



**Lebanon Elementary School:  
Parent and Student Handbook**

**2018 - 2019**

*Have responsibility, use honesty, show  
respect to all, and keep safe in every setting.*

**479 Exeter Road, Lebanon, CT 06249**

Welcome to Lebanon Elementary School!

On behalf of the Lebanon Elementary School faculty and staff, I welcome you to the 2018-2019 school year. The information in this book is compiled to help you and your child share a productive and successful school experience. The Lebanon Elementary handbook contains guidelines, policies and procedures with regard to attendance, student behavior, and medical/health procedures. It also contains summaries of curriculum, programs, and services as they apply to the Elementary School.

Highlighted in our handbook are expectations for student behavior and performance. We strongly believe that through our partnership with families we can reinforce responsibility and a healthy attitude towards learning. The Positive Behavior Supports Program continues to be an effective system to teach and reinforce expected behaviors into students' daily lives. We strive to foster caring individuals who demonstrate respect towards others and enthusiasm for education.

We expect all families to take the time to read the information provided in this handbook. Feel free to contact us during school hours at 860-642-7593, regarding any questions or concerns you may have. If you need to contact the school after business hours, please leave a message, and your call will be returned as soon as possible.

We look forward to a year of growing, learning, and excitement as we share the role of guiding and teaching our children. Together we can make a difference.

Respectfully,

Rita Quiles-Glover (Mrs.QG)  
Principal

## **Lebanon School District: District Mission and Beliefs**

The Lebanon Public School District is a community of learners which values an active partnership with families, school and community. Our goal is to prepare students to succeed in a global world by providing a quality and challenging education in a safe environment.

### **BELIEFS OF LEBANON ELEMENTARY SCHOOL**

**We believe:**

A positive learning environment is created when the entire school community cooperates, mutually respects, and encourages one another;

A partnership among parents, administrators, teachers, and students is critical to developing social responsibility and maximizing learning;

Success in school comes from a desire to learn which is maximized through a partnership between home and school;

The process of learning is as valuable as the product;

Our school advocates for all children by accepting them and adopting strategies to meet individual needs;

All children have an equal opportunity to learn and to achieve their personal best according to their individual learning styles and rates of development;

Children will be both independent and cooperative learners;

The optimal learning environment is healthy and safe, well-equipped, spacious and has up-to-date technology;

Learning is an interactive process, enhanced through diverse, integrated and hands-on experiences;

Respect and tolerance for others' beliefs and cultures are essential for living in a diverse society.

### **LEBANON BOARD OF EDUCATION GOALS AND OBJECTIVES**

**Student Achievement**

Goal: The Lebanon Board of Education will support every student in the Lebanon Public Schools to meet established, rigorous performance standards in all areas of learning by becoming independent strategic readers, problem solvers, and critical thinkers.

**Communication**

Goal: The Lebanon Board of Education will establish reciprocal communication that is accessible and understandable, and unites all citizens around the belief that high quality public education is our community's most valuable asset.

**Facilities and Educational Adequacy**

Goal: the Lebanon Board of Education will ensure all students have the opportunity to learn and achieve in safe and educationally adequate facilities by meeting the needs of the district with respect to adequate space and quality learning environments.

**Fiscal Management**

Goal: The Lebanon Board of Education will promote a fiscally responsible district. The Board recognizes its responsibility to balance its objectives of providing the best possible education to the students of Lebanon while being fiscally responsible to district taxpayers.

**Board Governance**

Goal: The Lebanon Board of Education will institutionalize a focus on continuous improvement leading to student achievement and student success through its development of policy, ongoing evaluation, and commitment to Board professional growth.

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# **LEBANON PUBLIC SCHOOLS** **2018/ 2019 CALENDAR**

## **August 2018 - 3 day**

M	T	W	TH	F
			23	24
27	28	29	30	31

## **September 2018 - 19 days**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## **October 2018- 21 days**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18/	19/
22	23	24	25	26
29	30	31		

## **November 2018 - 18 days**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21*	22	23
26	27	28	29	30

## **December 2018 - 15 days**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21*
24	25	26	27	28
31				

## **January 2019 - 21 days**

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17//	18//
21	22//	23//	24	25
28	29	30	31	

**Quarters End - HS**  
November 7, 2018  
January 16, 2019  
March 27, 2019  
June 11, 2019

## **Important Calendar Dates**

**August 23** - New Staff  
**August 24** - New Staff  
**August 27** - Convocation  
**August 28** - Professional Development  
**August 29** - School begins for all students  
**September 3** - Labor Day  
**October 8** - Columbus Day  
**October 9** - Professional Development  
**October 18, 19** - Early Closing ES, (PK-4 Conf. )  
**November 6** - Professional Development  
**November 12** - Veteran's Day Observed  
**November 21** - Early Closing All  
**November 22, 23** - Thanksgiving  
**December 21** - Early Closing All  
**December 24 - January 1** Schools Closed  
**January 21** - Martin Luther King Day  
**January 17,18,22,23**  
Early Closing H.S. Exams  
Early Closing 5-8 Conferences  
**February 14** - Professional Development  
**February 15** - Professional Development  
**February 18, 19** - Winter Break  
**March 14, 15** - Early Closing ES ( PK- 4 Conf. )  
**April 15-19** - Spring Break  
**May 27** - Memorial Day  
**June 6, 7, 10, 11** - Early Closing H.S. Exams  
**June 10, 11** - Early Closing All  
**June 11** - Last day for students

**180 Student Days**  
**186 Teacher Days**

**Quarters End - MS**  
November 7, 2018  
January 16, 2019  
March 27, 2019  
June 11, 2019

## **February 2019 - 16 days**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

## **March 2019 - 21 days**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14/	15/
18	19	20	21	22
25	26	27	28	29

## **April 2019 - 17 days**



M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## **May 2019 - 22 days**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## **June 2019 - 7 days**

M	T	W	TH	F
3	4	5	6///	7///
10*	11*			

 Indicates No School  
 Indicates Prof. Dev. Day  
\_\* Indicates Early Closing All  
\_/ Indicates Early Closing ES only  
\_// Indicates Early Closing MS/HS only  
\_/// Indicates Early Closing HS only

