

**ABRAHAM PIERSON  
ELEMENTARY  
SCHOOL**

**Developing Independent and Collaborative  
Learners Ready to Embrace the Future**



**Parent/Guardian - Student Handbook  
2018-2019**

# **Abraham Pierson Elementary School**

75 East Main Street  
Clinton, CT 06413  
Fax: 860- 664-6582  
Telephone: 860- 664-6502  
Web Site: [www.clintonpublic.net](http://www.clintonpublic.net)

## **Contact Information**

### **Pierson School:**

Principal	860-664-6502	Debra Murray
School Office	860-664-6502	Pat Johnson
		Elizabeth Rock
Health Office	860-664-6572	Donna Frechette
Report Absences	860-664-6572	Health Office
School Psychologist	860-664-6502	Christine Tavares
Cafeteria Manager	860-664-6502	Andrea Hull
Head Custodian	860-664-6502	Helen Trester
School Resource Officer	860-669-0451	Officer Spencer Mangs

### **Central Office:**

Superintendent	860-664-6500	Maryann O'Donnell
Assistant Superintendent	860-664-6500	Marco Famiglietti
Director of Special Services	860-664-6505	Kelly Enoch
Supervisor of Special Services	860-664-6505	Melissa Noyes
Director of Technology	860-664-6500	Frank Rossi
Director of Maintenance	860-664-6500	Gonzalo Carrion
Bus Company	860-664-0505	Madeline Kostek
		M&J Transportation

Please Clinton Public School staff can also be contacted via e mail by typing the first letter of the staff member's first name, then the entire last name, followed by the suffix @clintonpublic.net, for example:  
ateacher@clintonpublic.net

# PRINCIPAL'S MESSAGE

August 2018

Dear Parents, Guardians and Students,

It is with great anticipation that the faculty and staff of Abraham Pierson School welcome you to the start of an exciting new school year! We are fortunate to be able to work and learn together in the beautiful and historic center of Clinton, Connecticut and in a school that celebrates 86 years of educational excellence!

As a Professional Learning Community the faculty has developed an excellent educational program designed to meet the learning styles and needs of each student. We are committed to “Empowering learners to embrace and influence the future with courage and compassion” through quality, rigorous, and relevant academic instruction, social skills development, and appreciation of each child’s unique talents and strengths.

This handbook has been created to provide you with information about Abraham Pierson School. Please read this booklet carefully, it will be a helpful reference tool for you throughout the school year. The faculty and staff at Abraham Pierson School strongly values close home-school communication and encourage you to let us know when you have a question, concern or suggestions. By working together we can assure the success of every student.

Best wishes for a productive and positive school year!

Sincerely,  
*Debra Murray*  
Principal

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## CLINTON BOARD OF EDUCATION MISSION STATEMENT

*The mission of the Clinton Public Schools is to “Empower learners to embrace and influence the future with courage and compassion.”*

A learning environment will be provided which will support and encourage students to acquire knowledge and develop the skills necessary to become productive, contributing, and respectful members of a diverse society. Participation in the Clinton Public Schools will enable students to become lifelong learners with an understanding that their futures can hold opportunities which are infinite.



### MEANS TO ACCOMPLISH MISSION

This mission is accomplished through:

- High student and staff expectations;
- Positive school climate;
- Safe and orderly school environment;
- Frequent monitoring of student progress;
- Positive school/community interactions;
- Promotion of physical and emotional well-being;
- Development of problem solving, critical, and creative thinking skills;
- Effective parental involvement;
- Adequate financial support; and
- Emphasis on the values of respect and responsibility.

	<h1>General School Information</h1>	
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## MISSION STATEMENT OF ABRAHAM PIERSON SCHOOL

*“The mission of Abraham Pierson School is to foster thinking, creativity, and a love of learning that will motivate students to make the world a better place.” Adopted 2012*

## ABRAHAM PIERSON EDUCATIONAL PHILOSOPHY

As a Professional Learning Community the educators at the Abraham Pierson School are committed to developing independent and collaborative learners ready to embrace the future. Students are guided by quality teachers and staff to master academic concepts, social skills, and those habits of mind that will lead to successful learning, working, and living in an ever changing world. We believe students need to be engaged in the process of “learning how to learn,” and that literacy is the core to all learning experiences. We recognize that education is an individually pursued matter, and actively teach respect for individual differences. We strive to foster the development of each child’s positive self - concept by challenging each student to do his or her very best and take pride in their learning. We honor the involvement of parents and guardians and welcome members of the community into our school.

## SCHOOL HISTORY

Abraham Pierson School is nestled in the historic district in the village of Clinton, just a short walk from the beautiful waters of the Long Island Sound. In August of 1932 excavation began on a two story grammar school and the school opened in February 1933 with eight classrooms; Edith M. Northrop was the first principal. In 1954 the school was enlarged to nineteen classrooms and in 1959 a new kitchen/lunchroom was added. A new library/media center was added 2003, in 2008 the first computer lab was added, and in 2011 a second computer lab was added with state of the art technology. The school was originally called the Clinton Grammar School until 1960 when the name was changed to Abraham Pierson School in honor of the first president of Yale University. Abraham Pierson School currently houses approximately 275 students and approximately fifty –five staff members. It is fondly known as, “*The best school on Route 1 from Maine to Florida!*”

## SCHOOL MOTTO

*“Respectful, Responsible, Prepared, Safe and Kind  
As panthers of Pierson, We keep this code in mind.”*

