

# **Tolland Intermediate School Family/Student Handbook**



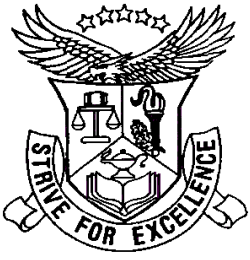
## **Tolland Intermediate School**

**96 Old Post Road**

**Tolland, CT 06084**

**(860) 870-6885**

**Fax (860) 872-7126**



## **Tolland Public Schools**

51 Tollard Green  
Tollard, Connecticut 06084

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**Tolland Intermediate School**  
Jim Dineen, Principal

96 Old Post Road  
Tollard, Connecticut 06084  
(860) 870-6885 - Office  
(860) 872-7126 - Fax

### **Message from Tollard Intermediate School Administration**

August 23, 2011

I am pleased to welcome you and your family to Tollard Intermediate School. The 2011-2012 school year promises to be very exciting. Our staff is committed to providing your child with the skills necessary to be successful while at TIS.

I am proud to be part of such an excellent school, one that has respectful and high-achieving students, an outstanding and enthusiastic staff, and a supportive parent community. I understand and support the importance of a working relationship between home and school. This cooperative attitude will enhance your child's educational experience.

I look forward to working with you this year. Please read and discuss the information contained in our handbook with your child. You will find this handbook to be an excellent resource throughout the school year. I welcome your support in developing a strong home-school partnership. You are encouraged to contact our administration and staff whenever you have questions, comments, or concerns.

Sincerely,

Jim Dineen, Principal

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The material covered in this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. This handbook is not an irrevocable contractual commitment to the student or parent. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

# Tolland Intermediate School

Welcome to Tolland Intermediate School, home to third, fourth and fifth grade students. As a learning community, we are very proud of the work that our students, parents, teachers and staff do on a daily basis. Our school is a place where students are encouraged to develop all of their individual talents, skills and abilities in a safe and caring environment.

## **Mission Statement**

- We combine a positive learning environment with a challenging and engaging curriculum to motivate and encourage application of skills for life-long learning.
  
- We foster independence, responsibility, and strength of character by promoting respect for self, respect for others, and respect for the environment.
  
- We provide a broad spectrum of integrated programs in the unified arts, health sciences, and technology to nurture and cultivate the creativity of the whole child.
  
- We create a family atmosphere, where parental and community involvement enriches the educational opportunities for every learner.

<b><u>SCHOOL OFFICE HOURS:</u></b>	8:00 a.m - 4:30 p.m	FRC 7:00 a.m – 5:45 p.m
School Telephone Number:	860-870 - 6885	
School Nurse:	860-870 - 6891	
School Cafeteria:	860-870 - 6894	
School Fax Number:	860-872-7126	
Family Resource Center (FRC):	860-870 – 6885 x200	
Bus Coordinator:	860-875 - 6378	
Website:	<a href="http://www.tolland.k12.ct.us/tis">http://www.tolland.k12.ct.us/tis</a>	
<b><u>Board Of Education</u></b>		
Superintendent:	860-870 - 6850	
Business Office:	860-870 – 6856	

**SCHOOL DAY START TIMES**

<b>Regular Day</b>	<b>8:50 a.m. - 3:20 p.m.</b>
<b>Early Release (weather/emergency)</b>	<b>8:50 a.m. - 1:20 p.m.</b>
<b>Half Day</b> 9/21, 10/19, 11/23, 12/8, 1/25, 3/7, 6/14	<b>8:50 a.m. - 1:20 p.m.</b>
<b>Delayed Opening (90 Min.)</b>	<b>10:20 a.m. - 3:20 p.m.</b>

**ARRIVAL/DISMISSAL**

**Arrival**

Children walking to school or being dropped off should not arrive at school before 8:25 a.m. When children do arrive early, they wait in the office area until buses arrive with the rest of the children and then go to their classrooms. Please walk your child to the crosswalk. Please use the crosswalk when crossing the driveway as the bus drivers watch those locations to allow students to cross safely.

**Morning Drop Off** – Please park in the parking lot in the front of the building and walk your student to the crosswalk. Please drive slowly through the parking lot as it gets very busy in the morning.