**Trimesters End - ES**  
December 7, 2018  
March 8, 2019  
June 11, 2019  
**Approved: December 12, 2017**

<b>2018-2019</b> <b>REGULAR FULL DAY and DELAYED OPENINGS/EARLY CLOSING DAYS/EMERGENCY</b> <b>EARLY CLOSINGS</b>
--

<b>FULL DAY</b>	
Grades K-4	School starts – 8:35 a.m.; School ends 3:10 p.m.
AM Preschool	Session starts – 8:35 a.m.; Session ends 11:20 a.m.
PM Preschool	Session starts – 12:20 p.m.; Session ends 3:10 p.m.
<b>2 HOUR DELAYED OPENING</b>	
Grades K-4	School starts – 10:35 a.m.; School ends 3:10 p.m. (Lunch served)
AM Preschool	CANCELLED
PM Preschool	Session starts 12:20 p.m.; Session ends 3:10 p.m.
<b>Early Closings Due to Inclement Weather</b>	
Grades K-4	School starts – 10:35 a.m.; School ends 1:05 p.m. (Lunch served)
AM Preschool	Session starts at 8:35; ends at 10:45
PM Preschool	CANCELLED
<b>PLANNED EARLY CLOSING DAYS</b>	
<b>October 18<sup>th</sup> &amp; 19<sup>th</sup>, November 21<sup>st</sup>, December 21<sup>st</sup>, March 14<sup>th</sup> &amp; 15<sup>th</sup>, June 10<sup>th</sup> &amp; 11<sup>th</sup></b>	
Grades K-4	School starts 8:35 a.m.; School ends 1:05 p.m. (Lunch served)
AM Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.
PM Preschool	Session starts 10:45 a.m.; Session ends 1:05 p.m. Note: Students will be picked up approximately 90 minutes earlier. Please bring a lunch.
<b>UNPLANNED EARLY CLOSING DAY (DUE TO THINGS SUCH AS INCLEMENT WEATHER)</b>	
Grades K-4	School starts – 8:35 a.m.; School ends 1:05 p.m.
AM Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.
PM Preschool	CANCELLED

**Early Closing or Late Opening:** In the event of severe weather school will be either cancelled or the opening will be delayed 2 hours. For this and for early closings due to the weather, notification will go out to parents through the Blackboard Connect system. The Superintendent's office will also notify various broadcasting stations to make public announcements.

**WTIC-AM 1080    WTIC-FM 96.5    WDRC-AM 1360    WILI-AM 1400**  
**WILI-FM 98.3    WDRC-FM 1029    WFSB TV 3    WVIT TV 30    WNHC TV 8**

If you would like to receive email notification of school delays or closings, please go to <http://www.nbc30.com/closings/index.html> and register. As soon as the superintendent's office contacts Channel 30 with a change in open/closed status, an email will be sent to those who have registered.

#### **Other Emergency/Early Closings**

There may be other **unexpected** early closings for reasons such as electrical outages where water or heat is not available. These may not be seasonal and it is important to complete an Emergency Contact Plan and **include all critical contact information**.

**Parents should consider options and discuss them with their children in the event that there may be an early dismissal and there would be no adult at home to greet them.**

**In the event of an emergency closing, you will be notified through email, voice call and or text messages depending on the situation. Please make sure phone numbers including emergency contacts are current.**

**WEATHER CIRCUMSTANCES CHANGE! HAVE CONTINGENCY PLANS READY**

# LEBANON ELEMENTARY SCHOOL STAFF

Principal

Rita Quiles-Glover

Psychologist  
Social Worker  
Nurse

Jessica Scorso  
Sabena Escott  
Joanne Sczurek



Administrative Secretary  
Office Secretary

Sonia Hartnett  
Patti Handy

Preschool

Christine Burelle  
Maegan Meakem

Kindergarten

Judith Ingram  
April van Sambeck  
Halle Torockio  
Kamila Nowak

Grade One

Heather Lyon  
Christine Johnson  
Lisa Gamache

Grade Two



Melissa Orlando  
Carolyn Provost  
Jen Olsen

Grade Three

Gretchen Brochu  
Jan Gervais  
Jason Ladegard  
Erin Pistel

Grade Four

Debbie Ieni  
Jennifer Ladegard  
Kathleen Smith

Reading Consultant  
Reading Support

Greta Skiles  
Marie Langdon  
Barbara Lazur

Art  
Library  
Music  
Physical Education  
Technology

Nicole Sieczkowski  
Lynn Frazier  
Erin Shuman  
Terry Halbardier  
Pia Perry



Special Education

Amy Bergeron  
Bethany Boada  
June Dunn  
Olivia Sirois  
Kristen Krause

Speech/Language

Trisha Muller  
Michelle Plucenik

Occupational /Physical Therapists

Jean Glode (OT)



## Instructional Assistants



Jamie Coleman  
Denise Dube  
Miguel Gonzalez  
Lori Hermann  
Lyn Johnson  
Karen Konow  
Julie Lake  
Deborah Ladouceur  
Svea Meyer  
Pat Payer  
Lena Sanchez  
Rebecca Smith  
Laura Tartaglia  
Linda Truax  
Lisa Viele  
Theresa Villanueva

## Information Technology ( IT )

Michael Quick

Maintenance Supervisor  
Custodians

Kevin French  
Keith LaPorte  
Karen Mitchell  
Ken Hustus

## Cafeteria

Nicole Swanson  
Lin Elliott  
Maria Leonard

**CENTRAL OFFICE STAFF**

Superintendent of Schools  
Director of Pupil Services  
Director of Curriculum  
Director of Business  
Director of Technology  
Administrative Secretary  
Special Education Secretary  
Bookkeeper

Robert Angeli  
Cheryl Biekert  
Kathleen Mozak-Pezza  
Robert Sirpenski  
Jacques Dulac  
Chelsea Williams  
Jennifer Thompson  
Cheryl Derosier

**SCHOOL ADMINISTRATION**

Lyman Memorial High School 860-642-7567

James Apicelli – Principal  
Ann Birrell – Assistant Principal  
Robert Laskarzewski – Principal

Lebanon Middle School 860-642-4702

**LEBANON BOARD OF EDUCATION**

**William MeeseAlbert**  
**Maureen McCall**  
**Sarah Haynes**  
**Dawn Whitther**  
**Alexis HusseyBerthier Bosse**  
**Jason Nowosad**





**The Lebanon Board of Education**  
**2018 Scheduled Board Meetings**

The Lebanon Board of Education will meet on the second Tuesday of each month, at the Lebanon Middle School Library unless otherwise specified. Board meetings begin at 7:30 PM.