## SCHOOL MASCOT

The Pierson Panther

## SCHOOL HOURS

- School begins promptly at **7:56 a.m.**
- Regular dismissal is at **2:37 p.m.**
- **Delayed opening** start time is **10:00 a.m.**
- **Early dismissal** is at **11:45 a.m.**

# ABRAHAM PIERSON SCHOOL

## FACULTY & STAFF

### Office Staff

Patricia Johnson  
Elizabeth Rock

### Administration

Debra Murray - Principal

### Health Office

Donna Frechette- Nurse  
Joanne O'Dea- Health Aide

### Grade 4

Catherine Baldwin  
Dana Skidmore  
Kristen Yahwak  
Megan Pepe  
Melissa McIntyre

### Grade 5

Denise Duphily  
Julia Ballek  
David Olson  
Jason Corrado  
Jill Nenninger

### Special Education

Rebecca Wilson  
Kimberly Jankiewicz  
Kate Mancini  
Mariela Spencer  
Lynn Breton

### Specialists

Lauren Devin	Reading Specialist
Kate Madura	Math Specialist
Heidi Hayes	Math Specialist
Emily Kelsey	Library and Technology
Jessica Leiss	Visual Arts
Anna Recine	Spanish
Ryan Jalbert	Physical Educ. & Health
Gina Neddermann	General Music & Chorus
John Lampe	Instrumental Music & Band
TBD	Building Substitute

### Special Services

Christine Tavares	School Psychologist
Beverly Bowen	Speech/ Language
Stephanie Wolfson	English Language Learners
Heidi Toussaint	Occupational Therapist
Sharon Hallohan	Physical Therapist
Danielle Lucas	Adaptive PE
Tim Kunnick	Behavior Analyst

### Paraprofessionals

Penny Kozak  
Margaret Monty  
Nancy Lynn Maselli  
Ann Marie Sammataro  
Cindy Olson  
Joanne Faraci  
Kathy Gladwin  
Mary Ann Cifferelli  
Sondra Fritz  
Danielle Harwood

### Food Service

Andy Hull  
Louise Grandsire  
Marisa DeMatteo

### Custodians

Helen Trester  
Victor Berrios  
Robert Marzano

### Lunch - Recess Aides

Sukhdeep Rai  
Lois Cacchillo  
Nicole Ballone  
Debra Halsted  
Sarah Donnelly

### Crossing Guard

Karen Catalano



## **ATTENDANCE**

Connecticut state law requires children ages five through eighteen inclusive; to attend school regularly during the hours and terms the public school is in session. Regular and prompt attendance promotes academic success as well as the development of positive social and work skills. Illnesses and emergency situations are the only legitimate excuses for being absent from school. Students who have four unexcused absences in a month, or ten unexcused absences in a school year, are considered truant. This will result in a referral to the Student Assistance Team and may result in a complaint filed with the Division of Children and Families or Superior Court pursuant to existing law.

- A parent/ guardian is required to call the health office at **860- 664-6572 before 8:00 a.m.** to report a student's absence or late arrival to school.
- **A student is considered tardy to school if he/ she is not in homeroom at 7:56 a.m.** Students who arrive late to school must sign in at the Main Office and obtain a tardy slip.
- Upon return to school please provide documentation about your child's absence to the homeroom teacher.
- Routine medical and dental appointments should be scheduled at times when school is not in session.
- Family vacations during instructional time are considered "Unexcused absences." The school calendar can be found on the district website and should be used when planning family vacations.
- Students with frequent absences and tardy arrival concerns will be referred to the Student Assistance Team.
- Public Act 15-225 considers a student "Chronically Absent" when he/ she is absent for 10% or more of the total number school days at any point in the school year. Families of students who are chronically absent may be referred to outside agencies.
- The district's complete attendance policy is available on the district website.

## **SCHOOL CANCELLATION, DELAYED OPENING, EARLY DISMISSAL**

It is sometimes necessary to delay the opening of school, to cancel school, or to dismiss students earlier than the normal dismissal time due to inclement weather or other emergency situations. The Clinton Public School District will continue to use the School Message Communication System to contact parents/ guardians to inform them of changes in school routines. In addition, information can be obtained online and from local TV and radio stations:

## **ARRIVAL TO SCHOOL**

- Students who ride a bicycle, walk or are driven to school should arrive at school by **7:56 a.m. but no earlier than 7:50 a.m.**
- **Main Street is very busy; students should cross the street only at the crosswalk and in the presence of the crossing guard or an adult.**
- Bicycles are to be walked on school property. Students who ride bikes need to wear bike helmets. A bicycle rack is available; students need to provide their own locks.

- Students who walk, ride bikes, or are driven to school will enter through the “Walker” door on the west side of the school and proceed to their homerooms.
- **The school parking lot is reserved solely for bus arrivals between 7:30 and 8:15 a.m. daily. Please do not use the school parking lot or the adjacent private driveways for student drop-off as these are not safe areas for children.**
- Students who take a bus to school will enter the building through the “Bus loop doors” and proceed to homerooms.

## **DISMISSAL FROM SCHOOL**

- **Students are dismissed at 2:37 pm and at 11:45 am on early dismissal days.** Parents/ Guardians need to arrive promptly to pick up students.
- Students who need to be picked up before regular dismissal must be signed out in the health and school office.
- Students who have inside pick up arrangements will wait inside the school until the designated adult arrives and signs the child out with a staff member. Photo ID is required.
- Students who have outside pick up arrangements, who walk, or ride a bicycle home or to a caregiver will be dismissed from the “Walker Door” and escorted to the cross walk by school staff.
- **Please note that parking lots adjacent to the school are not school property and are not supervised by school staff.**
- **Students should cross Route 1 only under the supervision of a crossing guard and a parent/ guardian.**
- At dismissal students are expected to go straight to the designated caregiver.