**Special Dismissal**

Requests for release of students may be made only in writing by a parent or guardian. The school must have written permission from the parent or guardian to release a student to a designee. The parent, guardian, or designee must come into the school office to pick up the student and sign the student out. The parent, guardian, or designee must provide proof of identification in order to sign the student out of school before the end of the school day. In emergencies, the school principal or his/her designee may make a judgment regarding the student leaving school without formal written permission from the parent or guardian.

**End of day pickups**

The blue doors will be opened to parents at 3:15 p.m. Go directly to the gym to wait for your child. **If you need to get your child before the 3:15 p.m. dismissal, please come before 2:50 p.m.** It is important to keep the front entry clear for children who are boarding the buses. We ask that parents wait for their children in the gym. If you need to go elsewhere in the building, please stop in the office for a visitor’s badge. Please use the crosswalk when entering and exiting the building as the bus drivers watch those locations to allow students to cross safely.

### **Parent/Visitor Parking**

There are four parking lots available for visitors. The lots are located in the following areas: in the front of TIS, across Old Post Road, next to Parker School and below Parker. The Parker lots may be accessed by using the driveway located on Old Post Road just past the baseball field. Please do not park on Old Post Road.

### **ATTENDANCE**

The State Board of Education definition of attendance for public school districts: A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. Excused absences are legitimate absences from school due to illness or unavoidable commitments. **When a parent determines that an absence is necessary, parents are requested to contact the nurse (860-870-6891) before 9:30 A.M.** The parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse to his/her teacher who will send it to the office.

**Excused Absence** -Students receive an excused absence when they are absent from school for the following reasons:

1. Reasons of health, including illness, incapacity, or doctor’s visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
2. Religious holidays
3. Funeral or death in the family
4. Approved school activity, including field trips
5. Suspension or Expulsion
6. Special activities or emergencies with the consent of the parent or other person having control of the child in limited circumstances

### **VACATIONS ARE NOT EXCUSED ABSENCES**

**Tardiness** – Students arriving at school after 8:50 am are tardy. Please walk your child to the office and sign him/her in. When a child is late, he/she must report to the office before going to his/her classroom.

**Early Dismissal** - Children who are picked up before 3:15 are considered an early dismissal. This will be noted on our report cards.

**Truancy** - A student ages five to eighteen with 4 unexcused absences in one month or 10 unexcused absences in a school year will be considered a truant. Parents have the responsibility to assist school officials in remedying and preventing truancy.

### **BUS GUIDELINES**

In August, the transportation schedule appears in local newspapers. Please have your child use the bus starting the first day of school, because it is necessary to make an immediate evaluation of the adequacy of the bus schedules.

Transportation assignments are made on the basis of the student’s home address. If your child (K-8) is to be picked up from and/or transported to a location other than his/her home residence, please refer to the following guidelines and complete the Special Transportation Request form that is available from the school office.

### **Student bus stop drop off**

Parents need to complete a form each year indicating that they would like to have their child dropped off with or without a responsible adult present at the bus stop.

### **Request for Special Transportation**

1. Babysitting or daycare transportation will be provided to other than a student’s legal residence in Tolland only if it is **for the entire school year.** This alternative transportation will be provided in the a.m. or the p.m. or both a.m. and p.m. The a.m. and p.m. location may be different from each other, but the schedule must be consistent each week for the school year. For example, 3 days home, 2 days daycare/babysitter or mornings from home and afternoons to daycare.

2. For special transportation to/from a babysitter/daycare, the student will be picked up or dropped off if:
  - a. it is at the same location weekly for the entire school year;
  - b. the stop is located on an established destination route; or
  - c. if the required rerouting does not increase the cost of transportation to the district.
3. Each year a new Request for Special Transportation form needs to be completed prior to August. The transportation request forms are **not** carried over from year to year.
4. The bus company requires a 3 day notice to process a request for special transportation.

**Tolland Intermediate School Bus Safety Rules**

1. Listen to the bus driver.
2. Keep your hands to yourself.
3. Sit facing forward and stay in your seat.
4. Place your backpack on your lap.
5. Talk using an inside voice.

\*\* Videotaping and taking pictures is not allowed on the bus without permission from administration. \*\*

**Bus Concerns**

**Transportation issue:** Contact the bus coordinator at 860-875-6378.

**Student discipline issue:** Contact the building principal or assistant principal at 860-870-6885. All school bus referrals are reviewed by the principal and appropriate consequences are assigned.

**BIRTHDAYS/CELEBRATIONS**

In order to promote a healthier school, there will be no food for birthdays and celebrations. This policy is in alignment with Public Act 06-63, an Act Concerning Healthy Food and Beverages in Schools, and will help our school be a safer and healthier place for children with severe food allergies and other food related issues.

