

Mohegan Elementary School

47 Mohegan Road* Shelton, CT * 06484

Phone 203-929-4121 Fax 203-929-8246

Kristen Santilli, Principal

August 2019

Dear Mohegan Families,

I hope your summer has gone well and you are excited for the beginning of the new school year. I want to welcome back our returning families and offer a warm welcome to all those families that are new to the Mohegan School Community.

I anticipate an exciting year as we collectively strive to foster a culture of learning. I feel extremely fortunate to be working with such an exceptional group of students, families, and staff members.

As demands and complexities of teaching children increase, it becomes more evident that we all need to work together to ensure that our children reach their potential. At Mohegan School, we believe that all of us - the school and the community - must work together in an extended family environment to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible.

With that in mind, you are invited to be an active participant at Mohegan School. Whether you are a classroom volunteer or a member of the PTO, you are encouraged to be involved! Research on schools clearly demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their child.

It is our desire to keep you informed of all that is taking place at school. Up-to-date and additional information will be sent to you through the weekly "Take a Peek" grade level newsletters. I will also send home a monthly "Mohegan Memo" school newsletter. If you have questions or concerns that arise at any time, please do not hesitate to give your child's teacher or me a call.

I strongly encourage all students to participate in Shelton's Summer Reading Program. Information about this important program including reading bookmarks are available on the district and school website. We ask that all students return the bookmark by the end of the first week of school.

As Principal, my door is always open and I welcome your input. I look forward to having a long and rewarding relationship with you and your family. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this a great year.

I look forward to continuing our work together as we support the Mohegan School community. I hope you enjoy the final days of summer!

Warm Regards,

Kristen Santilli

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Important Information and Dates

Please keep this information handy to refer to throughout the school year.

School start date: September 3, 2019

School hours are from 9:00 am -3:45 pm

Please extend a warm welcome to the following new Mohegan School staff members and/or new assignments:

- Psychologist – Nicole Silveira
- Nurse – Jessica Sciamanna
- Fourth Grade – Melissa Bilotta
- Third Grade – Nicole Thorne
- Second Grade – Emily Hall
- First Grade – Natasha Peruzzi
- Pre K – Sharon Foley
- Pre K – Cate Steczkowski
- Special Education – Anabella Testani
- Para – Chelsea Pero
- Para – Crystal Casey
- Art – Mary Kate Dyke
- EL – Maria Zampano

Visitors:

Visitors are always welcome at school. The Board of Education has a policy in place regarding visitors. It is very important, in the interest of safety of all the children and the educational process, that visitors follow our policy. All visitors **MUST** enter the building through the main entrance front doors and sign in at the office with a photo ID. They will be issued a visitor's badge which should be worn at all times while visiting the school. Please remember to sign out at the main office upon leaving the building. This will ensure that we account for you in case of a building emergency. You may **only go to the place** that you have **signed in for and NOT to any other area.** **This is for the security of our entire school community.** If you wish to visit your child's classroom, please make arrangements in advance with your child's teacher.

Please note that a photo ID is required anytime you pick up students or visit the school.

Our **Back to School Night** is scheduled for **September 23rd**, at **6:00 P.M.** with a **general meeting in the gymnasium and an introduction of staff.** It is essential to have parent involvement to better our school community. Please consider volunteering your time with the PTO. After the meeting, you will be able to visit your child (ren)'s classroom(s) and meet the teacher. Due to time constraints associated with "Back to School Night", we would appreciate that if you have additional concerns that require extra time, kindly schedule a conference for another day. This is a night for parents, so we request that **children NOT attend.**

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Sign-up for our Infinite Campus Parent Portal, our student information system, can be done with the school secretary in the office on “Back to School Night”. Please be sure that you have identification with you. It takes only a few minutes, but the information you receive through this is certainly worth the time.

Student Drop – Off Procedure:

If it is necessary for you to bring your child (ren) to school in the morning (either by car or walkers), they must be dropped off in the back parking lot. A staff member will be stationed there each morning from 8:45 A.M. until 9:00 A.M. to ensure the safety of your child (ren). Children will exit the car with the assistance of the staff member. Parents will not get out of their cars and will just continue to drive out of the school lot. This will allow for a consistent flow of traffic. Children will enter the building through the back entrance and proceed directly to their classrooms. If you must accompany your child into the building prior to 9:00 A.M., please park in a space in the front/side parking lot, enter via the main entrance front doors, and sign in at the office. **Children can NOT be dropped off prior to 8:45 am. They will not be allowed to wait in the front corridor of the school.**

Student Pick-Up Procedure:

Parents picking up their child (ren) after school are to park in the rear of the building and enter and exit through the cafeteria. You are asked to wait in the cafeteria away from the entrance, where children will be sent at dismissal time, and a staff member will dismiss your child to you. Parents **must** sign their child (ren) out daily. Any change in the going home process (i.e. bus student being picked up by parent, after school activities such as religious education, Boy and Girl Scouts, early dismissal for a doctor’s appointment) must be put into a note to the classroom teacher. If a note is not received, the parent or guardian must report to the main office to pick up your child (ren).

Please remember when entering or exiting our school parking lots that **BUSES AND PEDESTRIANS HAVE THE RIGHT OF WAY**. Passing a bus with its lights flashing is a \$465.00 fine.

Absence Verification:

Board of Education policy requires that parents call the school when their child will be absent. A voice mail box (203 929-4077) is available for calls at night or early morning for your convenience. The voice mail box is available until the office staff arrives in the morning. If a child is absent and no parental notification has been obtained, the parent will receive an automated call at home, cell phone or their place of work. Upon returning to school after an absence, students are required to bring a note. This is especially important in light of the current State Truancy Law.

