

Booth Hill Elementary School

School Handbook

2017-2018



Twitter - @BoothHillShool

Booth Hill Elementary School

Shelton Public Schools

544 Booth Hill Road

Shelton, CT 06484

Phone – (203) 929-5625

Fax – (203) 255-1587

Dr. James Zavodjancik, Principal

2017-2018 Booth Hill School Faculty and Staff Directory

Staff may be contacted via email using the first initial and last name@sheltonpublicschools.org

Main Office

Dr. James Zavodjancik, Principal
Mrs. Lori McKeon, Secretary
Mrs. Kathy Gall, Secretary

Pupil Personnel/ Special Education

Special Education Teachers:

Mrs. Jaclyn Bires
Ms. Jenna Petrucelli
Ms. Christina Potts
Ms. Stephanie Millo

Speech Language Pathologist

Mrs. Linda Casella (.5FTE)

School Psychologist

Ms. Britany Little (.5FTE)

School Counselor

Ms. Cathy Lindstrom (.4FTE)

School Social Worker

Ms. Joanna Nappi

School Nurse

Ms. Lauren Orlovsky

Reading Specialist

Mrs. Nancy Burns

Mathematics Specialist

Mrs. Kimberly Gugliotti (.5FTE)

English Language Learners

Mrs. Christine Butler (.4FTE)

Occupational and Physical Therapist – Part Time

Mrs. Danielle Geden, OT
Mrs. Eileen Barreca, PT

Academic Tutors

Mr. Neil Chen
Ms. Tracy Chrisman
Mrs. Donna Cummings
Mr. Will Wood

Paraprofessionals
Ms. Sabrina Hofmiller
Ms. Carolyn Sama
Mrs. Mirna Rocha-Franco

Special Area Teachers

Mrs. Lindsey Armstrong, Media Specialist
Mrs. Heather Holmes, Art Education (.5 FTE)
Mrs. Heidi Lazdauskas, Music Education
Mrs. Nicole Swercewski, Physical Education

Classroom Teachers

Kindergarten

Mrs. Kimberly Atkinson
Mrs. Kristin Dorosh
Mrs. Heather Veilleux

First Grade

Mrs. Elizabeth Clement
Ms. Deborah Testani
Mrs. Madeline Priddle

Second Grade

Mrs. Meredith Carusone
Ms. Martha Gaynor
Mrs. Wendy Grabarz

Third Grade

Mrs. Nancy Meehan
Mrs. Sharon Douglass
Mrs. Jessica Flores
Mr. Kevin Chavez

Fourth Grade

Mrs. Hope Cotter
Mrs. Karen Keyes
Mr. Nicholas Messina

Interns

Ms. Briana Curcio (until January 2018)
Ms. Alicia Nardella-Page – Building Substitute

Cafeteria

Mrs. Joy DeVecchio
Mrs. Dawn Rogowski

Custodians

Mr. William Mooney
Mr. Glenn Brown

CALENDARS:



The Shelton Public Schools sends a district calendar to each family that includes important dates in addition to information on policies and procedures. Parents will also receive an abbreviated, one-page District calendar which lists important dates: Vacations – Parent Conferences – Early Dismissal Days – Professional Development.

Booth Hill School also sends a monthly calendar as part of its newsletter to parents which indicates specific events at our school and incorporates reminders of important dates/times.

Also, check the website for up-to-date information:

http://boothhill.sheltonpublicschools.org/home_page

SCHOOL HOURS



REGULAR SCHEDULE

9:00 a.m. Students' Day Begins. Students who arrive in their classrooms later than 9:00 A.M. are marked tardy (unless their lateness is due to a bus delay).

3:45 p.m. Dismissal

EARLY DISMISSAL

9:00 a.m. – 1:50 p.m.

DELAYED OPENING - If weather or any issue causes a DELAY, the Shelton Schools begin school **2 hours later than usual**. The school day would be **11:00 a.m.** – 3:45 p.m.