**BULLYING**

“Bullying” behavior by any student in the Tolland Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate another student while on school grounds, at a school-sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted anonymously to report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board Policy and Regulation #5081 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. Additional information can be found at <http://www.tolland.k12.ct.us/boe/policies>.

**CLASS PLACEMENT**

The process of placing children in a classroom is a comprehensive undertaking in which many factors are taken into consideration. Among these factors are academics, learning style, social concerns, parent feedback, and special needs. Classroom teachers, reading specialists, special education teachers, guidance counselors and administrators all play a part in placing each of our students in an environment that is well suited to his/her learning style. In going through the placement process, we always put the needs of children first. For this reason, we feel confident that we have made the best decision for your child. Every effort will be made to cluster students with familiar children. The final decision for placement rests with the principal or his/her designee. Placement letters will be mailed to students’ homes during the first week in August. Due to the large number of variables that must be accounted for when developing classrooms, we are unable to take requests for specific teachers. Thank you for your understanding as we attempt to place children in an environment best suited to meet their needs.

## **COMMUNICATION**

Ongoing communication between staff and families is an integral piece of the educational process.

**Notes to School** - Notes should have the date, student's first and last name and the teacher's name. Please use print as it is easier to read the note.

**Notes from School** - Please check your child's backpack daily for notes from the classroom teacher.

**Telephone calls** - All teachers have a direct extension. Teachers will return phone messages as soon as possible.

**Website** - Please check the website for additional information and visit links for parents and students.

<http://www.tolland.k12.ct.us/tis/index.html>

**Email** – Teacher e-mail addresses are available on our website. Teachers will return e-mail messages as soon as possible. Any staff member in the Tolland Public Schools can be reached via e-mail by typing the first initial of the person's first name followed by his/her last name followed by @tolland.k12.ct.us (example: [jdineen@tolland.k12.ct.us](mailto:jdineen@tolland.k12.ct.us)).

### **Concerns**

Our goal is to provide your child with the best possible education. Such an education requires a cooperative and harmonious relationship between school and parents. On occasion, parents may have a reason to be concerned or wish to voice a concern about their child's schooling. It is our practice to address parent concerns at the level where the problem exists. Parents are sometimes reluctant to bring concerns forward because they think staff may be offended or hurt. This is an unfounded fear. We have a highly experienced teaching and administrative staff who are able to respond professionally to parent concerns. We do not take such matters personally. If you have a concern about what is occurring in a classroom or at school, here are some suggestions to help communicate that concern or complaint.

1. Define or describe the problem or concern by the way it affects your child and/or you. Be as specific as possible.
2. Discuss the problem with the classroom teacher. If there is no resolution, or if the problem is not a classroom problem, discuss it with the principal.
3. Should the principal be unable to help, a call should be placed to the office of the superintendent of schools.

### **Custody**

We understand that many of our parents live in separate households. If you need to receive two copies of any of the many documents that we send home, please notify your child's teacher or the office. Also, please provide the office staff with any legal documents that clarify any custody issues.

## **CURRICULUM NIGHT**

Curriculum Night is an evening session for parents that provides teachers an opportunity to provide an overview of the curriculum. Presentations from the unified arts staff as well as classroom teachers will be informative for all parents to gain a better understanding of what their child is learning in school. Curriculum night is not appropriate for students to attend. If you have specific questions about your child's performance, please schedule a meeting with your child's teacher on a different evening.

September	8	Gr. 3 Curriculum Night	7pm
September	15	Gr. 4 Curriculum Night	7pm
October	5	Gr. 5 Curriculum Night	7pm

## **DISCIPLINE**

Classroom teachers and staff members maintain proper discipline at TIS. If it is necessary for the teacher to refer a student to the principal for discipline, a conduct referral form is completed which indicates the reason for referral. The parent will receive a phone call from either the teacher and/or an administrator. Progressive disciplinary procedures are utilized with consequences commensurate with the infraction.



### **Recess**

At recess, students will:

1. play in the designated area (black top, field, and playground) for the recess period.
2. walk on the black top.
3. freeze when the whistle is blown.
4. keep their hands and feet to themselves.
5. use appropriate language.

### **Lunch**

At lunch, students will:

1. raise their hand to leave their seat.
2. talk quietly while eating.
3. be quiet when the lights are off.
4. focus on eating their lunch to insure they finish before the end of the period.