**2018 Scheduled Board Meeting Dates**

January 9, 2018

February 13, 2018

March 10, 2018

April 10, 2018

May 8, 2018

June 12, 2018

July 10, 2018

August 14, 2018

September 11, 2018

October 9, 2018

November 13, 2018

December 11, 2018

For more meeting information please visit the district website at: [www.lebanonct.org](http://www.lebanonct.org)



## **General Information**

**Bus Transportation:** Bus transportation is provided to school in the morning and from school in the afternoon for all students in grades Pre-K – 4 from/to their residence or designated bus stop. For reasons of regular daycare a second bus stop may be requested in writing to the office. An alternate bus request form may be obtained from the school office. Please be sure to complete this form prior to school beginning to ensure your child is dropped at the correct bus stop. Exceptions will be made only in the event of emergencies with office verification. All buses are equipped with video cameras. Questions concerning bus routes should be directed to the Superintendent's office by calling 642-7795 or M & J Bus Company at 860-423-9552.

### **Drop Off:**

Students may be dropped off in the lower loop between 8:25 am and 8:35 am. Drop off is not allowed in the bus loop. If you are bringing your child to school after 8:35 am, please park in the lot and walk your child into the main office and sign them in. To ensure safety for all students and allow for a smooth transition to the start of the day, please remember that student drop off time is only between 8:20-8:35. Please do not drop off your child unless there is a staff member present. Please do not pass the cars in line ahead of you, as children may be exiting the car. Lastly, if possible, have your child exit your car on the sidewalk side. We appreciate your understanding of these safety procedures.

**Parking:** Parking is NOT allowed in the bus loop for any reason. Parking is allowed in the lower parking lot.

**Lunch Program:** Lunch and breakfast is provided by Chartwells Food Service. Each student's lunch account is their student ID number as assigned for all academic information. Parents can put money on the accounts through the lunch program and use it as a debit system. On the school website you can find the lunch menu and further information regarding the online payment system called MyPaymentPlus. The daily price for a student lunch at the elementary school is \$2.65. Breakfast is served daily for \$1.50.

**Lost/Found Procedures:** Students need to learn responsibility for their belongings. We ask that students not bring electronic devices, large sums of money or other costly items to school. Lost clothing and miscellaneous items are placed in a bucket in the bus loading area. Due to the excessive nature of lost items we allow one to two weeks for children to recover their possessions. At that point items will be donated to organizations that support families in need.

**Animals:** Due to health and safety concerns and Board of Education policy, animals will not be admitted on school grounds. Exceptions will be made for formal educational exhibitions or medical assistance approved by administration.

**Safety Procedures:** Safety measures are integrated into our daily routines. Sign-in and sign-out for all children ensures adult contact when dropping off or picking up students. All doors are locked during the school's operating hours. The main entrance has a buzzer entry system and all visitors must report to the office upon entry to sign in. Please be prepared to present identification. Fire drills, evacuations, and lock down procedures are part of a school safety plan and are implemented throughout the school year. Practice for the entire school population provides safety protocols to call upon in the event of emergency situations. Children are taught safe ways to act at home and in school.



### **Visitors/Volunteers**

For the safety and security of guests and students, visitors and volunteers are REQUIRED to present themselves at the office upon arrival at the Elementary School. In the office, visitors and volunteers will sign in and receive a visitor sticker. Upon departure, visitors/volunteers are asked to return to the office to sign out. This will assure that we can account for everyone in the building in an emergency. Because we care about you, staff members will direct anyone without a sticker to the main office. We thank you for your help and understanding.

**Outside Functions/Invitations:** Party/function invitations cannot be given out in school. The room parent will ask for permission to share your address and phone number with other parents. Those parents who agree will have their address and phone number shared with other parents in the room. At no other time will numbers or addresses be given out in school. This promotes a fair and comfortable environment for all children in school.

### Curriculum

Lebanon Elementary School's curriculum stems from the Common Core State Standards (CCSS). The CCSS are a set of K-12 expectations for Language Arts and Mathematics. They are designed to ensure all students are able to compete and succeed globally. On July 7, 2010 the State Board of Education adopted the Common Core as Connecticut's standards in ELA and math. The CCSS are fewer but higher and clearer standards, which are comparable across states and progressively aligned with what children need to know and be ready for college and career. With the adoption of the CCSS came key instructional shifts in the classroom. We aim to build knowledge through increased use of content-rich nonfiction and informational texts. Reading, writing and speaking is grounded in evidence from these texts. We stretch our students' minds by delving into complex text and examining its academic language. In math, we practice perseverance and seek to increase conceptual understanding, procedural skill and fluency as well as application in working to meet rigorous expectations.

For a further more detailed look into our curriculum please do not hesitate to reach out to your classroom teacher.

### Preschool NAEYC Accredited Program

The NAEYC accredited preschool program is offered in order to promote school success and intervene with students at an early age. The class is comprised of students with and without special needs. All Lebanon children ages three and four who may benefit from instruction and socialization may be referred for screening by our preschool team.



### Report Cards

Students will receive report cards three times during the course of the year (after each trimester). LES, like all public schools in Connecticut, has transitioned fully to the Common Core State Standards (CCSS). We utilize a standards-based report card to align our grading and progress reporting practices to reflect this transition. Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows or is able to do. Our student/family friendly report card matches learning targets to high quality, balanced assessments and seeks to provide meaningful feedback so you may track your students' progress towards mastery of key academic concepts, as well as reflect upon strengths and areas of needed growth.