## **BUS TRANSPORTATION**

Bus transportation for students is provided by M&J Transportation Company for those students that are entitled to transportation as per the Board of Education guidelines. Mrs. Madelyn Koztek is the director of transportation and can be reached at 860- 664-0505.

### **For safety:**

- **Students may only ride their assigned bus to and from school.**
- **Students will be discharged only at assigned bus stops.**
- **Requests to ride a different bus for permanent daycare purposes only need to be authorized through the bus company.**
- **Students may not ride a different bus due to temporary childcare, to attend a playdate, a party, a community program, or an event, etc.**

## **BUS EXPECTATIONS**

**School busses and bus stops are considered school property, as such all school behavior expectations apply. Riding a school bus is a privilege.** It is essential that students follow these rules:

1. Wait quietly and safely at the bus stop and in bus lines.
2. Enter the bus and sit down quickly, facing forward.

3. Pierson students sit in the front of busses; Eliot students sit in the rear of busses.
4. Remain seated for the entire trip; do not change seats during the trip.
5. Follow the directions of the bus driver at all times.
6. Speak quietly and respectfully to students and the driver, use appropriate language.
7. Keep hands, feet and personal items to yourself, out of the aisle, and inside the bus.
8. Eating, drinking and chewing gum *are not* permitted on the bus
9. Cell phones, electronic games, and electronic devices may not be used on the bus.

Please note

- If a student has a problem or concern at the bus stop or on the bus he/she needs to immediately report the problem to the bus driver and a staff member.
- If a student demonstrates behavior on the bus or at the bus stop that is disruptive, endangers person or property, or violates school rules and regulations he/she may be prohibited from riding the bus for a period of time.
- Students who vandalize a school bus will be responsible for payment of damages.
- **Students may not ride a different bus to attend a party, play date, community event, afterschool lesson, etc.**
- A student who is going to be picked up and who is not going to take his/her bus home must give a written note to the homeroom teacher.
- **School behavior expectations are in effect at bus stops and on busses.**

### **AFTER SCHOOL DAY CARE**

The Valley Shore YMCA provides afterschool day care at Pierson School *on a tuition basis*. The hours for regular school days are 2:37 p.m. to 6:00 p.m. and 11:45 a.m. to 6:00 p.m. on early dismissal days. Registration for the program is arranged through the YMCA; please call 860-399-9622.

### **BIRTHDAYS**

At the upper elementary level in school birthday parties and/or the distribution of party invitations are not permitted.

### **CARE OF BOOKS, SUPPLIES, AND SCHOOL PROPERTY**

Students are supplied with all required texts and other materials for instruction, these materials are generally in good condition. Students will be held accountable for the proper care of books and supplies, **textbooks should be kept covered at all times**. Families will be charged for lost or damaged school property.

### **CHANGE OF INFORMATION**

Please inform the office staff immediately of any changes in address, phone numbers, email, dismissal plans, custody arrangements, etc.

## **DRESS CODE**

Our goal is to create an environment that is conducive to learning and does not distract from the educational process. Students and parents should take responsibility for selecting appropriate clothing for school. Below are the guidelines for appropriate student dress at Pierson School:

- No hats, hoods, head coverings, or bandanas may be worn.
- No extremely tight or revealing clothing i.e. tank tops, halter tops, bare midriffs, low cut or see through tops.
- Shorts and skirts need to be fingertip or longer in length, at least to mid –thigh
- No clothing with images or writing about drugs, alcohol, violent, sexual, or distracting topics are permitted
- Pants are to be worn at the waist and not below or off the hips
- Undergarments cannot be visible
- Shoes must be appropriate for climbing stairs, play at recess, etc., shoelaces need to be tied
- Flip flops may not be worn because they pose a safety risk
- Garments designed as outerwear may not be worn inside, i.e. winter coats
- Distracting hairdos, hair ornaments, colored hair spray, face and/or body paint, make-up, tattoos, etc. are not permitted
- Students need to be prepared for outside recess with warm jackets, hats, gloves, etc.

Please check your child’s clothing before he/she leaves for school in the morning. Your cooperation is very much appreciated.

## **FIRE & SECURITY DRILLS**

### **Fire Drill Procedures:**

1. Students stand and quietly exit the building via the nearest exit; students should not run, push or talk.
2. Students should not take books, pocketbooks, or any other possessions with them.
3. Students will remain in line and proceed to an area away from the building.
4. A staff member will take attendance to ensure the safety of students.

### **Security Drill Procedures:**

1. Students and staff are directed to initiate the school safety plan.
2. If students in hallways and bathrooms can safely move within the building they should seek shelter in the nearest classroom or office. If students they cannot move safely within the building they should shelter in place.
3. Staff will secure doors and windows.
4. Students and staff move to the safest part of room and wait silently.
5. School administration and/or first responders will guide next steps.

## **FRIENDS OF PIERSON**

Friends of Pierson (FOP) is a volunteer organization that supports school initiatives, funds cultural experiences, and promotes open communication between the community and the school. Membership is open to all parents and guardians of Pierson students.