NOTIFICATION EMERGENCY CLOSING OF SCHOOL: The district website will post any emergency changes in schedule <http://www.sheltonpublicschools.org>.

Local radio and TV stations will also broadcast the message. If schools close during the school day, parents will receive an automated phone call and email.

PLEASE PLAN AHEAD: Please make sure that you have addressed childcare issues that might arise due to a late start or early dismissal. It is a good idea to set up a plan for an unplanned situation. Please notify the main office of any change in plans prior to dismissal.

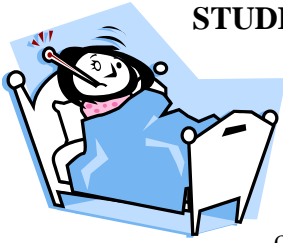


VISITING SCHOOL:

Our visitor identification and monitoring system for our front entrance is in use throughout the entire day. Anyone who wants to access the building after 9:00 a.m. on school days will have to request admittance at the front entrance. All other entrances to the building will also be secured.

Visitors to our building must sign in at the table in the office.

Parents are asked to come to the office with any item that might be brought in for the students. At an appropriate time, the office will contact the classroom to arrange delivery of the item. In this way, the instruction in the classroom is safeguarded against interruptions.

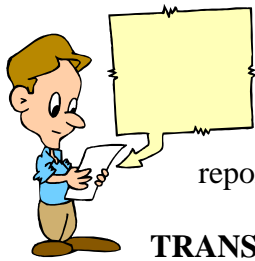


STUDENT ABSENCES: If your child is going to be absent, please notify the office by calling the main number and leaving a message. If your child is absent and you do not call us, an automatic phone call will be transmitted to your house by 10:00 A.M. If you are not available to take this call, a message will be left for you. In this case, the school will be notified that no one picked up the call and office personnel will make every attempt to contact you. The reason for this procedure is so that we can be sure your child is safe and under your care. Whenever possible, please make this call before the school day begins.

When your child returns from an illness, he or she should bring in documentation from a medical professional to let us know they are now healthy enough to be in school.

Please also note that a student must be in school for the majority of a school day in order for it to not count as a full day absence. Excessive unexcused absences may result in truancy. The school will be in contact if absences become excessive to determine the causes.

All absences are best served with a note from your child's medical professional within ten days of the absence. Once it is received, we will be able to code the absences as a medical excusal. Without a note after nine instances, all absences are considered unexcused. Students who are unexcused absent four times in a month or ten times in a year are considered truant. The school will notify you when you get close to any of these thresholds.



TRANSPORTATION CHANGES: We plan for every child to ride the neighborhood school bus unless we have notice in writing from the parent. Each year we update our dismissal plans so that students who attend day care, stay after school for activities, or have a routine plan to be picked up, are sent to the appropriate dismissal destination. All changes should be reported to the main office as soon as possible.

TRANSPORTATION: Please note that students are expected to ride the bus to which they have been assigned. If there is some extenuating circumstance that requires your child to ride another bus, please advise the office a day in advance so that this may be approved. Changing buses for social engagements will not be allowed due to the added confusion for the drivers and the school. We appreciate your cooperation in this matter.

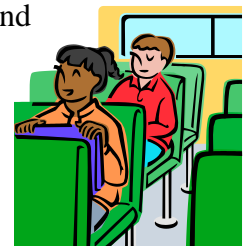


BUS CONDUCT – THE STUDENT'S RESPONSIBILITY

Transportation to and from school via buses is a service provided for Shelton's children. The bus drivers are licensed and screened through Landmark Transportation Co. Appropriate behavior is important so that drivers are not distracted and all students can ride happily and safely. The bus ride to and from school is considered an extension of the day. Thus, we expect that students abide by classroom and school policies, procedures, and expectations on the bus.

