

IMPORTANT INFORMATION
Middlebrook School Handbook for Families

Middlebrook School
220 Middlebrooks Avenue
Trumbull, CT 06611

Absences

It is the responsibility of a parent/guardian to report his/her child's absence to the school each day by calling the school's office prior to 9:00 a.m. that day by:

- telephoning the school secretary or school nurse (203-452-4112);
- e-mailing the school secretary or school nurse (SanpietI@trumbullps.org); or
- speaking to the school secretary or school nurse in person.

For absences one (1) through nine (9) in a school year, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;

For the tenth (10th) absence and all absences thereafter in a school year, a student's absences from school are considered excused for the following reasons: student illness if verified by an appropriately licensed medical professional; student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family; mandated court appearance if supported by appropriate additional documentation; the lack of transportation that is normally provided by a district other than the one the student attends; or extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines.

Please follow the expectations of the TPS Attendance Policy:

https://www.trumbullps.org/Attachments/pac/policies/5000/5113_1_Attendance_Grades_K8.pdf

Allergies and Food

To protect students and staff from exposure to known allergens, we post food types that are not allowed in certain classrooms. For more information about Food Management, see;

https://www.trumbullps.org/Attachments/pac/policies/5000/5141_260_FoodAllergy.pdf

Arrival at School

- Students arrive beginning at 8:20 AM. Supervision begins at 8:20 when the doors open. If you need child care before 8:20 please contact the TLC Before and After School Program. If a student comes to school for prearranged extra help the teacher will meet the student and open the door. The same is true for parent/teacher meetings.
- The bell rings at 8:35 AM. **Please** help your children arrive to school **on time**. It is very disruptive to their learning when they arrive late. Late students must stop at the office with their guardian and be checked in before going to their classrooms. Office personnel will mark the child tardy and ensure they find their class. Classes may be testing and we need to monitor these situations.
- Drop-off on the side circle begins at 8:20. For the safety of both the children and driver, we ask that drivers do not exit their vehicles. Also, drivers should not pass other drivers. Please have your child

exit the car on the passenger side. We have adults in the drop-off circle to help open doors and help children exit, if needed.

- For safety reasons, parents cannot escort their children to classrooms. If a student needs assistance someone in the office will help. **Dropping into classrooms is not allowed.** It is disruptive to teaching and learning and for security reasons is not allowed. If you need to speak to your child's teacher, please call and make an appointment, or send an email requesting a meeting.
- PLEASE help your children by making sure all school materials (i.e. lunch money, dismissal notes, homework, glasses) are placed in backpacks the night before and are labeled with the child's name. We will be working on minimizing class disruptions by asking students to refrain from calling home for items after the school day has begun. **In addition, it really helps your child when he/she knows clear dismissal plans each day.**

Attendance

The Connecticut General Statutes, Sections 10-184, 10-186, and 10-210, require students over five (5) and under eighteen (18) years of age to attend school on a regular basis. The primary responsibility for adherence to regular attendance rests with the student's parent/guardian and the individual student. The District will comply with Connecticut State Statutes related to compulsory school attendance.

https://www.trumbullps.org/Attachments/pac/policies/5000/5113_1_Attendance_Grades_K8.pdf

Birthdays

- Student birthdays are announced by the office and the students receive a birthday certificate and birthday pencil.
- Please do not send any food treats to celebrate your child's birthday. Check with the teacher for other options.
- Birthday invitations can be distributed to the class only if the entire class is invited. Based on student privacy policies we cannot share class lists with addresses and phone numbers.

Building Use - Room Reservations

- All room reservations must be made through the school office. Please see the school secretary (Francesca Scalise) for Application for Use of Facilities form.

Bullying

In accordance with Connecticut State law and the TPS Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying, teen dating violence, or retaliation.