## **HOME-SCHOOL COMMUNICATION AND COLLABORATION**

Communication and collaboration between home and school is vital to the success of each student. Parents and Guardians are encouraged to share their thoughts, suggestions and concerns with staff and to become actively involved in the education of their children through:

- Weekly News Blasts are sent electronically to families with school information
- School Message Service regarding school cancellations, delayed openings, etc.
- Written notes to homeroom teachers in student planners
- Phone calls, e mails to staff
- Clinton Public Schools website
- Abraham Pierson School website
- Teacher websites
- Open House, in September
- Parent – Teacher Conferences, in December and March
- Visits to the school and participation in class and school programs
- Friends of Pierson and PTA meetings
- Board of Education meetings
- Volunteer your time and talents for the benefit of our students, our school, and our community!

## **LOST AND FOUND**

Lost items are kept in the “lost and found” area in the cafeteria. Money and valuable items are kept in the office. Please label all clothing and personal items, this helps with identification. Unclaimed items are donated to a local charity at the end of each trimester.

## **LUNCH and BREAKFAST PROGRAMS**

Breakfast and lunch are available for purchase on a daily basis: breakfast/ \$1.75, lunch/\$3.00, milk/\$.75, and snacks/ \$1.00, prices are subject to change. An automated accounting system will be utilized; cash or checks can be sent to school and will be added to a child’s account. Pierson has both free and reduced cost breakfast and lunch programs; applications are sent home during the first week of school and returned to the school as soon as possible. Monthly menus are on the website. If a student forgets his/her lunch or money he/she can receive a lunch, the child’s Food Services account will be charged accordingly.

## **OPEN HOUSE**

An “Open House” will be held in September. This is a wonderful time to meet your child’s teachers and learn about our educational programs. Please plan to attend!

## **PLACEMENT INTO HOMEROOMS**

Decisions about placement are done in a thoughtful and thorough manner and take into consideration multiple factors designed to meet each child’s academic, social, emotional, and behavioral needs. We will consider educational reasons for an instructional style i.e. highly structured, etc. and strive to have an educator’s teaching style compliment a

student's learning style. However, requests for a specific teacher are taken on rare exception and only for very specific circumstances. It is our sincere intention to find the very best placement for each student.

## **PTA**

The Clinton Parent-Teacher Association is an independent, non-profit, non-partisan association whose mission is to be a collective voice for Clinton Public School students, parents, and staff. Membership is open to all parents and guardians.

## **TELEPHONE USE**

The school office will take messages of an urgent nature for your child. Students may not call home for forgotten items i.e. homework, instruments, sneakers, etc. **Cell phone use by students is not permitted in school or on school busses.**

## **TOYS, GAMES AND ELECTRONIC DEVICES**

Students are not permitted to bring toys, cell phones, electronic games or devices to school. Please check your child's backpack for items that should be kept at home.

## **TRANSFER OR WITHDRAWAL FROM SCHOOL**

Students transferring into Pierson School will need to be accompanied by a parent, who will complete a registration form and provide specific documents i.e. a birth certificate, proof of residency, an health form that meets state requirements, educational records if available, a signed a release of information, etc. Students transferring out of Pierson School will need to have a parent complete a Release of Records Form so that educational records can be forwarded to the new school.

## **USE OF SCHOOL FACILITIES**

The Clinton Board of Education makes school buildings available to community groups for activities that involve school-age children. Sole responsibility for supervision lies with the group that is sponsoring the activity. The Board assumes responsibility for supervision of only those activities that are sponsored by the Board of Education. Groups wishing to use the facility must make requests through the Maintenance Department (860 664-6507) and specify the designated area requesting.

## **VISITORS**

Visitors to Abraham Pierson School need to state their name and reason for visit prior to entry to the building via the school intercom system. Once in the building, visitors need to provide identification and wear a "Visitor's Pass.

	<h1>ACADEMIC INFORMATION</h1>
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## CURRICULUM AND INSTRUCTION

**CORE INSTRUCTION:** All students receive instruction in social skills, literacy, numeracy, science and social studies. A standards based curriculum is delivered using research based instructional strategies and a workshop model. Teachers utilize a multidisciplinary, integrated, and project based approach to education. Instruction is data driven using universal screens and common formative and summative assessments. Pierson educators belong to a Professional Learning Community that focuses on student learning using the reflective model of effective teaching: “Plan, Instruct, Assess, Analyze, and Reflect.” Teachers collaborate to discuss student achievement and develop effective units of study using District and State curricula.

**INTERVENTION:** A designated 30 minute “ENCORE” block further supports differentiated instruction with regards to remediation, practice, and enrichment. In addition to the CORE instructional program some students participate in the Scientifically Research Based Intervention (SRBI) federal and state mandated process. This process provides individual students with academic and/or behavioral support to ensure success for each learner. The process provides tiered intervention that increase in frequency and duration of support and uses progress monitoring tools to determine effectiveness and future instruction. Classroom instruction is supported by Reading and Math Specialists, Special Education Teachers, Pupil Services Providers, and paraprofessionals that work closely with each team of teachers to monitor student progress.

**RELATED ARTS:** In addition to the CORE instructional program students receive instruction in the following areas:

**ART** provides each child an opportunity to express their individual creativity and to develop their artistic skills while encouraging independent thinking and creative problem solving. Students work with a variety of art media and develop an appreciation for art history and the art of cultures around the world.

**LIBRARY/MEDIA & COMPUTER LAB** classes help students learn research skills and complete projects that are that are integrated into CORE units of study using library and technology resources, computer “mini labs,” Chrome Books, book collections, videos, reference books, etc.