### Grading Categories and Keys

One of the important features about the report card is the measurement system used in each subject area. Teachers will evaluate students by assessing how closely each student's work matches grade level expectations for what a student should be able to do by the end of a given trimester.

Teachers use letter codes to answer the following two questions for each student:

1. To what extent has the student achieved grade level expectations and standards?
2. To what extent is the student developing the characteristics of successful learners?

### Grading Keys

The report card uses the following grading key to communicate the answers to questions posed above.

**E-** Exceeds Standard

**M-** Meets Standard

**P-** Progressing Towards Meeting Standard

**L-** Limited Progress Towards Meeting Standard

**N/A-** Not Assessed at this time- Please NOTE: The N/A code is used to indicate that a particular topic or set of learning objectives is not assessed or is not part of the curriculum during the trimester that is being graded. For example, although 'Operations and Algebraic Thinking' is part of each grade level's curriculum, teachers do not necessarily teach lessons in this area during each trimester. In such a case, N/A would be used.

### Comments Section

Teachers use the "Comments" section of the report card to provide parents with a brief explanation or narrative that provides more detail about student learning.

### Individual Education Plan and 504 Accommodations

If a child has an Individualized Education Plan or a 504 Accommodation Plan, the report card will reflect any modification in grading, course content, or student expectations specified by the Planning and Placement Team.

### Conferences/Parent Questions

A common conference day is scheduled in the Fall and Spring; however parents wishing to meet with teacher may do so at anytime with an appointment. Parents are advised to contact their child's teacher with any questions they may have. Contact your teacher through email, send in a note, or call at 860-642-7593. Staff members will check their voicemail at the end of the day. Any information that needs to be addressed before the end of the school day should not be left on a teacher's voicemail. Please call the school office with any emergency changes in your child's normal routine, (absences, being picked up, not being picked up, going on a different bus). Staff can also be reached via email, which is their [firstname.lastname@lebanonct.org](mailto:firstname.lastname@lebanonct.org)

### Photographing Students

As part of the first day notices, parents are asked to sign permission forms should they not want their child to be photographed as part of the school activities and events. Classroom volunteers or other adults should not take pictures of students in the class, without teacher permission. This is to protect each child's right to privacy.

### Attendance

Student attendance has a major impact on individual academic achievement and social development. As elementary students begin their school career, it is important that they establish a pattern of attendance and a positive attitude toward learning which promotes growth. We believe that absences detract from the quality of learning and hope that students are absent only when necessary.



According to Connecticut State Law and Lebanon Board of Education Policy, notification regarding attendance will be sent home upon repeated absences. Presently this will involve both *excused\** and *unexcused absences.\** The academic progress of students accumulating twenty absences within a school year will be carefully reviewed and may result in retention. (Please review the Board of Education Policy for further information.) Effective July 8, 2011,

Connecticut legislators signed into a law, Public Act 110136, Section 18, which required the State Board of Education to define "excused" and "unexcused" absences. According to the state law, there are two levels of criteria for an absence to be considered an excused absence:

- Level 1: One through 9 days absent (both excused and unexcused) - parent or guardian note required within 10 days and any reason that the student's parent or guardian indicates is acceptable and considered excused
- Level 2: 10 and above days absent - parent or guardian note required and in some cases additional documentation; Acceptable reasons can include a student illness (to be deemed excused; an appropriately verified licensed medical professional must verify all student illnesses, absences, regardless of length); student observance of a religious holiday; death in a student family or other emergency beyond the control of the student's family; mandated court appearances; lack of transportation that is normally provided by a district other than the one the student attends; extraordinary educational opportunities pre-approved by district administration

Parents are requested to use the "Reason for Absence Note" form to record and submit their child's absences in conjunction with a daily telephone call. Whenever a student is absent from school, no matter what the reason or circumstance, a note of explanation from the parent must accompany the student upon his/her return to school. It is important to note that while the first 9 absences in a school year can be deemed excused for any reason the parent or guardian approves, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to be qualified as excused and must include specific written documentation or reasons. A parent meeting will be held when a child, is determined truant (truant defined as a child who has 4 unexcused absences in one month or 10 unexcused absences in a school year). In the event of long term absences due to medical issues, parents and guardians must contact the school. Make-up assignments will be provided as appropriate to the child's development. In the case of prolonged absences of ten or more consecutive days, parents must notify the school so that arrangements may be made for assistance or special instruction.

Students missing work for vacation time or "Other Education Experiences" (BOE Policy 5113.a) outside the normal school calendar is strongly discouraged and will count toward the accumulation of maximum number of allowable days absent.



Teachers will not be responsible for providing special make up sessions for work missed during such absences. It is the student's responsibility (parent's, PK-8) to secure information about work missed, and this work must be turned in to the teacher for grading. PK-8, the parent must notify the school two weeks prior fulfilling the obligations as described in the BOE Policy 5113.a. Students are also responsible for making up all tests missed during such absences.

### Arrival/Tardiness

An important part of attendance is arriving to school on time. Routine tardiness without serious reasons will result in a conference with the principal, teacher and parent. In such cases, interventions may be suggested in order for both school and home to work together to resolve the concern.

### Dismissal

Early dismissal as with tardiness negatively impacts individual student learning as well as creates a disruption to classroom instruction. Unless there is an urgent medical problem, we ask that early dismissals be minimized. With a large student body, these disruptions can have a major impact on our academic program. Please seriously consider these concerns when planning your school year.



ALL STUDENTS, PARENTS AND VISITORS MUST REPORT TO THE OFFICE  
IMMEDIATELY UPON ENTERING THE BUILDING.



In order to properly account for the safety of all students during dismissal, students will be dismissed from the office and health room only. Children must be signed out by a parent, guardian or emergency contact. Identification is required.

### Student Behavior and Responsibilities

Student learning involves both *academic* and *social learning*. It is critical for students to acquire skills which enable them to interact positively with others and contribute to their school community. Each disciplinary measure is an opportunity for students to grow and find more successful ways to communicate with others. Every student must make choices at their appropriate developmental level and understand the positive and negative consequences of these choices. Therefore, it is everyone's responsibility to conduct himself or herself in a respectful, courteous manner in attitude, behavior and language at all times to ensure a safe and conducive learning environment in all school areas.



