON SCHOOL BEHAVIOR STANDARDS

We believe it is the right of every student and staff member to work in an environment that is safe, pleasant and conducive to learning. Our ultimate goal is to ensure all students a chance for success, and, therefore, we have

expectations for positive, cooperative behavior from on the part of everyone. Parents, teachers and administrators work together to guide and support children in their development as responsible, caring, and cooperative members of the school community. The following standards have been established to protect the rights of everyone:

- We will be courteous and respectful to adults and other students
- We will respect the property of the school and others
- We will be aware of the safety of others and ourselves
- We will follow all school rules

Students should have a thorough understanding of the following:

RESPECT...Treating someone the way you want to be treated

EMPATHY...Imagining you are feeling the same feelings as someone else and taking action to show the other person you care

RESPONSIBILITY...Showing responsibility for your actions, your homework, your class work. Making appropriate choices about the way your respond and act.

SCHOOL CANCELLATION AND EARLY DISMISSAL

NO SCHOOL ANNOUNCEMENT

In the event of bad weather, which prohibits safe arrival of pupils and their return home, school will be canceled. On such days, information regarding the closing of school may be secured from the following area radio stations: WELI-New Haven (960 AM), WAVZ-New Haven (1300 AM), WKCI-Hamden (101.3 FM), and WMIX-Hartford (93.7 FM), beginning at 7 a.m.

The school district has also set up an email service to inform parents of school cancellations, early dismissals, and other important events. Log onto the district's website: www.madison.k12.ct.us and click on the link to "listserv" to sign up.

Information may also be obtained from Madison Educational TV, channel 19, TV channels 3, 8, and 30 or by calling the school's voice mail box at 245-6475, mail box #7125 or #6440. The district web site (www.madison.k12.ct.us) will also post this information.

The Superintendent's Office, Police Department, or Fire Department is not to be called to inquire about the cancellation of school.

EARLY CLOSINGS DUE TO INCLEMENT WEATHER

In the event of an early school closing due to inclement weather, children will be dismissed at 1:00 pm. An announcement will be broadcast on the above radio stations, on Madison Educational TV channel 19, on the district web site (www.madison.k12.ct.us) or may be obtained by dialing our voice mail box number, 245-6475, #6440 or #7125. Emails will also be sent to those signed up on the district's "listserv".

WEBSITE

INFORMATION AND POLICIES

Board of Education

Information about Madison Public Schools can be found at the website www.madison.k12.ct.us. Parents are encouraged to visit this website to review district policies and to get current school district information. **District policies, as they are revised during the school year, will be up-dated and posted on this website.**

Ryerson School

Information about Ryerson School can be found at the website www.khryerson.org. Parents are encouraged to visit this website on a regular basis to get current information and up-to-the-minute happenings at Ryerson School. Each teacher has a web page in this link that is kept current with classroom activities and instructional topics.

ATTENDANCE

STUDENT ABSENCES

Please call the school nurse's office (245-6442) to report your child's absence. Before 8:50 a.m., the School Nurse's phone line will directly connect to voice mail. To leave a message, dial 6442 and leave a message, giving your child's name, teacher, and nature of illness. After 8:50 a.m., call Mrs. Bulyk directly at 245-6442.

The Health Office will follow up on absences of three or more consecutive days. When a child returns to school after an absence, a note from the parent should accompany the child.

Parents are encouraged to schedule medical and dental appointments at times when school is not in session.

TARDINESS

If a student arrives at school after 8:50 a.m., that student should report to the office in order that proper attendance may be recorded. Tardiness is recorded and reported on the report card.

EARLY DISMISSAL

All children dismissed before 3:25 p.m. will be marked as "dismissed early". Such dismissals will be noted on the report card. Students will not be dismissed from class, playground or bus line unless authorized by the office.

At dismissal time, parents may pick up students outside the Music Room, #19. There is no need to enter the building. Please do not arrive before 3:20p.m., as classes will still be in session.

VACATIONS

Parents are strongly discouraged from planning vacations that would necessitate students missing school instruction. According to Board of Education policy, parents must notify the Principal in writing two weeks prior to any planned absence.