Inappropriate behavior will result in the student being suspended from the bus and other consequences as deemed appropriate by the principal. Listed below is the process and progression that is followed relative to bus referrals.

- a. 1st referral – notice to student and parent
- b. 2nd referral – five school days suspension from bus
- c. 3rd referral – ten school days suspension from bus
- d. 4th referral – suspension until school administrators and parents meet for final disposition of case.



e. Suspension any time at the discretion of the Principal

*** Suspension means the student has temporarily lost their bus privileges and must be driven to school by someone.

The Bus Company has installed video camera surveillance on buses. We consider this to be a positive support system in helping to ensure a safer environment on the buses and to better enable us to hold students accountable for their behavior.

ARRIVAL AND DISMISSAL BY CAR - TIMES AND PROCEDURES

All students who are transported to school in cars will enter the building through the southern entrance on the side of the school (near the fourth grade classes). Please use the second driveway (closest to Capitol Drive), proceed to the end of the driveway, and turn around so that students may disembark on the school side of the vehicle.



Staff members actively supervise this entrance beginning at 8:50. For safety's sake, students should **NOT** arrive at school prior to 8:50 a.m. Doors are locked. Also, please, no parking during drop off. This hinders our view of all students and creates a safety risk.

AFTER 9:00: Students who are driven to school late should enter through the front door and report to the office. **ONLY BUSES** are allowed in the Bus Loop. **Parents must park** and walk their children in to the building.

Dismissal for students begins at 3:45 p.m. when our “walkers” are called to the cafeteria. If you are picking up a child at dismissal, you should drive to the rear of the building and park near the playground area. School staff members will be on duty to assist students in connecting with their transportation. Parents who are picking up students must sign on the forms provided.

If your child is going to be picked up from school, please be certain to send in a note to the teacher, who will forward it to the office.

SCHOOL LUNCH PRICES AND PAYMENT PROCEDURES

Lunch is available in the cafeteria on a daily basis for all students. Prices are:

Student Lunch	\$2.75 per day
Student Milk	.50 per day
Breakfast	\$1.50 per day



Whitsons is our food service company and they have an excellent system for convenient payments. Each student in the school, grades K-4, is given a swipe card with their unique account information for cafeteria use. If you choose to purchase school lunch, send in payments in an envelope with the student's name and class. The student will deliver the envelope to Mrs. DelVecchio in the cafeteria and she will credit that amount to the student's account. When the student purchases lunch or a snack and uses his/her Swipe Card, the cost of the purchase is deducted from the account.

Also, the parent portal, a function of our district data base system – Infinite Campus – will be available to you to make payments and check your child's purchase activity.

Important: The cafeteria staff cannot monitor how your child spends the money in their account. Therefore, it is imperative that you make sure that your child understands your wishes in regard

to the purchase of lunch and snack. There will be an accurate daily accounting of how dollars are spent in each account should there be any need to check on expenditures or deposits.

The breakfast program at Booth Hill School is available for all children. Please be aware that students bring this breakfast to the classroom and do not have a designated “breakfast time.” Breakfast costs \$1.50. Menus go home monthly.

FREE/REDUCED LUNCH Applications can now be filed on-line through the Parent Portal on Infinite Campus. (The school office can provide you with a hard copy of this application.)

Food or Bee Sting Allergies: The proliferation of allergies continues to be a serious concern. The safety of students with allergies is a focus for constant vigilance and care. Booth Hill is NOT a nut-free environment because we cannot control the ingredients of every food item brought to school and do not want to encourage a false sense of security or lack of caution. Parents of students with allergies should inform the school nurse who, in turn, communicates this information to all staff. Families in these rooms with allergies are asked by the teacher to avoid bringing allergens into the classroom for snacks or parties. In this way, the chance of a child coming into contact with allergens due to spills and hand contact is minimized. Lunches eaten in the cafeteria do not fall under these guidelines. Students with food allergies have the option of eating lunch with friends at a designated allergy-conscious table. Our school lunch program offers a totally nut-free menu.