**Lebanon Elementary School Teaching Matrix**

	Hallways	Bathroom	Cafeteria	Playground	Assembly
I am... <u>Respectful</u>	-remain silent in line	-allow others their privacy	-use a quiet voice	-share equipment and take turns	-sit on my bottom
I will...	-be helpful by picking up papers or objects left in the hallway  -keep hands off of student work	-quietly wait my turn  -take care of school property	-eat with good table manners  -use polite words	-include others in play  -follow directions	-be a good listener
I am... <u>Responsible</u>	-watch where I'm going	-ask before leaving the classroom	-pick up after myself and dump my trash properly	-clean up and put away recess equipment	-applaud politely
I will...		-report any problems to my teacher  -throw away paper towels in the trash	-respond to quiet signal immediately	-line up quickly and quietly	-respond politely

I am... <u>Honest</u>  I will...	-be truthful about my actions  -report actions accurately  -go directly where I'm supposed to go	-be truthful about my actions  -report actions accurately  -only use the bathroom when necessary	-take the lunch I ordered  -be truthful about my actions  -report actions accurately	-be truthful about my actions  -report actions accurately	-be truthful about my actions  -report actions accurately
I am... <u>Safe</u>  I will...	-walk on the right side of the hallway  -keep my hands, feet and objects to myself  -always walk	-wash and dry my hands  -flush the toilet  -leave the light on for others	-move through the lunch line safely and orderly  -walk safely to my table  -touch only my food  -stay in my seat until given permission to get up	-follow playground rules  -tell an adult about safety issues	-keep my hands, feet and objects to myself  -maintain personal space

### **LES Behavior Purpose Statement**

Lebanon Elementary School is a safe place to learn because we are respectful, responsible and honest.

**HUSKIES** Behavior Expectations:

**H**ave Responsibility

**U**se Honesty

**S**how Respect To All

**K**eep Safe

**I**n **E**very **S**etting



### **Discipline Process**

Discipline problems will be handled according to the severity of the infraction.

Minor infractions of classroom rules or procedures will be managed by the classroom teacher. If minor infractions re-occur (3 or more times in one month), an administrator will be made aware of the situation. If a major infraction of school rules occurs, the child will be sent to the office. At that time, notification will be shared with the parent/and or guardian by both the teacher and the administrator. Further misbehavior will lead to team meetings involving parents, teachers, counselors and/or an administrator in order to develop plans for improving behavior.

Examples of major infractions include:



- unsafe behavior including possession of items which may cause harm to oneself or others,
- weapons or facsimile of weapons,
- spitting or other similar behaviors,
- inappropriate or disrespectful language, behavior or gestures,
- fighting, hitting or tripping others,
- damage to property,
- injury or attempt to injure others,
- repeated classroom infractions.

It is important for students to learn responsibility for their behavior and to understand that all actions have consequences. When students do not follow the classroom and school rules a range of consequences may be issued. These may include loss of class or school privileges (i.e.: alternate recess and/or lunch, loss of privileges such as unable to participate in a special event or use of technology), time in the office completing work and reflecting on behavior, age appropriate written consequences, and behavioral plans. Behavioral contracts or plans will be designed to target specific concerns and to promote positive interactions. Intensive monitoring along with intervention plans will be vital to children who have demonstrated behaviors which interfere with learning on a regular basis. Please refer to the Lebanon Board of Education Policy (5114 Suspension/Expulsion) for further information.

## Student Bus Behavior

All school rules and expectations are in effect while students are transported to and from school. Since the safety and well-being of students is our primary focus on the bus, any student jeopardizing the safety of others will be subject to disciplinary action that could include an assigned seat, close proximity to the bus driver, parent/student meeting with administrator, reflective/apology note to the bus driver, change of a bus, and/or suspension of transportation services up to ten consecutive days.

## Social Emotional Learning

Social emotional learning teaches students the ability to become more self-aware, manage and express feelings, advocate for one's needs as a learner, establish greater awareness of others, collaborate with peers, exhibit independent student skills, and facilitate effective conflict management skills. Social emotional learning at Lebanon Elementary School is taught through our early intervention process (SRBI) with Tier 1, 2 and 3 supports available to students. All students in prek-grade 4 participate in a program called Second Step. This classroom support provides the school environment cohesiveness with language, consistency of expectations across the grades, and improved positive relationships with those around them. Tier 1 social emotional supports are also modeled and taught through our Positive Behaviors Support groups (PBS, paw tracker, Husky Hero) and the development of classroom communities throughout each grade level. In addition, all students participate in a social emotional screening in grades K-4<sup>th</sup> to help identify students in need of behavioral and school connectedness supports and interventions. All of these initiatives support the general well-being of all of our students and are preventative measures for at risk behaviors such as bullying.

## Bullying (see Board of Education Policy # 5131.911)

**Definition of Bullying:** Bullying can be defined as the repeated use by one or more students of a written, oral or electronic communication directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student that:



- caused physical or emotional harm to such student or damage to the student's property
- places such student in reasonable fear of harm to himself/herself or damage to his/her property
- creates a hostile environment at school for such student
- infringes on the rights of such student at school
- substantially disrupts the education process or the orderly operation of a school



## Reporting of Bullying:

Students should report any acts of bullying to staff members who will report the act to the administration. Reports may be done verbally or in writing. Students may anonymously report incidents. All incidents will be investigated and appropriate action will be taken. All bullying investigations are documented validated or not.

## Dress Code

In an effort to address the Board of Education's concerns regarding appropriate school attire and dress code (policy 5132). Clothing suitable for the weather of the day should be worn. Children will be expected to go outside except on rainy or extremely cold days. Experience has shown that the school playgrounds, because of the terrain, are windier and colder than other parts of town. Please take this into consideration when assisting your children in selecting clothing for school. When there is snow, students can play in the snow if they have a snowsuit, ski gloves, coat, and snow boots. All other students will only be allowed to play on the blacktop. During the warmer days, children should refrain from wearing string or narrow strap tops, or clothing that exposes the midriff. Shirts or tops worn must be of a length that allows it to be tucked into the lower/under garment. Flip flops are not recommended due to the mulch in the playground area and potential injury. Clothing should be clean and must be free from promoting or referring to drugs, alcohol, tobacco or any offensive words, signs or slogans.. We require that *sneakers* and comfortable clothes are worn on days when your child participates in physical education class.