CHILD DROP OFF AND PICK-UP PROCEDURES

If a student needs to be dropped off at school in the morning, it should be between 8:35 – 8:45 a.m. unless enrolled in the Before School Program.

If it is necessary for you to pick up your child rather than ride the bus, please send a note in to the teacher informing him/her of this, noting the date and time. If someone other than the parent is to pick up the student, this must be noted as well. The student must be signed out by the parent at dismissal.

BUS INFORMATION

Students are assigned to a bus and are expected to take that bus to and from school. Children **are not allowed** to ride any bus other than the one to which they are assigned **or to get off at a different stop** from their home assignment. Only the building Principal is able to make exceptions in cases of emergency or special need. If a child needs to ride a bus to a day care provider, please contact the school office for a bus transportation form. Transportation issues should be directed to Durham School Services, 318-0777.

BOARDING THE BUS

- When the bus has been sighted, line up in preparation for boarding
- Move toward the bus only after it has stopped
- Do not run to the bus
- Board in an orderly fashion, one at a time
- Be seated; do not block the aisle
- If you cross the road:
 - wait for the bus to stop
 - wait for the driver's OK, nod or signal
 - look both ways before crossing

RIDING THE BUS

- Stay in your seat facing the front of the bus
- Keep the aisle clear
- Follow the driver's instructions
- Talk quietly
- **No eating or drinking on the bus**
- Keep your hands and arms inside the bus
- No not throw **anything, anytime**, either inside or outside of the bus
- Keep your hands and feet to yourself
- Be seated at all times when the bus is moving

LEAVING THE BUS

- Exit in an orderly fashion, one at a time
- Once off the bus, move to a safe distance
- If you must cross the road,
 - walk to the front of the bus and stop
 - wait for the driver's OK, nod or signal
 - walk in front of the bus and stop again
 - before continuing across the road.
 - look both ways and cross when no vehicles are coming

Children who do not follow bus rules will receive a bus conduct report. Parents will be notified of inappropriate behavior.

STUDENT INFORMATION

DRESS AND GROOMING

Please try to dress your child according to the day's weather and the student's schedule. Play clothes are most appropriate, especially on art and gym days. Sneakers are required for physical education class. During the winter months, students still go outside for recess. Please send them to school with warm clothes, mittens, and boots.

The following attire is prohibited from wear in the public schools during the academic school day:

- Coats, jackets or other attire normally worn as outerwear
- Head coverings of any kind, including but not limited to, scarves, bandannas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
- Footwear which marks/damages floors or is a safety hazard (flip-flops)
- Sunglasses (unless required by a doctor's order)
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached
- Attire or accessories which portray disruptive writing or pictures
- Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Shirts and/or blouses which reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, miniskirts, or pants which reveal the upper thigh or undergarments
- Backpacks and/or book bags may be carried but should not pose an obstruction to safe passage in the classroom or in the corridors. There should be no external attachments to backpacks.
- No toys, electronics, or trading cards

LOST AND FOUND

Ryerson's lost and found is located on the stage, in the Publishing House. Please check the lost and found promptly after a loss. Remember to label personal belongings for proper identification

STUDENT INSURANCE

Accident insurance applications are sent home during the first week of school. This insurance provides coverage for accidents that occur on the school premises during the day when school is in session. In addition, it covers any accident suffered by the student while traveling directly to and from school. A 24-hour policy is also available as explained on the application form. Additional forms may be obtained in the school office.

CAFETERIA

Madison Public Schools now offers automated prepayments to your child's meal account via the telephone or the internet. Simply dial in or log on and use a credit or debit card to fund your child's meal account. School lunch is \$2.50/day for students; milk is available for \$.40/day. Please visit the district website, www.madison.k12.ct.us, and follow the link to Food Services under the "Department" tab. Lunch menus are sent home monthly and are available on the district website.