## **DRESS CODE**

Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In such cases, students wearing inappropriate items will be asked to change. Any student in violation of these guidelines will be sent to the nurse's office and provided with alternative clothing for the remainder of the school day. Students are allowed to wear shorts or skirts that are longer than their fingertips when their arms are at their sides. Students are not permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition. Students are encouraged to dress in clothing appropriate for seasonal conditions. Heelies are not allowed, and students are discouraged from wearing flip-flops. Children are requested to wear sneaker-type shoes and comfortable clothing on days when they have physical education. In the event of snowy weather, children must wear boots, gloves, hats, and snow pants if they wish to play in the snow.

## **EMERGENCY DRILLS**

### **Fire drills**

Fire drills are held at regular intervals as required by state law. Students exit the building quickly, quietly and in an orderly manner. Students return to the building when given specific directions by a staff member to do so.

### **Lock-down/Lock-In**

We believe the best way to deal with an emergency is through advance preparation. Practicing a lock-down and/or lock-in situation allows the members of our school community to test our procedures so we can maintain the highest level of safety. Prior to a lock-down, teachers will explain to our students that emergencies can happen that will require them to listen carefully to the teacher and follow all of their directions in order to keep everyone safe. An emergency can happen at school, in the neighborhood, on the highway, or at one of the other schools.

## **EMERGENCY NOTIFICATION / EARLY DISMISSAL**

In the event school is closed due to an emergency or early closing, parents will be notified by phone through the Alert Now Rapid Notification Service.

### **What you need to know about receiving calls sent through Alert Now:**

1. Your caller ID will display your school's or the district's main number anytime a non-emergency call is generated. Caller ID will not display a name with the number.
2. Your caller ID will display 411 anytime an emergency call is being sent. Examples of an emergency include evacuation or lock-down.
3. Alert Now will leave a message on your voicemail or answering machine.
4. If you have such things as Telemarketer Zapper or Privacy Director on your telephone lines, you may not receive the call.
5. Alert Now does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number, not a main number plus an extension.

**Please be aware that emergency closings can occur at any time.**

### **Unscheduled Early Dismissal**

In the event of an early closing, parents and guardians will be notified through our Alert Now telephone system. Buses will transport children to their regularly scheduled stop. Children must ride their regularly scheduled bus and get off at their regularly scheduled stop. If you make special arrangements for someone to pick your child up from school, please be sure that person's name is on the emergency card that is filed in the school health office so that the school can legally release your child to that adult. These cards go home at the beginning of the school year.

### **FAMILY RESOURCE CENTER**

The FRC offers before and after school care, summer camp, parent and childcare provider courses and hosts a number of evening family events. 860-870-6885 EXT 200

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes as an extension of the curriculum. While on a field trip, all students are considered to be "in" school. This means that school conduct and dress standards should be appropriate for the field trip activity. A signed permission slip is required for each trip. Information concerning departure date, destination, and cost of each trip will be sent to parents/guardians prior to each trip. If you indicate that you are available to chaperone one of our field trips, your child's teacher will contact you with additional information. Please make checks payable to **Tolland Intermediate School**. Field trips offer us a chance to enhance concepts introduced in our daily studies. We enjoy exploring the world outside our classroom.

### **HEALTH SERVICES**

Phone: 860-870-6891

Fax: 860-872-7126

### **No Balloons/No Latex Gloves**

We have a couple individuals at TIS who are allergic to Latex. Only Mylar balloons and latex free gloves can be used at TIS and throughout the Tolland School District.

### **Absences**

If you know that your child will be absent or late due to illness, appointments, or vacation, please call the school nurse by 9:30 a.m. that morning. If your child is out for 5 or more days due to illness, he or she is required to bring in a doctor's note to the nurse upon return to school.

### **Injury/Disability**

If your child has had an injury or disability that will impact the school day (i.e. cast, crutches, brace or limited walking or carrying, etc.) a doctor's note is required with information provided as to what the specific limitations are and the date that regular physical activity may be resumed. Your child should bring this information to the school nurse on the first day back to school. All injured students must be on record in the nurses' office in case of emergency.