See the TPS policy on Bullying and Teen Violence for further information including reporting forms:

https://www.trumbullps.org/Attachments/pac/policies/5000/5131_911_BullyingandTeenDatingViolence.pdf

Bus Transportation

Trumbull Public Schools has a Transportation Office that can be reached at 203-452-4321. Parents can contact this department for the day-to-day business of transporting students to and from school. If a parent has a behavioral concern related to transportation, contact the Middlebrook office (203-452-4411) where staff will investigate. For further information about bus policies and practices go to

https://www.trumbullps.org/Attachments/pac/policies/3000/3541_Transportation.pdf

Cafeteria/Lunch Policies

- We have a “no sharing food” rule in our school. Parents cannot come for lunch with children for the safety of all students. Also, we strongly encourage healthy foods for snacks and lunch.
- Payment Plans for hot lunches:
 - Send checks (payable to Trumbull Food Services) or cash to Cafeteria Manager at school
 - Pre-pay through myschoolbucks.com. (fee charged for deposit)
- Lunch Loan Guidelines:
When a student’s account reaches zero he/she will be allowed emergency lunch loans. For the first two lunch loans, the student may select from the full menu. After two emergency lunch loans, the student will receive the alternate lunch (cheese sandwich). Once your account is in arrears by \$20 or more the TPS Business Office will contact you for collection. See Food Charging Policy which can be found at:
https://www.trumbullps.org/Attachments/pac/policies/3000/3542_43_Food_Charging.pdf

Cafeteria Seating & Behavior

- Students sit with their classmates and are expected to follow the PAWS rules in the cafeteria.
- Students are to sit properly on their seat, raise their hand if they need assistance, and speak in a quiet voice only to those students near them at their table.
- Student should leave their table and floor area clean.
- Students may not leave the cafeteria without permission.

Child Abuse and Neglect

Mandated reporters include all school employees. Further information regarding this policy can be found at;
https://www.trumbullps.org/Attachments/pac/policies/5000/5141_4_Reporting_of_Child_Abuse.pdf

Classroom/Grade Level Celebrations:

- All these events will be coordinated between the teacher, room mothers and the nurse. Any food brought in to school must adhere to the Food Management Policy which can be found at:
https://www.trumbullps.org/Attachments/pac/policies/5000/5141_260_FoodAllergy.pdf

Conferences

- Beyond set conference days, parents may call for teacher conferences any time during the school year. Please do not try to meet with a teacher without an appointment. Arrival and dismissal times are busy times and not conducive to proper communication. Teachers must focus on a safe arrival /dismissal of their students at these times.
- If you need to bring your children to conferences, they must wait outside the door of the classroom you are visiting. Supervision is not in place during these times.

Dismissal Procedures

- Students being picked up by parents are called to the cafeteria at 3:15. If you are picking up your child, you need to provide a picture ID, sign the student dismissal book in the cafeteria and wait in the cafeteria for your child.
- The district policy is that all elementary students take a bus to and from school. The Transportation policy does not allow for walkers, however a parent can opt out of transportation for their child. The parent must write a letter to the building Principal opting out of transportation and holding the district harmless, if they choose to have their child walk.
- Students who regularly ride the bus need a note if there is a change in dismissal. If there is no note and parents cannot be reached, students are automatically sent home on the bus.
- The regular school day ends at 3:20. Teachers plan lessons up to preparation for dismissal, so **PLEASE** do not pick up your children early unless absolutely necessary. We greatly appreciate your efforts to plan appointments with this in mind.

Dismissal Changes

- A note is needed if there is a change in your child's regularly assigned dismissal procedure. Please send a note on a 8 ½ x 11 sheet of paper with the child's full name, teacher and date signed by the parent/guardian if there is any "change in plans" for student dismissal and have your child hand it to the teacher in the morning. We understand that sometimes there are last minute changes in family dismissal arrangements and **ask that these last minute changes be kept to a minimum. Please call the office by 1:00 p.m.** This will enable the office to deliver information to the teacher before afternoon instruction begins. As instructional time is a priority, we try to keep interruptions to a minimum.
- If your child is enrolled in an afterschool program such as After School Enrichment classes or Middlebrook Explorers, you do not need to send a note on scheduled meeting days. Signing your child up for the program is a commitment to attending the meetings. If your child is not able to stay for the scheduled after school program you need to notify the school in writing so the instructor will be aware not to expect them.
- **BUS PROCEDURE:**
Students must ride their assigned bus. The only exception to this rule is if there is a family emergency and these must be approved by the principal and the transportation department. This is a safety concern and a space issue. Students are not allowed to switch buses for playdates.

Dress Code

- Students learn better if they are properly dressed for school. No flip-flops, or open backed shoes/sandals, please. Sneakers are highly recommended. It would be helpful if each student could have a change of clothing in their locker for emergencies. There is a dress code policy available at https://www.trumbullps.org/Attachments/pac/policies/5000/5132_Student_Dress.pdf

Health Information

- When your child is ill, please call the voice mail (203-452-4412) and leave a message detailing the reason for absence and follow the prompts.
- District policy states that if a student has a temperature (100 degrees F. or higher) at night, in the morning or is sent home from school with one, they must stay home until they have been "temperature free" for 24 hours.