CAFETERIA, PLAYGROUND, AND HALLWAY RULES

The cafeteria, playground and hallways are considered extensions of the classroom, and the same school standards apply in these areas. Students will follow the instructions of all adults, and conform to the following school rules:

CAFETERIA

- Students will be polite and courteous to friends, lunch servers, and the cafeteria staff. Kind words to use are: “please”, “thank you”, and “excuse me”.
- Students will speak softly while waiting in line or eating
- Students will listen and speak clearly to all adults
- Students will stay seated and raise hands to request assistance
- Students will be silent when indicated by staff so they may hear all directions
- Students will throw away their own trash and return their trays

PLAYGROUND RULES

- No one is allowed to return to the building without an appropriate pass
- Students will keep their hands and feet to themselves
- Gangs or clubs are not permitted
- No physical contact is allowed
- Flag football is the only acceptable football game, and must be played in the designated field area.
- No standing on swings. One child should not push another.
- Chasing activities, unless part of an organized game, are prohibited.
- The throwing of foreign objects, i.e., stones, snowballs, etc. is absolutely forbidden
- Fences are not to be climbed
- Gymnastics activities are not permitted.

HALLWAY RULES

- Students will walk quietly on the right side of the hallway
- Students will use the right hand door when entering or leaving the building.
- Students will keep their hands and feet to themselves while walking in the hallway.

FIRE AND SAFETY DRILLS

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher’s signal to walk, without talking, to the assigned area for that room. After reaching the assigned area outside, students will silently remain in lines by classes. This is a very serious matter and everyone must leave the building in an orderly fashion to ensure that all students are safe and accounted for.

A safety drill will be held at least two times a year. Each classroom teacher will discuss the purpose of the safety drill and the process to be followed by the students. Below is a list of the important points that will be reviewed in the classroom. It would be helpful for each parent to review these points with their child and reinforce the purpose of the drill, just as we discuss fire drills and their purpose with the children.

Please discuss the following with your children:

- One of the jobs of the teacher is to keep each and every student safe and secure
- Just as we do with fire drills, it is important to practice our safety drill periodically
- During the drill, your teacher or the adult-in-charge will tell you what to do.
- Your need to carefully listen to directions and follow them without talking.
- A teacher will stay with you throughout the safety drill.

SCHOOL HEALTH SERVICES

Our school nurse, Mrs. Stephanie Bulyk, RN, BSN, is scheduled to be in the health office five days per week, from 8:45 a.m. to 3:45 p.m. and may be reached at 245-6442. Students wishing to see the nurse are to first obtain permission from the classroom teacher.

HEALTH CONCERNS

In order to provide for student safety, parents are requested to inform the nurse of any health concerns regarding their child. This may include food or insect allergies, asthma, diabetes, etc. All significant injuries, illnesses, & visits to Emergency Department should also be reported to the Health Office. This information will enable the nurse to plan and provide appropriate care for your child while in school.

In the event of a serious medical emergency or accident during the school day, school personnel will notify 911 and your child will be transported to an emergency facility.

Appropriate school personnel and transportation services will be informed of serious health conditions. Parents should also contact transportation services regarding health issues that could impact during the bus ride to/from school.

PLEASE NOTIFY THE SCHOOL NURSE PROMPTLY IF THERE ARE ANY CHANGES IN THE INFORMATION PROVIDED ON THE EMERGENCY CARDS.

MEDICATION IN SCHOOL

Connecticut State Law and Regulations require both a physician's written authorization and parent or guardian's written authorization for a nurse to administer any medication. This includes prescriptions as well as over-the-counter preparations. In the nurse's absence, an authorized member of the staff may administer the medication. The necessary forms are available from the school nurse or may be downloaded from the Madison Public Schools website at www.madison.k12.ct.us. (Follow the link for 'Health Services' under the 'Departments' dropdown menu. There is also other helpful information available here.)

No medication - pills, drops, ointment, etc., is to be carried by a student, left in a desk, or given to the teacher. Medication to be administered to a student in school must be given to the nurse by the parent and must be accompanied by written authorization as described above.

SCHOOL NURSES ARE AUTHORIZED BY THE MEDICAL ADVISOR TO ADMINISTER THE FOLLOWING OVER-THE-COUNTER PREPARATIONS TO YOUR CHILD IF NEEDED:

- **Bacitracin**: topical application for minor abrasions and lacerations
- **Calagel**: topical application for itching
- **Bactine**: topical application to clean wounds
- **Petroleum jelly/Medicated lip ointment**: chapped lips
- **Sunscreen**: during a field trip if the child was not prepared at home.
- **Benadryl**: motion sickness (field trips grade 4-12)
- **Emergency Medications**: available per Medical Advisor orders:
 - **EpiPen or Epinephrine 1:1000** for Anaphylactic shock (severe allergic reaction) for a student without a history of previous reaction or known allergy.
 - **Benadryl**: 12.5mg/ tsp. or 25 mg. capsules for hives or allergic reaction.