### **Medications (Prescription and/or Over the Counter)**

If your child needs to have **any** medication administered in school (prescription or over the counter), it **must be delivered to a school nurse by the parent**. It must be properly contained with a label affixed bearing the patient's name, physician, medication, instructions regarding dosage and administration, and prescription number. These medications must also be **accompanied by a physician signed "Authorization for the Administration of Medicine by School Personnel"** form per Connecticut State Law and regulations 10-21(a).

### **GENERAL GUIDELINES FOR KEEPING YOUR CHILD HOME DUE TO ILLNESS**

**Fever:** A fever is a sign of illness. A child with a temperature of 100 degrees or higher should not attend school. The child should be free of fever for 24 hours or more before returning to school.

**Vomiting/Diarrhea:** Your child should not have vomited in the last 24 hours before his/her return to school. A child should be able to retain solid foods before returning to school. A child who is having frequent diarrhea should not attend school.

**Colds/Cough/Sore Throat:** Minor cold symptoms usually do not interfere with a child's ability to focus at school. However, persistent, frequent coughing or other more severe symptoms may affect your child's school performance, and your child may be more comfortable at home.

**Strep Throat:** When your child is diagnosed with strep throat, he/she may return to school after having had at least 3 doses of an antibiotic, or having been on prescribed medication for 24 hours. However, each situation is different, and more time may be required depending on the severity of your child's symptoms. If unsure, check with your child's doctor.

**Head Lice:** If you suspect that your child has head lice, please keep him/her home until it has been confirmed and treated by your child's doctor, or you have been told by the doctor that it is not head lice. Please notify the school nurse if confirmation and treatment were received.

It is felt that any child well enough to come to school is well enough to participate in all activities, including recess and physical education.

#### **Emergency Procedure Cards**

If your child becomes ill or sustains an injury, you will be asked to bring him/her home. It is necessary that the school always has a phone number – yours and two emergency numbers – that may be reached at all times. Parents or designee must provide transportation. Please notify the school when any emergency card information changes during the school year, such as a new phone number, new job, etc. New emergency cards go home at the beginning of each school year.

#### **Hearing/Vision Testing**

The school nurse does hearing and vision testing yearly for all pupils. The nurse reports any problems in these areas to the parents. If parents have questions regarding any health problems, the nurse is available for consultation.

### **HOMEWORK**

Homework is an integral part of our educational program and is assigned on a regular basis. Homework reinforces skills learned at school and is fundamental to each student's learning and development.

#### **Homework may include:**

- Assignments in an academic area
- Long-term projects or reports
- Studying for content area tests
- Practicing math facts
- Independent reading

### **INSURANCE**

The school does not carry accident insurance on individual students. We do, however, offer the opportunity for parents to purchase such insurance through a private carrier at a group rate. An insurance form will be sent home with each student during the first month of school. Parents who are interested in purchasing accident insurance should return the form with the premium to school. Checks should be made payable to the insurance company, not the school.

### **LOST AND FOUND**

**Please label all articles of clothing and lunch boxes to minimize lost articles.** Any articles that are found in the school or on school grounds should be turned into the main office. Lost and found articles are located in the cafeteria. Unclaimed articles will be disposed of twice per school year. Loss or suspected theft of personal or school property should be reported to the main office.

### **LUNCH PROGRAM:**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. The lunch period is 30 minutes. Free and reduced-price lunches are available based on financial need through a federally-funded program. Free and Reduced Lunch applications are available in the school office or at the Board of Education building located at 51 Tolland Green. The application may be submitted at any time during the year.

All Tolland Schools have a Point-of-Sale (POS) system in their cafeterias. This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat and converse. Parents enjoy the convenience of prepaying for their child's purchases at whatever level they choose. The POS system also eliminates the overt identification of students who are eligible for free or reduced meal benefits. The identification of students is with a biometric finger-imaging device. The device converts the finger image into a numbered pattern that is then stored for future

identification at the point-of-service. This system is NOT associated with fingerprints. It CANNOT be used to identify students by lifting fingerprints and comparing them with the digital finger image. The finger image is NOT stored in the computer. This is a positive identification system. Only your child can access his/her account.

We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit. Any money not spent by the end of school will be available for your child's use the following school year. Should you ever want to access your child's account to check the current balance or verify his/her purchases, you may request a report by calling the Cafeteria Manager at Tolland Intermediate School at 860-870-6894 or the Food Service Office at the Board of Education at 860-870-6853.