**MUSIC** develops an understanding and appreciation of the aesthetic qualities of music and general knowledge of various cultural heritages. Through classroom instruments and

keyboards, music skills are taught to develop intellectual capacity and foster creativity. Students also have the opportunity to take chorus and/or instrumental music lessons on a voluntary basis, families need to provide instruments for band lessons.

**PHYSICAL EDUCATION** strengthens and develops the body and mind while building an understanding of healthy habits that promote overall wellness. Students learn the fundamentals of a variety of sports, as well as many basic physical skills that increase strength, general physical fitness, and coordination. Sneakers must be worn by students during PE class. A student must have a written note from a physician or the school nurse in order to be excused from Physical Education class.

**WORLD LANGUAGE (Spanish)** focuses on communication in the native language, Spanish culture and history. Classes are conducted in Spanish, giving students opportunities to speak, read and write and learn about diverse cultures and develop global awareness.

**INTEGRATED STUDIES** and **STEAM CLASSES** integrate problem solving, critical thinking, technology, research, and collaboration through project based, multidisciplinary learning.

In addition to the above curriculum, learning is extended and enriched beyond the classroom and in some cases beyond the school day through a variety of on and off site programs that include the Pierson PM Afterschool Enrichment Program, a school wide musical theatre production, school based Social Skills Instruction, school wide “Pierson Pride” and cultural assemblies, Field Trips, environmental and historical explorations.

### **GIFTED AND TALENTED IDENTIFICATION PROCESS**

The Clinton Public Schools is continuing the process of identifying intellectually gifted students and students with exceptional talents in music and the visual arts as mandated by State Regulation Sec. 10-7 6a(14). Nominations of students will be accepted from parents, classroom teachers and special area teachers. Students may also nominate themselves. Nomination forms are available in each school office. **Nominations must be received in the Abraham Pierson office by Tuesday, November 14, 2017 for consideration this academic year.** Nominations should be addressed to the attention of the Gifted and Talented Resource Chairperson, Beverly Bowen. Students who have been identified in previous years do not have to be re-nominated. Students who were previously nominated and did not meet the eligibility criteria may be re-nominated once annually. Nominated students will be screened through teacher observation and an assessment process. If you have any questions about the Talented and Gifted Identification process in our schools, please contact Beverly Bowen at [bbowen@clintonpublic.net](mailto:bbowen@clintonpublic.net). Parents/ Guardians will be kept informed of the assessment results. At the beginning of the school year teachers of students identified as intellectually gifted and/or artistically or musically talented are notified. Teachers consult with the Gifted and Talented resource chairperson, Mrs. Bowen, regarding instruction and have access to instructional resources to meet the individual needs and interests of students. Teachers provide identified students opportunities to enrich and extend their understanding of grade level standards through differentiation of instruction as per the grade level curriculum. TAG students are provided with experiences that foster intellectual and artistic growth and development. For additional information



regarding the TAG program, please contact Mrs. Bowen at [bbowen@clintonpublic.net](mailto:bbowen@clintonpublic.net).

## **HOMEWORK**

In grades 4 through 12 homework should support the development, reinforcement, and practice of academic skills; foster initiative, responsibility, and self-discipline, extend and enrich classroom learning." Typical homework for students in Grades 4 and 5 may include daily reading, practice of math facts and other skills, research, etc.

## **STUDENT PLANNERS**

The Student Planner plays an important role in home- school communication. Students are provided with a planner at the beginning of the school year courtesy of the Friends of Pierson. Students are expected to bring the planner to school every day. It is used to record homework assignments and is a means of sharing daily information about a child, the class and the school. Parents and Guardians are asked to check and sign the planner on a daily basis. Lost planners can be replaced from the school office at a cost of \$5.00.

## **ASSESSMENT**

Students are assessed on an ongoing basis to determine instructional needs and to plan for future instruction using state and district assessment measures. MAPS universal screen assessments are given three times a year, the SBAC Assessment is administered to all students in the spring. Grade 5 students take OLSAT and CMT assessments as well.

## **PROGRESS REPORTS**

Teachers send home three progress reports of student performance midway through each marking period. The progress report is a way to communicate how your child is progressing toward grade level standards.

## **REPORT CARDS**

Pierson School utilizes standards based report cards that are issued three times a year in December, March and June. The report card has three main sections: scholarship, attendance, and comments and provides an overview of student achievement. Report cards are sent home with students in envelopes that need to be signed by a parent or guardian and returned to the student's homeroom teacher.

## **PARENT -TEACHER CONFERENCES**

Parents are encouraged to come to school and meet with teachers to discuss student progress. Parents may request a conference at any time, please contact the teacher to schedule a mutually agreeable conference time. Formal parent-teacher conferences are provided two times a year, in December and March.

## **ACCESS TO STUDENT RECORDS**

Each school in the Clinton School System keeps a permanent record of every student's registration, final grades, standardized test results, and health information. Parents, guardians, and students of legal age (18 years or over) are entitled to access to the contents

of the record and may review the record with the principal or a delegated representative. This may be done with a prearranged appointment time and date. Students are excused from school early on these days to provide time for conferences.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. More information is available upon request.