MANAGED FOOD POLICY

Due to the increasing number of students experiencing food allergies, the elementary schools adopted the following managed food guidelines:

Parents will receive prior notification of any activities involving food products.

Parents are expected to notify the school of any allergies/issues related to food products.

Food will not be part of birthday celebrations. We understand the significance of birthdays; the school will appropriately acknowledge children.

PARENT TEACHER ORGANIZATION

OFFICERS

Co-Presidents:	Maureen Lewis 421-7985
	Diane D'Alessio 421-3744
Co Vice-Presidents:	Lisa Caruso 421-0231
	Randi Diemand 421-4190
Secretary:	Karen Gulcicek 421-7910
Treasurer:	Liz Duhamel 421-8314

The Ryerson School PTO is an active and involved organization. We work in close cooperation with the entire school staff and assist with many of their daily activities. Parents are encouraged to volunteer time in classrooms as well as with school activities.

Our annual fundraisers include the annual membership drive, book fair, the fall gift-wrap sale and the Fun Fair in May. All money raised is returned to the students in the form of cultural arts programs, field trips, media supplies, computer hardware and software, and refreshments for school concerts and special events.

Meetings are held monthly, generally the second Monday of the month, at 7:30 p.m. We urge all parents to attend our meetings to keep informed of current events in school. We have many committees and projects that require the ideas, talents and assistance of all our families. We invite parents to help us by participating in these efforts. If you have any questions or suggestions or wish to help, please call either of our Co-Presidents, Maureen Lewis, 421-7985 or Diane D'Allesio, 421-3744.

ROOM PARENTS

The classroom teacher selects room parents on a lottery basis. Duties include:

- Assisting in the classroom per the teacher's request
- Organizing holiday parties
- Chaperoning field trips
- Scheduling parent/teacher conferences
- Collecting PTO dues during Open House
- Attending monthly PTO meetings
- Chair for one Fun Fair booth/activity

VOLUNTEERS AND VISITORS

There are many opportunities for parents and other adults to visit the school, whether to volunteer in the classroom, the library, publishing house, or to attend special functions. We welcome all of you. Volunteers are required to report to the secretary to sign in and to pick up a volunteer pass. Upon leaving the building, you are required to sign out with the secretary.

Visitors are to report to the office secretary to sign in and to pick up their visitor pass. Upon leaving the building, the visitor is required to sign out.

MADISON BEFORE/AFTERSCHOOL PROGRAM

The Madison Beach and Recreation Department sponsors the Before/Afterschool Program held here at Ryerson School. The program operates from 7:00 a.m. to 8:45 a.m. and 3:25 p.m. to 6:00 p.m. The program is in session on all scheduled early dismissal days or on days with delayed openings. It does not operate on days when school is dismissed early due to inclement weather or emergencies. To register for this program, call the Madison Beach & Recreation Department at 245-5624.

Monthly Fees		
Before School:	1 day/week	\$ 22.50
	2 days/week	\$ 43.50
	3 days/week	\$ 65.50
	4 days/week	\$ 87.00
	5 days/week	\$107.50
After School:	1 day/ week	\$ 37.50
	2 days/week	\$ 75.00
	3 days/week	\$110.00
	4 days/week	\$150.00
	5 days/week	\$187.50
Drop In:	\$ 5.50/hour Before School	
	\$ 5.50/hour After School	
Drop-In Pass:	\$165 for 30 hours	
	\$ 82.50 for 15 hours	
(Passes will be sold for only 15 or 30 hours.)		
Passes may be purchased at the Recreation Department or through the mail. Hours will be marked off as they are used. Please note that we will deduct by increments of 30 minutes. The passes are usually left on the site with the staff. A personal check for payment is preferred.		
Early Dismissal Days (NOT due to inclement weather or emergencies): After School starts as soon as school is dismissed and runs until 6:00 p.m.		