At the elementary level unnatural hair dyes (i.e. pink, purple, blue), bandanas and extraneous clothing detract from the educational setting and are not acceptable. Temporary tattoos should not be exposed during the school day. Community standards will be applied by school administrators to determine acceptability and appropriateness of clothing, accessories and adornments. See Board Policy 5132 for further information."



## Homework

Homework is an extension of learning which takes place in the home. Skills and concepts need to be reinforced in order for true acquisition to occur. Students will be given assignments according to their developmental stage and educational needs. It is important that students learn responsibility and preparation for school. Please guide your child in this process.



- #1. Preschool-Kindergarten: Homework assignments may be given to develop the students' sense of responsibility and awareness of his/her surroundings.
- #2. Grades 1, 2, and 3: Homework at this level will be limited to assignments which, in the estimation of the teacher, can be completed in approximately twenty minutes.
- #3. Grade 4: Homework at this level will be limited to assignments which, in the estimation of the teacher, can be completed in approximately thirty minutes.



Consult with your child's teacher or counselor if the child seems to be taking a lengthy period of time or having any serious difficulty with assignments.

## Class Placement

School personnel will work in coordination with the principal to develop classes which are heterogeneous. Balance of boys and girls, academics and social information provided to us from parents and teachers, and special learning considerations such as special school district services are all considered when placing students. This is not a simple process and is one that requires a great deal of thought and planning. A well balanced class allows the students and teacher to perform at their best. Please note, class placements are determined by the beginning of June. Specific teacher requests are not honored. We make every effort to meet all students needs and we are confident that this process allows us to do an effective job of developing class lists. All requests for placement must be submitted to the principal in writing no later than May 20, 2018. Requests should include reasons related to the academic needs or learning style of a student. Decisions are made according to the criteria explained above, as well as in consideration of the total school population. The final decision in regard to placement resides with administration. We greatly appreciate the level of trust that you have in us to educate your child.

## Counseling and Support Services

Support services are available to all students in the school based on individual need. These services including counseling, group counseling, and agency referral and related services. Parents may contact the following staff for specific concerns at 860:642-7593  
 School Psychologist: Jessica Scorso  
 School Social Worker: Sabena Escott



## Student Support Team

The Student Support Team (SST) provides a wide spectrum of strategies and interventions for students who experience academic difficulty or exhibit social and emotional needs and may not be demonstrating progress at an expected potential. There is a core team comprised of a building administrator, two or more teachers and a counselor. Teachers, parents, counselors or administrators may refer students to seek out specific methods for alternate means of instruction.

The goal of the team is to assist the student in meeting success and build upon strategies for future academic and social/behavioral gains. Students who continue to display difficulty for prolonged periods may be referred to the Individual Educational Planning Team for review or evaluation.

## Individual Educational Planning Team / Planning and Placement Team

This team is comprised of staff members responsible for identifying, determining special education needs, prescribing suitable programs and monitoring progress for all children eligible for special education services. The IEP consists of an administrator, school psychologist, a regular education classroom teacher, a special education teacher, the child's parent and other professionals who may have something to contribute to the decision making process.

## RELATED ARTS

The Related Arts are specialty areas where students can explore fine arts, technology, and literature, as well as sports and recreational activities. Through this exploration, students may develop interests and skills, while learning different modes of expression. The Related Arts complement our core academic program and create a comprehensive offering at Lebanon Elementary School.



## Art

The Art program features long-term multi-media projects requiring research, planning, production and presentation. The Art curriculum connects with the classroom studies. Art history, aesthetics, critique and reflection are key components. Responsibility (listening, following directions and doing best work) is encouraged. All students meet once a week; Grades K-4 for 40 minutes & Preschool for 20 minutes.

## Library/Media Center

The Lebanon Elementary School Library Media Center collection includes print and non-print material in a variety of formats. The collection reflects the school's curriculum as well as the recreational needs of the students. Students visit the library once a week: 40 minutes for grades K-4 and 20 minutes for Pre-K. All students are introduced to our automated card catalog. Older students become familiar with the on-line Grolier and World Book Encyclopedia, along with ICONN.org (Connecticut Digital Library). Students may sign out fiction, nonfiction, classroom topics, Caldecott and Newberry Medal Award winning books, as well as free choice books. Books are borrowed for one week and may be renewed. No fines are charged for late books, but damaged or lost books must be paid for before the student can resume library privileges. Our goal is to encourage the love of books and reading, and to promote responsibility, respect and caring with every visit to the library and with every book borrowed. VOLUNTEERS ARE WELCOME!



## Music

This program (40 minutes grades K-4 each week, 20 minutes Pre-K) offers students a variety of musical exposures including singing, movement, dance, and "accompaniment" technique. Beginning in kindergarten, the curriculum is set to give the children a foundation of knowledge on which to build. Some of the concepts highlighted for music literacy are vocal pitch control, steady beat, simple rhythm, and structured movement. This foundation is built on through the years in many ways, including increasingly advanced rhythmic reading and play, implementation of skills onto pitched instruments, and musical drama performance incorporating vocal and drama skills. Upper grades (3 & 4) each present an evening performance. In addition to the regular music program, fourth grade students have an opportunity to participate in the following music opportunities:



- Beginning Band: Students in the fourth grade are invited to join the band. Instruments offered are flute, clarinet, alto saxophone, trumpet, trombone and percussion. Band meets during the school day on a rotating schedule. The band will perform in a concert in the spring.
- Fourth Grade Chorus: Students in the fourth grade are invited to join the chorus. Students in chorus will focus on developing proper vocal technique and beginning part-singing. The chorus will perform in evening concerts in the winter and spring.