## **PARENTAL INVOLVEMENT**

Parents and guardians are a child's first teachers and role models for life-long learning. They frequently ask educators, "How can I help my child be successful in school?" The following is a list of suggestions to help you help your child:

- Make certain that your child sleeps at least ten hours each night.
- Start each day on a positive note; a calm and happy beginning at home makes the school day much better.
- Encourage your child to eat well and exercise regularly, starting with a healthy breakfast every morning.
- Require your child to attend school on a daily basis and to arrive on time. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- Check your child's planner, schoolwork, homework and notices on a daily basis. Show an interest in what your child is doing and learning.
- Remind your child to demonstrate appropriate behavior in school and on the bus; behavior that is "Respectful, Responsible, Prepared, Safe and Kind."
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence your child's behavior. Let the teacher if your child is struggling or is reluctant to come to school so that your child's teacher and you can develop a plan to help your child.
- Take your child to the library and encourage reading for pleasure.
- Help your child with the organization of school notebooks, materials, etc.
- Provide your child with school supplies needed to complete homework. .
- Work at home to review skills taught at school, let the teacher know if your child is having difficulty.
- ***Closely monitor all use of electronic devices, teach your child about cyber safety.***
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- Model a positive attitude towards learning and respect for the educational process.
- Praise your child for something he/she has accomplished every day!

	<h1>BEHAVIOR</h1>



***“RESPECTFUL, RESPONSIBLE, PREPARED, SAFE AND KIND.”***

This is the Pierson code of behavior for our school community. It is our goal to have all members of the Pierson Community understand the importance of these attributes and practice them on a daily basis to create a positive school environment. As a staff we have established clear expectations that foster appropriate behaviors. A school wide social skills development program focuses on collaborative and proactive strategies. A school wide Positive Behavior Support Plan is utilized to help all students build their understanding of “Respectful, responsible, prepared, safe and kind” behaviors. During the school year, every student is provided with specific lessons and Pierson Pride assemblies that focus on developing skills that enable students to interact appropriately with peers and adults.

## **Behavior Expectations**

### **Bathroom**

1. Use the bathroom in a safe and appropriate manner
2. Respect the privacy and needs of others who are in the bathroom
3. Keep water in sink and throw papers in trash
4. Practice good personal hygiene, flush toilets, and wash hands
5. Use the bathroom quickly as possible and return to class promptly.

### **Bus**

1. **The bus stop is considered school property;** wait quietly and safely at the bus stop and in bus lines.
2. Enter the bus and sit down quickly
3. Sit in seat facing forward; remain seated for the entire trip.
4. Speak quietly and respectfully, use appropriate language.
5. Keep hands, feet and personal items to yourself, out of the aisle, and inside the bus.
6. Eating, drinking and chewing gum are not permitted on the bus
7. **Cell phones, electronic games and devices are not permitted on the bus.**
8. Follow the directions of the bus driver at all times.
9. **Students may only ride on their designated bus.**

### **Classroom**

1. Come to school prepared with homework, planner, supplies and a positive attitude
2. Demonstrate respect for yourself, classmates, teachers and school staff
3. Treat others the way you would like to be treated
4. Listen to and carefully follow directions
5. Take care of personal and school property
6. Persevere when learning is difficult, take pride in your work

### **Hallways and Stairs**

1. Stay in a line, face forward, watch where you are going
2. Keep quiet so that others may concentrate on their work
3. Stay to the **right** in the hallway and on the stairs
4. Hold onto the handrails, take steps one at a time
5. Hold the door for the next person
6. Keep your hands to yourself

### **Lunchroom**

1. Enter the lunchroom quietly and respectfully
2. Sit by class, remain seated at all times
3. Speak respectfully to staff and students
4. Use good table manners
5. Eat only your own food, do not touch, ask for, or eat another child's food
6. Clean up table and floor area after eating
7. Raise hand and ask permission to leave the table
8. Use the school-wide "hand up" signal for quiet
9. Throw away all trash at the end of the lunch wave
10. Line up by class quietly at the end of lunch in the designated areas
11. Wait in the designated area until an adult takes the class outside or upstairs

### **Recess Expectations**

1. Walk to and from recess areas quietly and safely
2. Use playground or classroom equipment properly and safely
3. Treat others the way you would like to be treated
4. Play games according to established rules, with good sportsmanship, be fair
5. Listen to and carefully follow directions
6. Demonstrate respect for yourself, teachers, classmates and school staff
7. Immediately report concerns to the nearest adult or homeroom teacher.

### **Important...**

- **Never bring a real or fake gun, knife, fire starter, or other dangerous item to school.**
- **Never threaten to hurt yourself or others.**
- **Immediately report any concern about safety to the nearest adult.**

### **In summary:**

Students are expected to:

- ❖ Be Safe
- ❖ Be Responsible
- ❖ Be Respectful

## **HARASSMENT**

The Clinton Public School District is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and decrease self-esteem.

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. It is hereby the policy of the Clinton Public Schools to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion, national origin, marital status, sex, sexual orientation, or disability.

Any unlawful harassment of a student by a member of the school community is a violation of this policy. The Clinton Public Schools shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy. The Board of Education appoints the Assistant Superintendent of Schools as its Human Rights Officer.

## **DISTRICT BULLYING POLICY**

The Board of Education promotes a safe and secure school climate that is conducive to teaching and learning and is free from bullying. In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior is expressly forbidden.

Bullying is defined as the repeated use by one or more students of communicative acts (written, oral, and/or electronic communication - **including cyber bullying**) and or physical acts (physical contact or gestures) directed at or referring to another student attending school in the same district that: 1) causes physical or emotional harm to the student or the student's property; or 2) places the student in reasonable fear of harm or fear of damage to his/her property; or 3) creates a hostile environment at school for the student; or 4) infringes on the rights of the student at school; or 5) substantially disrupts the educational process or orderly operation of the school.