A POSITIVE AND SAFE SCHOOL CLIMATE:

Students at Booth Hill are always **PAWS**itive!

PAWSitive reminds students to always do their **P**ersonal best, **A**ct responsibly, **W**ork and play safely, and **S**how respect to others. Throughout the school, in every classroom and special areas, students are taught what it means to be **PAWS**itive as we take care of ourselves, each other and our school. Reinforcement of positive student behavior takes the form of praise, recognition, Paw Prints, various awards and rewards, and student leadership opportunities. Spirit Assemblies are held during the school year which spotlight positive behavior. Teachers also use various systems in their classrooms that align with our **PAWS**itive message!



Bullying Policy: Bullying is defined as any overt acts by a student or groups of students directed against another student, the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Reports of bullying behavior may be made by students, parents, or staff and will be fully investigated. A student reporter may remain anonymous.

Valentines/Cards/Party Invitations: IF students are delivering these special notes in school, in order to avoid any hurt feelings, children are asked to be inclusive of the entire class. It is, of course, understandable that you may wish to limit guest lists and choose to send invitations outside of school.

Appropriate Dress: There are three basic rules:

1. Students should refrain from wearing any item that may distract from the educational process through style or inappropriate printed messages.
2. Headwear (hats/hoods, etc.) is not permitted during the school day.
3. Any shoes that lack a back or back-strap are not permitted at school for safety reasons. Parents will be notified of any problems that might occur.

Weapons Policy: It is against district policy and state law to bring any weapon, dangerous instrument, or **facsimile of a weapon** to school. Please discuss this with your children and be mindful that sometimes young children do not understand the implications of bringing such items to school because they just want to show them (i.e. the boy scout knife) to friends or they bring facsimiles that are toys. Delivering this information at home as well as in school can help prevent any mistakes from occurring.

Items Not Permitted in School: In order to ensure student safety and the protection of personal property, parents are encouraged to closely monitor items that students bring to school. The school is not responsible for lost, stolen or broken prohibited items. The following items are not allowed during the school day:

- Any sharp or dangerous items
- Skateboards, roller blades, wheelies
- Sport Equipment that could be dangerous (i.e., hard balls, bats, rackets, sticks)

Bring Your Own Device (B.Y.O.D.)

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the Shelton Public Schools may use their own technology at school for educational purposes.

For purposes of this policy, “personal technology” means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

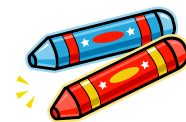
All students and parents will be asked to sign a “Bring Your Own Device” (B.Y.O.D.) agreement in order to ensure that all rules for this privilege are understood and followed.

Fire Drills/ Lockdown Drills: Over the course of the school year students will be taking part in fire drills and/or lock down drills as a monthly safety routine. Fire and other safety drills occur during the first week of school and every month thereafter. Notification of drills occurs on Twitter. Please follow @BoothHillSchool. The principal will post that a drill is in progress when it occurs.

SPECIALS: The specials include art, music, and physical education.



Depending on the trimester each student is enrolled in, specials may change (i.e.: double PE in a week or art for two trimesters). In addition, one day every week, each student will have two specials. The combination will be different for each grade and teacher.



In addition, students will have one regularly scheduled library/media period, but may use the library more frequently as organized by their classroom teacher. Books will be checked out of the library weekly and expected back the following week. If students forget their books at home for more than one week, book checking privileges may be temporarily suspended until the books come back or other arrangements are made.



Our Media Specialist uses additional time in her schedule to collaborate with classroom teachers on technology integrated projects.