- Please do not send children to school if they have vomited during the night or in the morning.
- Please report all communicable diseases to the school, even if they occur on a weekend. This includes strep throat, conjunctivitis, bronchitis, chicken pox, fifth's disease, impetigo, pinworm and pneumonia.
- Please do not send any medication to school with the children - (this includes vitamins, cough drops, and prescription and non-prescription drugs). A parent may come to school at any time to give a medication to their child, but the nurse can only give medication if the Doctor and parent have given written permission. If your child will need medication in school, please obtain a special form for this purpose from the nurse.
- A parent cannot give medication to anyone except his or her own child.
- During the colder months, children need to dress warm enough to be outside for 20 minutes of recess.
- During the warmer months, children need to wear proper closed toe shoes to play safely during recess.

Homework

The Board of Education encourages the faculty to give meaningful homework to students as an effective learning experience. The general purposes of homework are: to reinforce classroom instruction; to develop specific skills through practice; to prepare for future lessons; to foster the habits of consistent independent study and time management; and to provide an opportunity for student learning outside the classroom. See the policy on homework for more information:

https://www.trumbullps.org/Attachments/pac/policies/6000/6154_Homework.pdf

Lost and Found –There are two wooden bins in the cafeteria that hold lost items. Please check these bins periodically. To insure your child gets clothing back, please label all items with your child's name.

Non-Discrimination and a Harassment Free Environment

The Trumbull Board of Education promotes non-discrimination and an environment free of harassment based upon an individual's race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability(including, but not limited to, present or past history of mental disability, intellectual disability, learning disability, or physical disability, including, but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws in all of its programs. For further information about this policy:

https://www.trumbullps.org/Attachments/pac/policies/6000/6121_NonDiscrimination_in_InstructionClassroom.pdf

Hours of Operation:

Morning

School Doors Open at 8:20AM

We begin our day at 8:35AM with the ring of a bell. It is important that children are on time.

When a child is late it interrupts the teaching and learning of the entire community.

Students start morning work after the bell and attendance is taken.

Announcements are made by 8:40.

Classes start moving for the first specials at 8:50

Afternoon

We end our day at 3:10 with the ring of a bell. It is important that children are **not** picked up prior to this time as they are still working in class. When a child is called for early dismissal it interrupts the teaching and learning of the entire community.

Student pick-up is announce at 3:15PM.

Buses are called at 3:20PM.

Over Due or Lost Books: Parents are responsible to pay for lost or unreturned library or textbooks. A family that does not pay for lost books may not take books out of our library.

Parking/Traffic Information

Traffic Circle Reminders:

- The drop off circle near the Media Center is a one way traffic lane. Please stay to the right as you enter and leave. There will be three markers placed at intervals along the sidewalk to show cars where to stop. Please pull up as far forward in the line. Children will exit cars from the passenger side onto the sidewalk. This will alleviate some of the back-up allowing three-four cars to drop off at the same time.
- **You may never leave your car with the motor running** and unattended.
- If picking up a student during the school day, you must park in the parking lot and come into the office to sign the child out. Do not park in front of the school, as it is a bus and fire lane. The office will call your child for dismissal when you arrive.

Parent Complaint Procedure

Parents are expected to address their complaints directly with the person causing concern. TPS expect parents to go to the source, which often means starting communication with the classroom teacher. The policy for this can be found at:

https://www.trumbullps.org/Attachments/pac/policies/1000/1312_ParentComplaint.pdf

PBIS – Positive Behavior Incentive System

- Middlebrook School develops rules and expectations that are grounded in a positive behavioral incentive system.
- Our students make a promise each day that they will follow the expectations of **PAWS (Promise to: Act Responsibly, Work with Heart and Show Respect)**.
- We believe every child has the potential to be their best self, if they offer kindness to their community.

Published Student Images

- Throughout the year there are a variety of activities in the classroom and sponsored by our PTA where students may be photographed. These images are routinely displayed or shown in a variety of settings including, but not limited to staff meetings, bulletin boards and the school's web site. Student names are not connected with their images. **Parents who do not want their child videotaped and those images displayed in the circumstances described are asked to send in a written request to the principal.**
- We ask that parents exercise safety in terms of video and photographic material. We ask parents to **not take pictures/videos while visiting school or during school hours**, as we need to protect our students' privacy rights.