**Payments** – The price of lunch is \$2.00 (subject to change) and milk is \$.50 cents. Your child may give payment along with a form to his/her classroom teacher to send to the office, or he/she may bring payment directly to the cashier in the cafeteria at lunchtime. Your payment may take a few days to process. However, as long as we have received a payment from you, your child will receive a lunch. It is important to keep a positive balance in your account to avoid charging for lunch. All payments must include a payment form.

We are proud of the quality Food Service Program we offer at our schools, and we do our best to keep our customers happy and well fed. If you have any questions, please contact Abby Kassman-Harned, the Food Service Director at 860-870-6853.

## Tolland Intermediate School - Food Service      PAYMENT FORM

*Students must have money in their account to make a purchase.*

Check Box:       Meals Only                       Meals and A La Carte

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

Grade \_\_\_\_\_ Homeroom or Teacher \_\_\_\_\_ Date \_\_\_\_\_

Cash Amount \_\_\_\_\_ or Check Amount \_\_\_\_\_ Check # \_\_\_\_\_

**Please make check payable to Tolland School Lunch**

Please put student's name on the check. One student per form.

**THANK YOU**

### **NEWSLETTERS**

Our school newsletter is distributed throughout the school year. The newsletter contains important information about upcoming events as well as current happenings at TIS.

### **PARENT – TEACHER ORGANIZATION (PTO)**

The Tolland Elementary Parent Teacher Organization (TEPTO) is a group of parents and teachers working for the good of all elementary students in Tolland. The Tolland Elementary PTO is a kindergarten through grade five organization including both of Tolland's elementary schools. Our PTO has been a model of support and innovation to the school. Please join and attend our meetings on the first Monday of each month, 7:00 p.m.; the location alternates between Birch Grove Primary and Tolland Intermediate School. TEPTO supports the staffs of both Birch Grove and TIS through monetary and equipment donations each year. TEPTO sponsors fund-raisers and family events allowing children and their parents to spend time at school together, having fun and interacting with faculty and staff.

### **Special Education Parent Teacher Association (SEPTA)**

SEPTA is an organization of parents and teachers whose primary goal is to support, educate and empower other members. The group works collaboratively with TIS staff and administration to foster the growth and well-being of children with special needs.

## **RECESS**

Students must dress appropriately for the climate conditions as **they will go outside every day unless the temperature / wind chill factor is 20° F or less, or it is raining.** Recess is an integral part of the school day, and students go outside for 30 minutes.

## **SCHOOL CEREMONIES AND OBSERVANCES**

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary.

## **STUDENT PROGRESS**

**Grading/Conferences** - Report cards are sent home to parents three times a year. Parent conferences are scheduled twice, once in the fall and by invitation in the spring. Conferences with teachers may be requested at any time during the school year. Parents, teachers or administrators may initiate a conference. The teachers will contact parents to schedule a conference on an as needed basis. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

Any student absent on the last day of school will not receive his/her report card in the mail. Parents/guardians need to pick up their student's report card in the office between the hours of 9:00 a.m. and 3:00 p.m.

## **STUDENT SERVICES**

Student services are those supportive services that help students to benefit from the school's instructional programs. The goal of these services is to provide opportunities for additional help, knowledge, and self-understanding to both students and their parents. In addition, these services offer support and consultation to the general education staff so that academic potential will be maximized. The following is a brief description of each of the student services.

### **Special Education**

Special education services are available for students who have a disability identified by the school's Planning and Placement Team (PPT) in accordance with federal and state guidelines and whose disability has a severe negative impact upon their educational progress. Such challenges may include language and learning disabilities, social-emotional or behavioral difficulties, and health impairments. Service providers may include a special education teacher, speech and language pathologist, school psychologist, physical therapist, and/or occupational therapist. Special education assistance is provided in a variety of settings based on individual needs decided at the PPT. The goal of special education is to provide programming for the individual in the least restrictive environment.

### **English Language Learners Students (ELL)**

An appropriate educational program and placement for any new ELL student will be provided within 30 days of the student's registration. Each spring, a review of each student's progress will occur, and a tentative program for the subsequent year will be planned.

### **Student Early Intervention Project (EIP)**

The Early Intervention Project committee supports students by providing teachers with alternative strategies to improve student learning and/or behavior in the classroom setting. Teachers refer students to the committee for review, and data is gathered to make informed decisions to improve student learning. The classroom teacher notifies parents when a student is referred to the EIP committee. The teacher monitors student learning and reports to the EIP committee with data that either supports a continuation of the recommended strategy or the implementation of a new strategy.