## Physical Education

The physical education program (40 minutes grades K-4 each week, 20 minutes Pre-K) provides experiences for children to better skillfully move in situations requiring either planned or unplanned responses, become aware of the meaning, feeling, and joy of movement as performers and observers, and understand the connection between movement and fitness. Participation and positive social interactions are reinforced. Sneakers should be worn and meet the following criteria – laces or Velcro closure, cover the top of the foot to the ankle, no metal hooks, no raised heels or platforms, and no boot soles. A short sleeved shirt, shorts or loose fitting pants are preferred; sweatshirts and jackets should be worn in cooler weather. It is expected that all children participate in Physical Education classes. If it is necessary to be excused for a single class, a note from a parent is required. After that, a note from the doctor is required stating the duration to be excused.



## Technology

The technology program provides weekly instruction (40 minutes grades K-4 each week, 20 minutes Pre-K) a hands-on experience where students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.



## Morning Activities

Students meet with their entire grade one time per week from morning arrival until 8:55 AM. Students are engaged in either physical activity, music, or working on expanding their technology skills. Related arts teachers structure these morning activities and it allows the students to engage with all students in their grade level.

## Health Services

Student health is an important concern and the school nurse is available to work individually with students and their families. The nurse also serves as a member of the pupil services team and as a consultant to classroom teachers regarding medical/health issues. Students who become ill during the school day should report to the nurse. If there is a necessity to go home, the nurse will inform the parent and the student will be released from school.



## Requirements for Admission to School

### 1. Physical Examinations

A complete physical examination record is required on all children accepted into the **preschool** program before they may enter the program. Prior to entry into **kindergarten**, seventh and eleventh grades, a student must have a complete physical examination within the last twelve months and must present written results of the exam to the school. Students moving into the district must present documentation of a physical examination. Responsibility for this physical examination and for obtaining the results rest with the parent and/or guardian.



### 2. Immunizations

All students are required to show proof of immunizations required by the State of Connecticut. Any student that does not have these immunizations will not be allowed to attend school. Students claiming religious or medical exemptions must return Immunization Exemption Form to the health office prior to enrollment.



### 3. Emergency Information Sheet

Parents or guardians are required to fill out an Emergency Information Sheet within five days of pupil registration or from the start of school. **Parents or guardians must keep the information on the sheet up-to-date to facilitate locating parents in case of illness or emergency.** Parents are expected to come for children as soon as possible after being notified by the nurse or arrange for someone else to assume care of the child. The school nurse cannot assume the responsibility for long term care.

### 4. Annual Health Update

To help us maintain a safe and healthy environment for our students, please notify the school nurse of any medical conditions, special need, life-threatening allergies, or changes in your child's health.

### 5. Procedures

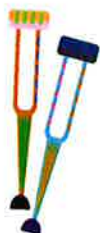
#### a. Injuries Occurring in School

The severity of the injury will determine what is done. Minor scrapes, cuts, bruises and the like will be reviewed by the health office. Depending on the severity, contact will be made to families through a health note, email, and/or phone call. More serious injuries, not requiring emergency care but needing more than first aid, will be referred to the child's parents or guardians for care or transportation to medical attention.



#### b. Illness Occurring in School

Students who become ill during school hours must report to the health office. The school nurse will examine him/her. A decision will be made as to whether the child should remain in school or be sent home based on the nurse's findings and using the guidelines set by the "Standing Orders" of our Medical Advisor. Any child having an oral temperature of 100°F or over, excessive coughing or sneezing, vomiting, diarrhea, suspicion of conjunctivitis or strep throat, an undiagnosed rash, or any other potentially contagious condition will be sent home. The parent/guardian is responsible to arrange transportation for their child within a reasonable amount of time.





### c. Returning to School After Hospital/Emergency Care

To ensure a smooth transition and appropriate care, students returning to school after hospitalization/emergency room care of a type that would impact school services to student safety **must present a note from the hospital to return to school**. This note must include the following: student diagnosis, a date student may return to school and restrictions, limitations or assistive services (slings, casts, crutches, etc.). No students will be allowed to attend school using an assistive device without written doctor's authorization and guidelines. Any student with an assistive device must be signed into the Health Office by parent upon returning to school.



### d. Communicable Disease Protocol

Any child thought to have a communicable disease that which may be passed on to another student shall be examined by the nursing staff and if confirmed, shall be excluded from school. Conditions which indicate exclusion include, but are not limited to: strep throat, chicken pox, impetigo, scabies, conjunctivitis (pink eye), pediculosis (head lice), and mononucleosis. Any child excluded from school for a communicable disease must be seen by the school nurse and have a written statement from a physician prior to re-entry. If the parent should discover that the child has a communicable disease at home, he/she should notify the Health Office. If a long term absence (more than 15 days) is anticipated, parents should contact the school office. The nursing staff shall examine students and may send notices to parents where communicable diseases have been confirmed to prevent further spread of diseases.



### e. Medical Excuse from Physical Education

If your child is ill or injured and needs to be excused from physical education or recess, a note from the child's physician is needed stating the length of time the child is to be excused. Otherwise, it will be left to the discretion of the school nurse depending on the child's past and present medical history. The excuse from the school nurse shall cover **one** school day. School policy advises that a child who is able to be in school should participate in gym. If your child has a temporary or chronic limitation, a limited physical education form must be completed by your physician and returned to the office.

## 6. Medication

Prescribed medication should not be administered during school hours if the desired effect by administration can be achieved during non-school hours.

However, if that is not possible, medication must be delivered directly to the school by the parent or responsible adult. Medication may not be transported or possessed by students. School administration of medication applies only to such medication prescribed for a particular individual pupil by a physician or dentist. (This includes aspirin, ibuprofen, or aspirin substitutes containing acetaminophen. PA 90-85: Lebanon Board of Education Policy JGCC). All medication must be picked up by a parent at the end of the school year. Students may not carry or self-administer any medication in school. ***The nurse cannot dispense medication, including aspirin, to pupils without written permission from the doctor and the parents.***



## 7. Health Screenings

Vision and audiometric screenings should be done, initially by the physician, at the time of the required physical exam. Subsequent vision and audiometric screenings are done annually on students in grades K thru 4.

