

Staff

2nd Grade

Mrs. Bergeron – Rm. 104
Miss Blair – Rm. 102
Mrs. Bourque – Rm. 103
Miss Duval – Rm. 106
Mrs. Murdock – Rm. 107
Mrs. Pehoviak – Rm. 100

3rd Grade

Mrs. Almeida – Rm. 114
Mrs. Brisson – Rm. 113
Mr. Holland – Rm. 116
Mrs. Obernesser – Rm. 112
Mrs. O'Gara – Rm. 115
Mrs. Ravetto – Rm. 117

4th Grade

Miss Corkum – Rm. 204
Mrs. Falcone – Rm. 205
Mrs. Losee – Rm. 206
Mrs. Myles – Rm. 200
Mrs. Palmer – Rm. 207
Mrs. Picard – Rm. 202
Mr. Szych – Rm. 201

5th Grade

Mrs. Bontempo – Rm. 216
Mrs. Cooley – Rm. 213
Miss Gordon – Rm. 219
Mrs. Meikle – Rm. 218
Mrs. Miller – Rm. 217
Mrs. Ratti – Rm. 214

Instructional Support

Mrs. Cox Mrs. Meakim
Mrs. Lobik

Special Education

Mrs. Bis Mrs. Langlois
Mrs. Clark Mrs. Mullen
Mrs. Evans Mrs. Trafidlo

Speech/Language

Mrs. Holmes Mrs. Moore

Social Work

Mrs. Gagne

Behavioral Specialist

Ms. Morhardt

Art

Miss Sidor

Music

Mrs. Bienvenu Mr. Gray

PE/Health

Mrs. Mylniec Mr. Terry

Paraprofessionals

Mrs. Boulay
Mrs. Briggs
Mrs. Bradley
Mrs. Crocker
Mrs. Davis
Mrs. Dadalt
Mrs. Delano
Ms. DeMichael
Mrs. Edmonds
Ms. Gluck
Mrs. Hill
Mrs. Lawlor
Ms. Smialek
Ms. Small
Mrs. Stuart
Mrs. Verney
Mrs. Wilson
Mrs. Wurtz
Mrs. Yefko

Important Dates

Curriculum Night

September 30, 2015 - Grade 2 – 6:00 – 6:45 pm
Grade 4 – 6:45 – 7:30 pm
October 1, 2015 – Grade 3 – 6:00 – 6:45 pm
Grade 5 – 6:45 – 7:30 pm

Progress Reports

October 2, 2015
January 8, 2016
May TBD

Report Cards

November 20, 2015
March 8, 2016
June 2016 (Last day of school)

Parent / Teacher Conferences

November 23 – 24, 2015 - 12:45pm Dismissal
March 9 – 10, 2016 – 12:45pm Dismissal

Holidays – No School

September 7, 2015
October 12, 2015
November 11, 2015
November 26 - 27, 2015
December 24, 2015 – January 4, 2016
January 18, 2016
February 15, 2016
March 25, 2016
April 18, - April 22, 2016
May 30, 2016

Professional Development Days – No School

October 9, 2015
February 16, 2016
March 24, 2016
May 18, 2016

Shortened Day – (1:12pm dismissal)

November 25, 2015

Hall of Fame Assembly Dates

October 30, 2015/March 18, 2016
January 13, 2016/May 25, 2016
Assemblies begin at 9:00am

Stafford Elementary School
11 Levinthal Run
Stafford Springs, Ct 06076
www.stafford.k12.ct.us

School Procedures 2015 - 2016

STAFFORD ELEMENTARY SCHOOL



**Welcome from Jolene Piscetello, Principal
& Steve Montgomery, Assistant Principal**

Welcome to Stafford Elementary School for the 2015 – 2016 School Year. This pamphlet will provide you with important information as well as procedures that will ensure a safe and smooth operation of our school. Thank you for adhering to these procedures. We look forward to a wonderful school year.

Important Phone Numbers

Main Office – 860.684.6677

Kathy Robbins, Administrative Secretary
Mary Aughenbaugh, Office Secretary

Fax Number – 860.684.3925

Nurse's Office – 860.684.3873

MaryEllen Eaton Kitty Warren

Superintendent – 860.684.2208

Bus Company – 860.684.2754

Celebrating Our Journey of Learning

School Hours 8:15 - 2:45

Students may not arrive earlier than 7:55 am, as we have no supervision for them until that time.

Morning Arrival Procedures - There will be staff members available outside and inside the main entryway to greet and direct students into the building. The cafetorium is open at 7:55 to begin serving breakfast until the opening bell at 8:15.

Parents who drop off children in the morning should proceed to the designated DROP OFF LOOP, and staff will monitor the unloading of all children. If you escort your child into the building, you will need to park in the lot, but spaces are very limited. We do ask that you do not interrupt teachers with morning visits, as this is a busy time and their primary responsibility is the care, supervision, and instruction of their students.

Afternoon Dismissal Procedures - At 2:45, a bell will sound indicating the official end to the school day for students. Students will be dismissed in an orderly manner as follows:

Students who are being picked up are called first to report to the pick-up hallway. If you are picking up your child, please park in the lot closest to the playscape area. Enter the building through the door closest to the parking lot. Board of Education Policy requires all students be signed out by an adult (see student handbook for details) prior to being released from the building.

Students are not dismissed before 2:45 for any reason other than an emergency. **If you are requesting your child to be picked up, a note must be provided with your child in the morning.**

If this is a routine pickup, one note will be sufficient. However, all other situations require a WRITTEN NOTE. Please do not telephone the office during the school day requesting pickup unless it is an unanticipated change in schedule or emergency. Contacting teachers during the school day to notify them of last-minute changes impacts our classroom programs.

Bus dismissal is done in an orderly fashion with students called by bus number. The main entrance area is for bus dismissal only. We load two to three busses at a time. Parking is not allowed in the loop, as this is for handicapped busses and emergency vehicles only. Requests for alternate bussing must be made 48 hours in advance and in writing from the parent or legal guardian. Such requests are subject to administrative approval. Please note our busses are often full and we may not be able to accommodate some requests. All routes are carefully planned and transfers are increasingly difficult to honor. Only mandatory transfers will be permitted and are requested via the school office. Please do not telephone the office during the school day requesting a bus change unless it is an unanticipated change in schedule or emergency.

Absences and Tardiness

If your child is absent, please call the nurse directly at 860.684.3873.

We request that you leave a voicemail if the nurse is not available. Once your child returns to school from an absence, a written note must be submitted to the teacher and then is forwarded to the nurse.

Students who arrive after the 8:15 bell are considered tardy. Please bring your child to the main office to receive a tardy pass. **It is imperative that a parent or adult accompany the student to the main office, in order to sign the student into school.**

Lunch and Recess

All students have a fifty minute period reserved for lunch and recess. There are four lunch/recess periods, each designated by grade. Students have ample time to eat while good manners, behavior, and proper etiquette are stressed. Recess is for free play; however, we will encourage children to be involved in age appropriate activities. During inclement weather, students do not go outside; however, teachers offer free time in the classroom for socialization and relaxation from the normal routine.