### **Response to Intervention (RTI)**

Response to intervention is a systematic approach to support student learning collaboratively. Interventions and enrichment activities are matched to individual student needs based upon data collected in the school setting. Interventions are research-based activities that require progress monitoring on a frequent basis.

## **SUPPLIES**

Parents may be asked to provide supplies and materials for their child's personal use. Parents may volunteer to provide materials for classroom use or special projects during the school year but may not be asked to do so by school staff.

## **SUSPECTED CHILD ABUSE**

All staff members are obligated by law (C.G.S. 17a-101) to report suspected child abuse and neglect to the Department of Children and Families Services (DCF). The Tolland Public Schools follow all statutory requirements concerning reporting child abuse/neglect.

## **TECHNOLOGY**

Students have access to computers in the classroom and the three computer labs located in the building. Internet use is strictly regulated and supervised. There is also highly effective filtering software operating throughout the district to help eliminate visits to undesirable internet sites. All computers can be utilized to access the internet. At Tolland Intermediate School, one of our main objectives is to integrate the use of computers into all of our curriculum areas. Discrete skills in Microsoft Word, Excel, and internet research are taught in our classes, but our main goal is to apply those skills to enhance learning and productivity in all subject areas.

## **TESTING/ ASSESSMENT**

Assessment is a continuous, ongoing process in our classrooms. We are continually assessing the childrens' progress and adjusting their programming appropriately. Teachers will administer regular classroom assessments and benchmark assessments throughout the year. The **Connecticut Mastery Test**, or CMT, is administered to students in grades 3 through 8. The CMT measures student ability in mathematics, reading, writing, and science.

**2012 CMT Testing Window  
March 5 – March 30**

### **CogAT (Attn: third-grade parents)**

During the week of December 1, your third grader will be taking the Cognitive Abilities Test (CogAT). This screening measure will be administered to all third grade students. This group test provides a picture of your child's abilities in the areas of verbal, nonverbal, and quantitative functioning. The test is administered in three 30-minute sessions. The information obtained from this testing will supply useful data regarding the learning styles and abilities of each third grade student.

## **TOYS, RADIOS, VALUABLES, MONEY, ETC.**

Students are not permitted to use such items as radios, CD players, MP3 players, tape recorders, camcorders, DVD players, cameras, cell phones, electronic devices or games at school. At the discretion of the bus driver, students may be allowed to use electronic games and small individual CD/MP3 players on the bus, but they need to be placed in their backpack before entering school.

## **WEAPONS AND OTHER DANGEROUS ITEMS**

No guns, knives, firearms, weapons, or any other dangerous instruments, including martial arts weapons, capable of threatening or causing injury or death, may be brought onto school grounds. Any object that can be used to cause injury will be considered a weapon. Violators will be subject to appropriate disciplinary action.

## **VIDEOTAPING/PHOTOGRAPHING OF STUDENTS**

Professional staff may videotape individuals or groups in order to improve teaching and planning. These tapes are not used publicly or for other purposes. In the event that your child has been selected for a special photo opportunity, a permission slip will be sent home for you to sign. On occasion, photographs of students are placed in newspapers or on the school website. **If, for any reason, you do not want your child photographed for the newspapers, please send in a written request stating such at the start of the school year.**

## **VISITORS**

Parents and other visitors are welcome to visit TIS and must **wear a visitor's badge throughout their stay at school**. All visitors must first report to the office. Visits to individual classrooms require an appointment with the classroom teacher. These visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Forgotten sneakers, homework, lunches etc. should be delivered to the office, not to the classroom. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Please sign out prior to leaving as it improves our level of accountability in case of an evacuation.

Building security is a top priority at Tolland Intermediate School. All doors will be locked while school is in session. **Security is everyone's responsibility.** Please notify a school staff member should you observe suspicious behavior or an unsafe condition.

### **VOICE MAIL**

All staff members have voice mailboxes. **Please leave urgent messages with the office,** e.g., changes in a child's transportation or when you require an immediate response.