Shelton’s Attendance Policy

- Late arrivals (after 9:00 am) and early departures (before 3:45) are considered unexcused. A doctor’s note can excuse a late arrival and/or early departure. It will still be marked in attendance as an excused tardy or early dismissal. If a student leaves prior to 12:20 they are considered absent.
- An absence is considered excused when a doctor’s note is received by the school within ten days of the child’s absence.

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- A student is considered truant when he/she has accumulated four unexcused absences in a month or ten in a year.
- A student is considered chronically absent when they have missed ten percent of their enrolled school days.
- All absences should be called in by the parent/guardian each day that child will not be in school. Our phone number is 203-929-4121. Calling in absences does not mean that it will automatically become an excused absence.

Lunch & Breakfast Prices for 2019-20

Elementary Breakfast

\$1.50

Elementary Lunch

\$2.75

Student Items and Belongings:

- Students are NOT permitted back into the building for forgotten items.
- If your child brings a cell phone to school, it must remain in their backpack and in the off position.
- **Label** all student items.

Birthdays are celebrated with a “Healthy Snack” in grades Pre K – 4 in the following manner:

If you wish to celebrate your child’s birthday at school, you have two options.

- 1) It is recommended that parents send in a **healthy snack** (fruit, pretzels, popcorn) for the entire class to be shared during lunch.

-OR-

- 2) Sending in a non-food item for the entire class. Some examples of non-food items include: bookmarks, erasers, pencils, pens, markers, stickers and bouncy balls.

Birthdays are special days for our students. Recognition of birthdays at school, while important, should not disrupt the learning process or endanger the health or well-being of any student. We have an increasingly growing number of students who have food allergies. These students, along with other students whose health conditions require dietary restrictions, need close monitoring. Thank you for your assistance in helping make our school a happy, safe, and healthy environment for all students and staff.

Bus Information:

We encourage you to send your children by bus (if eligible). Parents are requested to **refrain** from driving in the bus loop prior to 9:05 A.M in the morning, and between 3:35 P.M. and 4:00 P.M. in the afternoon. Parking in front of the school during these times is reserved for buses only. This will provide a safe and secure environment for our bus drivers and our bus transportation students. Appropriate behavior is important so that drivers are not distracted, and all students can ride safely and happily. Inappropriate behavior may result in suspension from the bus.

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The transportation department's policy is the following: It is the responsibility of the Bus Company to take students from home to school and back. To assist working parents, they will take students to a daycare stop within the Mohegan School District on a set schedule. For example, Mrs. Smith sends in a request for her son to go to her sister's house for daycare on Mondays, Tuesdays, and Wednesdays every week. They will take students to **ONE** other address besides the home stop on the **same fixed**, day/days each week.

We will communicate these requests to the bus company who will add them to transportation information system and make it part of the driver's regular route. This is especially important if the student will ride two buses; the Monday-Wednesday driver knows he will have this student on these days and the Thursday/Friday driver knows to expect the student on those days. Without these stops being part of the routes, a spare driver will not be aware of stops the regular driver may do automatically. In the event of an accident or emergency situation, the transportation coordinator looks to the transportation information system for student lists because this is how they track everyone.

We realize that sometimes exception situations arise, such as a serious illness or emergency within a student's family. In these instances, we will do whatever we can to accommodate the family in need.

For the reasons listed above, we will **NOT** be approving daily changes. Please put your request regarding dismissal in writing to your child's teacher. If you have more than one child, each teacher **MUST** get a note. If during the day an emergency arises, you must call the school NO LATER than 3:15 P.M. We will need something in writing, either a fax or an email to aditullio@sheltonpublicschools.org

Do NOT email just the classroom teacher. They might not be able to check their email, thus creating a safety issue for your child.

Unplanned Early Dismissal:

We ask that you **DO NOT** call the school or radio/television stations. It is imperative that these phone lines be kept open for communication purposes during an emergency. It is important to review with your child (ren) alternative arrangements regarding where they should go if you are not home on an emergency early dismissal day. Information regarding emergency delayed openings / early dismissals may be obtained from various radio (WICC 600AM) and television (WTNH Channel 8) stations or by checking the district website (www.sheltonpublicschools.org). Please refer to our website for planned and unplanned early dismissal times.

Board of Education's Policy Concerning Dress Code:

1. Students may not wear footwear which is a safety hazard (flip flops).
2. Refrain from wearing attire or accessories which depict logo or emblems that encourage the use of violence, drugs, tobacco products, or alcoholic beverages.
3. Refrain from wearing shirts/blouses which are revealing.
4. Refrain from wearing see-through clothing, tank tops, or inappropriate sleeveless shirts (spaghetti strap style).

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5. Refrain from wearing shorts, miniskirts or pants that reveal upper thigh or undergarments.

Fire Drills/Lockdown Drills/Shelter in Place Drills:

Over the course of the school year, students will be taking part in various drills as monthly safety routines.

School Medication Policy:

To insure the safety and well-being of all our students, specific guidelines have been established. Students are not allowed to carry medications. All medications are kept in the nurse's office and administered by the school nurse or the designated staff in her absence. All medications administered in school must be:

- Brought to school by a parent or responsible adult
- Packaged in the original pharmacy container with the name of the student, doctor, name of medication and dosage
- Given to the school nurse or in her absence an administrator or teacher
- Accompanied by a signed authorization from the physician and parent/guardian with the time to be taken, reason and duration
- Over the counter medications such as Tylenol MUST follow the same procedure. The medication must be in a new unopened container
- No more than a 45 – day supply will be accepted
- A parent or responsible adult must pick up any discontinued medication or it will be destroyed after one week