STANDARDS ALIGNED REPORT CARD: Across the nation, schools have adopted the Common Core State Standards in the curriculum areas of English Language Arts and Math. The standards define the knowledge and skills that are most critical for all students to master and state specifically what students should understand and be able to do in each area. Using these standards as our foundation, the Shelton Public School system uses a district-wide standards-aligned report card. The format of this report card specifies clusters of standards for each grade level and provides parents with indications of how well students are progressing to meet curriculum standards over the course of the school year. Each student's performance is viewed and reported as an indication the level of progress that the child is making toward the end-of-year expectations for each cluster. It will be important for parents to meet with teachers at conference time to discuss each of the report cards and see examples of their child's progress.



PARENT PORTAL: Shelton Public Schools uses Infinite Campus as our student data management program. Within this program there is a Parent Portal, which allows parents to view data pertaining to their children. Currently, at the elementary level, you will be able to see attendance information, cafeteria account information, classroom grades, universal screener performance, and report cards. Parents may also apply for free/reduced lunch on line at this address. <http://www.sheltonpublicschools.org>. Look for "Login for Parents" on the left margin.

PARENT PORTAL REGISTRATION: If you have not yet activated your account, you are welcome to come to school to activate it. You may do this during any school day between the hours of 8:30 and 3:00. Since paperwork needs to be printed for each activation, we would like to request that you call before you come so that we can have your individual paperwork ready. All you will need to bring is your driver's license. If you have called in advance, the actual sign up time will be about 2 or 3 minutes. The Parent Portal continues to grow in its potential to keep you informed about your child in school. We hope you will take advantage of its capabilities.



STUDENT ASSESSMENT SCHEDULES: Report Cards are shared three times per year in grades K-4: December, March, and June. Parent Conferences accompany this distribution and are a critical part of our feedback system.

The following standardized and district-wide tests are administered:

- Otis Lennon School Ability Test – Given in April of Grade 4 -Results are sent home.
- **Smarter Balanced Assessments** – Administered in the spring in grades 3 and 4 in English language arts and mathematics. Individual student results are sent home in the fall.
- AIMSWEB – Math and Reading Indicators – Grades K-4 – Fall-Winter-Spring. Results are shared at parent conferences and end of year in the report card. These can also be viewed on the parent portal or by contacting your classroom teacher.
- NWEA Math and Science – Online mathematics and science assessments given to students at grades 3 and 4 in the Fall, Winter, and Spring. Results are provided at conferences. Science is administered only in the spring to grade four students.
- Scholastic Reading Inventory – a reading assessment that is completed on the computer is given to students in grades 3-4, Fall, Winter, and Spring. Results are provided at conferences and on the parent portal.
- In addition, teachers use math pre and post-tests to track student learning in mathematics as well as an array of performance tasks, recorded observations, written assessments, and group projects.

**Follow us on TWITTER @BoothHillSchool for the latest happenings
and up to date news information.**

PARENT TEACHER ORGANIZATION:



Parental involvement and support are greatly appreciated at Booth Hill School. We hope to see you here as a volunteer, a guest at our special programs, and an active member of our PTO. Please check the PTO Website which is linked to sheltonpublicschools.org. **under OUR SCHOOLS – Booth Hill School. Our sincere thanks to our PTO Co-Presidents:** Mrs. Diana Guerra and Mrs. Michele Fernandes.

The PTO will meet at BHS at 6:30 P.M. on the following dates for regular meetings:

- September 19, 2017
- October 17, 2017
- November 14, 2017
- January 9, 2018
- February 6, 2018
- March 6, 2018
- April 3, 2018

This year our PTO was able to provide an addition to our backyard playground this year and many of our technological needs. We appreciate their support.

The PTO also sponsors three yearly activities during the school day and hours. These include a Halloween celebration in October, a holiday celebration in December, and an end of year celebration in June. If you would like to be a part of any of these, please contact our PTO.

PTO also sponsors many activities throughout the year. Some of these include an end of year social, kindergarten orientations, and winter activities after school.

Please check our website and other home communication for other important dates, activities, and changes to the schedule.

Revised 9/2017 - jz