### **VOLUNTEERS**

Classroom volunteers are always welcome. Some areas that parents can help include the classroom, art room, library, recess, lunchroom, and/or computer lab. If interested in volunteering at TIS, please call the office or tell your child's classroom teacher. **Prior to any assignment, volunteers must complete a Volunteer Form and give permission for the Tolland Public Schools to complete a background check to determine whether any criminal convictions are on record.**

### **READING-AT-HOME (RAH)**

We reward children for recreational reading through the Reading-at-Home (RAH) program. After many years, we are confident in saying that most children accomplish considerably more home reading when they participate in this school activity, which is sponsored by our PTO and local businesses. We encourage your family's participation and recommend a combination of silent and oral reading as well as listening to stories. It is still advantageous to read to your child. Third and fourth grade use a RAH card to record every 15 minutes of reading at home. After the first 5 hours of reading, the student returns the RAH card to school and receives a certificate from the principal noting this accomplishment. After 10 more hours, the reward is a paperback book of the child's selection. More rewards follow for each ten hours of reading completed.

Please note that **only reading outside school counts in this program.** We are grateful to the local sponsors of this program, including the PTO for donating funds for the paperbacks, certificates, and Treasure Chest rewards in this program. Please make a commitment to RAH. We thank you in advance for your support in this endeavor, which will have a positive effect on reading gains and attitude toward reading.

### **WHAT YOU CAN DO TO HELP YOUR CHILD BE SUCCESSFUL IN SCHOOL**

- Praise your child each day for something he/she has done and listen attentively to what is said about his/her day.
- Read with your child.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation that could influence the child's behavior.
- If you have concerns about your child's academic or social performance at school, the first step is to contact your child's teacher immediately.

**Tolland Intermediate School  
Student Calendar  
2011-2012**

August	29	Teacher In-service (no school)
	29	PTO TIS Tool Box Pick-up 12:00-6:00pm
		TIS Meet and Greet: 3rd grade meets 12:30-1:30pm 4th grade meets 1:30-2:30pm 5th grade meets 2:30-3:30pm
	30	Teacher In-service (no school)
	31	First Day of School
September	5	Labor Day (no school)
	5	PTO Meeting at Birch Grove School, 7 pm
	8	Gr.3 Curriculum Night 7pm
	15	Gr.4 Curriculum Night, 7pm
	21	Teacher In-service (1/2 day)
	23	PTO Ice Cream Social @ TIS 6pm
	29	Picture Day
October	1	PTO Cider Mill Road Race
	3	PTO Meeting at Tolland Intermediate School, 7pm
	5	Gr.5 Curriculum Night 7pm
	10	Columbus Day (no school)
	11	Teacher In-Service (no school)
	14	Grade 5 Harvest Dance
	19	Teacher In-service (half day)
November	10	Teacher In-service (no school)
	11	Veterans' Day (no school)
	17	PTO Meeting at Birch Grove School, 7 pm
	23	Half Day
	24	Thanksgiving Break (no school)
	25	Thanksgiving Break (no school)
December	5	PTO Meeting at Tolland Intermediate School, 7pm
	7	Report Cards Go Home
	7	Grade 5 Chorus Concert, 7 pm
	8	Parent-Teacher Conferences (1/2 Day)
	9	Parent-Teacher Conferences (no school)
	26	Winter Break (December 26 – January 2)
January	16	Martin Luther King Day (no school)
	25	Teacher In-service (1/2 day)
February	6	PTO Meeting at Birch Grove School, 7 pm
	10	Grade 4 Valentine's Day Dance
	20	President's Day (no school)
	21	Winter Vacation Day (no school)



March	2	CMT Window (March 5-30)
	5	PTO Meeting at Tolland Intermediate School, 7pm
	6	Report Cards Go Home
	6	CMT Writing Prompt
	7	Parent-Teacher Conferences (1/2 day)
April	3	Grade 5 Chorus Concert, 7pm
	4	Contractual Holiday
	9	PTO Meeting at Birch Grove School, 7 pm
	16	Spring Break (16-20)
May	7	PTO Meeting at Tolland Intermediate School, 7pm
	28	Memorial Day (no school)
June	6	PTO Meeting at Birch Grove School, 7pm
	14	Last Day of School w/out Snow Days (1/2 day) Report card

**2011-2012**  
**REPORTING PUPIL PROGRESS TO PARENTS**

Report cards go home	December 7
	March 6
	Last day of school
Conferences	December 8 (1/2 day)
	December 9 (full day)
	March 7 (1/2 day)

**CURRICULUM NIGHT DATES 2011-2012**

Curriculum Nights are for parents only, not students.

GRADE 3	Wednesday, September 8	7:00 p.m.
GRADE 4	Thursday, September 15	7:00 p.m.
GRADE 5	Thursday, October 5	7:00 p.m.