Students who engage in any act of bullying are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. Staff, student, and parent report forms for "Suspected Bullying Behaviors" can be found on the district website and in the school office. It is important to note that at times an elementary age student may demonstrate unkind or mean behaviors. **However, not all mean behaviors meet the threshold for bullying.**

## **SAFE SCHOOL CLIMATE PLAN**

The Safe School Climate Plan was developed by the Board of Education Policy Subcommittee in response to Public Act 11-232, and was approved on December 5, 2011. This Plan represents a comprehensive approach to establishing positive school climate and building the quality and character of school life, with a particular focus on the quality of the

relationships within the school community between and among students and adults. It also outlines a process to address bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying. The Clinton Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment, and discrimination.

The Safe School Climate Plan Handbook was developed with the intent to outline and further explain key components of the policy and regulation. The handbook can be found on the Clinton Public Schools website under the "Parent" Tab. Assistant Superintendent Marco Famiglietti has been appointed as the Safe School Climate Coordinator and is available to provide assistance or to answer questions. He can be reached at [mfamiglietti@clintonpublic.net](mailto:mfamiglietti@clintonpublic.net) or at (860) 664-6500.

### **SMOKING, DRINKING, DRUGS**

Smoking, consuming alcohol and the use of drugs or other substances are not permitted the school building or on school property as per Board of Education policy.

### **DISCIPLINE AND LOGICAL CONSEQUENCES**

While the best discipline is self-discipline and respect for the rights of others, it is the responsibility of the school to further home training with the goal of helping students develop into responsible adults. It is our goal to develop capable, socially competent and caring people. However, at times, it may be necessary to redirect and/or re-teach students about expected and appropriate behaviors. Certain acts are regarded by the school as serious infractions and will result in intervention and investigation by staff. Examples of such acts are: fighting or physical aggression, bullying or harassment, leaving school grounds, possession of cigarettes, alcohol, or narcotics, possession of a dangerous item or weapon, disrespect or insubordination to a staff member, etc. Please refer to Board of Education policy which is available at Central Office or on the district website for more information. Depending on the nature of the behavior consequences may include:

- Verbal reminder from an adult about expected behaviors,
- Awareness paper, a teaching tool and part of our school wide behavior program
- Call to parent/guardian to inform them of the student's behavior
- Quiet time out in the classroom or office
- Loss of class or school privilege
- Meeting between parents/ guardians and school representatives to discuss behaviors and develop an action plan
- Discipline report, given to students who demonstrate more serious behavior such as physical aggression, insubordination, destruction of school property, etc.
- Afterschool detention with teacher or principal, parent/guardian responsible for transportation home
- Use of a discipline contract
- In school suspension
- Out of school suspension
- Police contact
- Expulsion from school

**Students are expected to immediately tell the nearest adult about an uncomfortable or dangerous situation.**

- **Students are not to respond to situations with physical aggression, verbal insults, or other acts of disrespect.**
- **Abraham Pierson students are “Respectful, Responsible, Prepared, Safe and Kind.” Every staff member is available to assist a student in need**



School Health Services are provided under the direction of the School Medical Advisor, Dr. Eileen Lawrence. The school health program is governed by medical standing orders and School Health Policies approved by the School Medical Advisor, the Board of Education, the VNA Community Health Care Services and the school district administration and is operated by a cadre of registered nurses and health room aides. A nurse or health aide is scheduled to be in the health office from 8:00 a.m. to 3:00 p.m. each day. The phone number for the health office is **860- 664-6572**. A student wishing to see the nurse must first obtain a pass from his/her teacher.

## **ALLERGIES**

Parents should notify the school nurse if a student has any allergies, especially if the student is allergic to bee stings, insect bites, or food products. Pursuant to Public Act 14-176, schools are required to maintain epinephrine in cartridge injectors to be administered as emergency first aid to students who experience allergic reactions when the student does not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. Public Act 14-176 provides that epinephrine may be administered on an emergency basis by a school nurse or, if the nurse is absent or unavailable, by a qualified school employee who has completed the training program required by the statute. If you do not want your child to be given epinephrine in an emergency, please notify the school nurse.

## **ILLNESS AT SCHOOL**

If a student should become ill while at school, permission should be secured from the teacher to go to the nurse's office. Under no circumstances is the student to leave the building without permission. Parents or friends are not to be telephoned by a student without first being seen by the nurse or her aide, who will decide whether the student should remain in school or be picked up. A student must be signed out by a parent or guardian in the health office. Parents must assume responsibility for the transportation home, to a caretaker or to a physician.

To assure a speedy, uncomplicated recovery and to protect other students, a child with symptoms of illness should be kept at home. A child with a temperature of 100 degrees or higher or other symptoms of acute illness, such as diarrhea or vomiting, shall be excluded from school. **A child should be kept home until his/her temperature has been normal for 24 hours.**

## HEALTH SCREENINGS

Various health screenings take place in school and are performed according to the following schedule:

Type Screening	Which Students	Grade Level
Vision	All Students	Kg through 6 <sup>th</sup> and 9 <sup>th</sup>
Audiometric (Hearing)	All Students	Kg through 5 <sup>th</sup> , 8 <sup>th</sup> , and 10 <sup>th</sup>
Color/ Vision	All Students	Prior to 4 <sup>th</sup>
Scoliosis	All Students	5 <sup>th</sup> through 9 <sup>th</sup>

## PHYSICAL EXAMINATIONS

Clinton Board of Education Policy and Connecticut State Law, Section 10-206c require a physical examination, conducted by a family physician, for all students prior to entering Kindergarten, 7<sup>th</sup> grade and 11<sup>th</sup> grade. Examinations completed after January 1<sup>st</sup> of your child's 5<sup>th</sup> or 9<sup>th</sup> grade year that are submitted to the school nurse on the State-issued Blue Health Assessment Record are valid to complete this requirement. Students may not attend classes until all paperwork is completed and received by the school nurse.