### Illness/Injury Guidelines for Parents/Guardians

1. Notify the school when your child will be absent. You may call the attendance line (860-642-5763) or the health office (860-642-5765).
2. Send a note when your child returns to school explaining the reason for absence.
3. Illness lasting more than three days requires a physician's note for child to return to school.
4. Illness guidelines: Students should not return to school until:
  - Common Cold: Temperature is normal and excessive symptoms of cough/sneezing have subsided.
  - Fever: Normal temperature for 24 hours without fever-reducing medication.
  - Strep Throat: Free of fever and symptoms for one day and at least 24 after first dose of antibiotic.
  - Vomiting: No vomiting for 24 hours
  - Diarrhea: No diarrhea for 24 hours.



- Conjunctivitis (Pink Eye): When discharge and inflammation have cleared, or with written doctor's approval. Bacterial conjunctivitis requires at least one dose of antibiotic. The student may return the next day.
- Injuries Outside of School:
  - Minor – Recommend a note from home.
  - Major – (Stitches, cast, crutches, etc.) Require a written physician's note stating diagnosis, length of restrictions for gym and recess, and if applicable, permission to use assistive devices in school (crutches, wheelchair, elevator, etc.)



### **Parent and Family Involvement**

Lebanon Elementary administration and staff are committed to working in partnership with families and the community to ensure all students a positive educational journey. We believe that the key to strong partnerships is open and regular two-way communication. Ongoing dialogue regarding student progress and performance assists in providing a comprehensive elementary education for our children. We have a wide range of avenues for parents to become a part of our school community. Each family needs to determine the way it feels most comfortable and what they may choose to offer our community. Below are some ideas about how to become involved:

#### **Volunteer**

- ♦ Clerical, photocopying
- ♦ Creative bulletin board displays
- ♦ Sorting, organizing
- ♦ Label counters (could be a family affair)
- ♦ Cutting, designing projects that relate to an educational theme-literature, history, fine arts
- ♦ Book orders and other tasks that may be carried out at home



#### **Library/Media Center**

- ♦ Assist children
- ♦ Organize materials
- ♦ Coordinate Author's visits

#### **Chaperone**

- ♦ Special Events (i.e.: Field Day)
- ♦ Field Trips
- ♦ Assemblies

#### **Read**

- ♦ Read to children in the school

#### **Mentor**

- ♦ Mentor a child by spending time with a student in need

#### **Classroom Parent Representative (to the PTA)**

- ♦ Assist in organizing special classroom activities

#### **Hobbies and Special Interest**

- ♦ Share with students special hobbies or interests and provide demonstrations if appropriate (Musicians, seamstress, horticulturist, craftspeople, firefighter)

### **Parent and School Communication**

Lebanon Elementary School appreciates family participation. Teachers and the school office will share weekly correspondence through various ways such as newsletters, emails, websites, and other technological apps. Our LES website and facebook page share the most up to date events and announcements. In addition, every Friday there is a Friday folder that will go home with your child. Please be sure to review your Friday folder materials because it could have information from the PTA, community, and/or other school related activities to further bridge the connection between school and the home. In the office and/or in the front lobby, there is a television screen, pamphlets and flyers that share events and/or highlights related to our school community. Events such as open houses in September, parent teacher conferences both in the Fall and Spring, also help to support your child's specific needs. If you have any information that will help your child to have a successful day, please share it with your classroom teachers. We want to support your child's needs in anyway we can.



### **Parent Teacher Association**

This is an organization of parents and teachers whose primary function is to support the school. They assist in assigning room parents and organizing activities for the school that are cultural, educational and social. The P.T.A. will meet the first Tuesday of every month at 6:30 PM in the LES media center. They can be reached at [lebanonelementary@gmail.com](mailto:lebanonelementary@gmail.com).

### **Jonathan Trumbull Library**

**You can find a wide range of materials and services for all ages that are informative, enlightening, and entertaining including:**

Current best sellers  
eBooks & downloadable audiobooks  
Fiction and non-fiction titles  
DVDs & music CDs  
Audiobooks on CD  
Board books  
Children's book & audio sets  
Puppets  
Large print titles  
Magazines  
Museum passes  
6 computer stations with Internet access and MS Office software  
Free wireless Internet access  
Fax/copy machine  
Story times & early literacy activities for birth to 6 year olds  
Programs of interest to youth and adults  
Book discussions for adults and youth  
Inter-library loans

### **Library Programs**

Additional program information is located on our website Calendar of Events, our Facebook page, Lebanon Life and our monthly newsletter.

### **Download eBooks and Audios**

You can download eBooks and audiobooks, using your JTL library card number, from the library website or by downloading the OverDrive or Libby app to your mobile device. Find instructional brochures at the library if you need assistance.

## Museum Passes

Patrons may check out passes for free and discounted admissions to the following area attractions:

Connecticut Old State House

CT State Parks and Forests Day Pass

Florence Griswold Museum

Lutz Children's Museum

Mystic Aquarium

Mystic Seaport

New Britain Museum of American Art

Roger Williams Park Zoo

Wadsworth Atheneum Museum of Art

Please stop by the library and check us out...along with some great materials!

Jonathan Trumbull Library

580 Exeter Rd.

Lebanon, CT 06249

860-642-7763

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

## Lebanon Public School District: Integrated Pest Management

The Lebanon Board of Education is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at schools and grounds. This statement of policy shall be made to all staff and to all parents or guardians enrolled in schools under the control of the Lebanon Board of Education. This statement will be made annually at the beginning to the school year.

An Integrated Pest Management is in place for the Lebanon School District. This plan requires that alternative methods be employed prior to using pesticide. Whenever it is deemed necessary to apply a pesticide, it will be done so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provisions on the pesticide label.

Public Act 99-165 also allows for the notification of staff and parents and guardians of students prior to application of pesticide. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be mailed so as to be received 4 hours prior to pesticide application.

Questions regarding the Lebanon Board of Education policy for pesticide applications may be sent to the Supervisor of Buildings and Grounds at:

Lebanon Public Schools

891 Exeter Road

Lebanon, CT 06249

Or by phone to: 860-642-7795