The provision of seeking prior permission does not apply to school yearbooks or school newspapers. However, if a parent has a concern about the publication of a student's image in those settings, that concern should be brought to the attention of the school principal in writing.

Physical Education Dress

- It is the town policy that all students to wear sneakers in physical education class. Students who do not wear their sneakers will not be allowed to participate in physical education.

Safety

- Doors are locked while school is in session. Please never pass a door to someone behind you.
- When visiting the building you must show appropriate picture IDs (not cell phone facsimiles), sign in and report to the office prior to visiting a classroom. The office staff will clear your movement to a classroom after a teacher has given permission for you to enter. Please be patient and wait in the office area with cell phones silenced.
- For the safety of your child, all parents who volunteer and/or chaperone a field trip must complete the TPS School Volunteer Security Check Form:
<https://www.trumbullps.org/Attachments/boe/Volunteers.pdf>
A paper copy of the form can be found in the school office. All forms must be sent back to the school where they will be forwarded to central administration. All volunteers must be cleared through a background check prior to visiting students or staff. This process can take several weeks so advanced planning is important.
- Cell phone use by students at school or on the bus is not allowed. In order for a student to bring a cell phone to school, parents must sign and submit the User Agreement and Parent Permission form for wireless Communications Devices. These are available from the main office. Cell phones must be turned off and kept in lockers.
- Parents should turn their phones to vibrate or off upon entering the school building.
- Lockdown Drills – During a lock down drill no one is allowed to enter or exit the building. If you are in the building during emergency drills, you must join a class and follow the expectations communicated by a staff member.
- Fire Drills – If you are in the school during a fire drill, you should leave with the class or nearest teacher.

Student Network/Internet Use

Technology use has an important role in teaching and learning. Each parent and child is expected to follow the expectations of district Internet use. During the first week of school each year, students and parents are asked to review our policy and sign an Internet/Network Usage Agreement Form. More information can be found at:
https://www.trumbullps.org/Attachments/pac/policies/6000/6141_321_Student_Network_Internet_Use.pdf

Supervision Before and After School

- Students should not be on school grounds without parental supervision before 8:20 or after 3:35.
- Please do not bring students back to school after 3:35 for forgotten items, as there is not staff available to escort you to classrooms.

Toys at School

- The basic rule is; If it is not used to educate in the classroom, do not bring it.
- Collectible cards e.g. Pokeman, etc., toys, Rubric Cubes, Yoyos and electronic games are not allowed.
- With the permission of the classroom teacher children can bring toys for “share time”. Please contact the classroom teacher if you have questions about toys.

Visiting the School

- All visitors must report to the office or security guard when visiting the school. Please be ready to provide a picture ID (driver’s license or pass port). You need to obtain a visitor’s label, wear the label in the building, sign in and sign out at the front desk or with the security guard. The office will call into the classroom prior to sending you to the classroom. Parents are not allowed to go to classrooms unless an appointment has been made. Please read the TPS Visitor Policy:
https://www.trumbullps.org/Attachments/pac/policies/1000/1250_Visitors_to_Schools.pdf
- Please salience cell phones as they are a distraction to the learning environment.
- If your child has forgotten something that is an absolute necessity, the secretary will call them to the office to **minimize disruption** to the classroom. We ask that you carefully plan for all necessary items the night before school.

Volunteering in School

- Please carefully read the TPS Volunteer Policy, which is in place to create a safe secure school environment. You can find it at
https://www.trumbullps.org/Attachments/pac/policies/1000/1212_1_Volunteers.pdf
- **All volunteers must complete the volunteer form** found on www.trumbullps.org and send a copy to the home school office.

Weather Information

- An emergency weather form will be sent home with your child during the first day of school. Please be sure you have a plan for emergency situations (i.e. early dismissals due to weather or other conditions).
- Our emergency system, Alert Now, is in place. It immediately notifies you if there is any change in the school schedule (i.e. early dismissal, delayed opening or school closing due to weather or any other reason). Please check for early dismissal and school closings on WICC, WEBE 108 and Channel WTNH 8 News. It will also be on the district’s website, www.trumbullps.org, and through the PTA parent email blast.
- Lunch is served on unscheduled Early Dismissal Days.