## IMMUNIZATIONS

Connecticut law requires that a child be adequately immunized before being permitted to enter school and mandates that any student not enrolled in an immunization program, not adequately immunized, and/or who fails to qualify for an exception status shall be excluded from school until such time as the requirements have been met.

Exception to the Immunization Policy:

1. Certificate from physician stating such immunization is contraindicated because of physical condition of the child; or
2. Verification from a minister stating such immunization would be contrary to religious beliefs of the child.

## MEDICATIONS

Medications such as pills, drops, inhalers, ointments, etc., are not to be carried on a student's person or left in a desk. Prescribed medications must be in the original container from the physician or pharmacy. Prescription or over-the-counter medications to be taken by a student in school must be given by a parent to the nurse or principal with a written authorization as described. **All medications will be destroyed if not picked up within one week following the termination of the order or the last day of school, whichever comes first.**



“The Connecticut State Law and Regulations require a physician’s written order and parent/guardian authorization for a nurse to administer medicinal preparations. In the nurse’s absence, the principal or teacher may administer the medication as authorized.” Forms authorizing the administration are available from the school nurse. The nurse maintains a supply of Tylenol/Acetaminophen which she may dispense per standing order by the Medical Advisor to a student without written authorization from a physician if the back of the yellow emergency card is signed by the parent. A student is allowed Tylenol/Acetaminophen only five times per school year without a doctor’s order. Motrin/Ibuprofen is NOT dispensed without a doctor’s order.

### **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

A student may be excused from physical education class due to an injury or illness without a note from the student’s physician for up to two consecutive classes based upon a written request from the parent. Any request beyond the two class limit must be accompanied by a written note from the student’s physician. A student who is excused from physical education due to an injury or illness should also be excluded from physical activity during recess time.

### **INSURANCE**

Accident insurance applications are sent home during September. This insurance provides coverage for accidents on the school premises during school hours when school is in session. It also covers any accident suffered by the student while traveling directly to and from school. See application form for specific policies. The school does not have insurance to cover all types of injuries, for example, incurred by falling while running in a physical education class. Accidents should be reported promptly.

### **TECHNOLOGY AND INSTRUCTION**

#### **Internet & Technology Use -- Acceptable Use**

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet.

The Board recognizes that with increased access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The district shall take reasonable measures to prevent access to inappropriate materials, including use of a filtering system.—The administration will establish guidelines for student and staff use of the Internet, E-mail and related electronic communication and information resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The district will set access levels to equipment and electronic resources based upon staff and student needs as established by administration.

District computers and computer systems are owned by the District and are intended for educational purposes. It is the individual's responsibility to take appropriate precautions to prevent damage to district computers. Users shall have no expectation of privacy when using the Internet or electronic communications. The District also reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through District computers and computer systems shall remain the property of the District. The administration shall maintain electronic records in accordance with applicable legal requirements.

The Board requires that students/staff that use these resources comply with the following policies, as well as comply with any established guidelines for use as directed by the administration. Failure to adhere to the established guidelines may result in the loss of these privileges, disciplinary action and/or referral to legal authorities:

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any use of the district's computing resources or networks for illegal or inappropriate purposes, accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
3. E-mail should be used for educational or administrative purposes. Any electronic mail accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. Improper use of electronic mail accounts may result in disciplinary action.
4. Users may not load software, programs, and/or applications that are not owned by and/or licensed to the District onto District equipment without appropriate permission.
5. Users must not interfere with the performance of the computers and/or the network, or attempt to disrupt others' access and use.
6. Any use of electronic resources for commercial purposes, financial gain, product advertisement, or political lobbying is prohibited.
7. Students and staff may not access social media sites using District equipment unless otherwise authorized.
8. Users shall not develop any classroom or work-related websites, blogs, forums, or similar online communications, including social networking, representing the District or using the District equipment or resources without permission of the Superintendent or his/her designee. Such sites shall be subject to rules and guidelines established for the District online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Any

such site shall include a disclaimer that the District is not responsible for the content of the messages.

Use of electronic services is designed to be an integrated experience to develop literacy, learning and digital citizenship. The Clinton Public Schools will publish the expectations and guidelines for acceptable use of district technology annually in student-parent handbooks.

Legal References: Connecticut General Statutes  
The Freedom of Information Act  
P.A. 98-142 an Act Requiring Notice to Employees of Electronics  
Monitoring by Employers

Policy adopted:	January 20, 1998	CLINTON PUBLIC SCHOOLS
Policy revised:	August 20, 2001	Clinton, Connecticut
Policy revised:	June 5, 2006	
	February 1, 2010	
	April 11, 2016	



Please complete sign off sheet on next page, thank you.

# ABRAHAM PIERSON SCHOOL

## Parent/Guardian and Student Sign- Off Sheet

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**We have reviewed our copy of the Abraham Pierson Handbook.**

Name of Homeroom Teacher \_\_\_\_\_

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Name of Parent/ Guardian \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

- ❖ Please print, complete, and return this page to your child's homeroom teacher by the end of September.
- ❖ Please feel free to contact the school principal with questions, comments, or suggestions about this handbook. Have a great school year!

**A hard copy of this handbook is available upon request from the school office.**