

Middlebrook School Handbook for Families
IMPORTANT INFORMATION

Middlebrook School
220 Middlebrooks Avenue
Trumbull, CT 06611

Arrival at School

- Students arrive beginning at 8:20 AM. Supervision begins at 8:20 when the doors open. If you need child care before 8:20 please contact the TLC Before and After School Program. If a student comes to school for prearranged extra help the teacher will meet the student and open the door. The same is true for parent/teacher meetings.
- The bell rings at 8:35 AM. **Please** help your children arrive to school **on time**. It is very disruptive to their learning when they arrive late. Late students must stop at the office with their guardian and be checked in before going to their classrooms. Office personnel will mark the child tardy and ensure they find their class. Classes may be testing and we need to monitor these situations.
- Drop-off on the side circle begins at 8:20. For the safety of both the children and driver, we ask that drivers do not exit their vehicles. Also, drivers should not pass other drivers. Please have your child exit the car on the passenger side. We have adults in the drop-off circle to help open doors and help children exit, if needed.
- For safety reasons, parents cannot escort their children to classrooms. If a student needs assistance someone in the office will help. Dropping into classrooms is not allowed. It is disruptive to teaching and learning and for security reasons is not allowed. If you need to speak to your child's teacher, please call and make an appointment, or send an email requesting a meeting.
- PLEASE help your children by making sure all school materials (i.e. lunch money, dismissal notes, homework, glasses) are placed in backpacks the night before and are labeled with the child's name. We will be working on minimizing class disruptions by asking students to refrain from calling home for items after the school day has begun. **In addition, it really helps your child when he/she knows of clear dismissal plans each day.**

Birthdays

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

Building Use - Room Reservations

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

Cafeteria/Lunch Policies

- We have a “no sharing food” rule in our school. Parents cannot come for lunch with children for the safety of all students. Also, we strongly encourage healthy foods for snacks and lunch.
- Payment Plans for hot lunches:
 - Send checks (payable to Trumbull Food Services) or cash to Cafeteria Manager at school
 - Pre-pay through myschoolbucks.com. (fee charged for deposit)
- Lunch Loan Guidelines:

When a student’s account reaches zero he/she will be allowed emergency lunch loans. For the first two lunch loans, the student may select from the full menu. After two emergency lunch loans, the student will receive the alternate lunch (cheese sandwich). Once your account is in arrears by \$20 or more the TPS Business Office will contact you for collection.

See Food Charging Policy which can be found at www.trumbullps.org

Cafeteria Seating & Behavior

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

Classroom/Grade Level Celebrations:

- All these events will be coordinated between the teacher, room mothers and the nurse. Any food brought in to school must adhere to the Food Management Policy which can be found at www.trumbullps.org

Conferences

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

Dismissal Procedures

- Students being picked up by parents are called to the cafeteria at 3:15. If you are picking up your student, you need to sign the student dismissal book in the cafeteria and wait in the cafeteria for your child. Students who are walkers are called to the Media Center door for dismissal at 3:15. Buses are called beginning at 3:20.
- Students who regularly ride the bus need a note if there is a change in dismissal. If there is no note and parents cannot be reached, students are automatically sent home on the bus.
- The regular school day ends at 3:20. Teachers plan lessons up to preparation for dismissal so **PLEASE** do not pick up your children early unless absolutely necessary. We greatly appreciate your efforts to plan appointments with this in mind.
- Everyone should be prepared to show I.D. when picking up students.

Dismissal Changes

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

Dress Code

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

Food at School

- We do not share food at school or use it as a reward based on district policy
- On rare occasions, food is served in a class celebration and must adhere to the Nutrition Policy and most importantly the Food Allergies Policy
https://www.trumbullps.org/Attachments/pac/policies/5000/5141_260_FoodAllergy.pdf

Health Information

- When your child is ill, please call the voice mail (203-452-4412) and leave a message detailing reason for absence and follow prompts.
- District policy states that if a student has a temperature (100 degrees F. or higher) at night, in the morning or is sent home from school with one, they must stay home until they have been "temperature free" for 24 hours.
- Please do not send children to school if they have vomited during the night or in the morning.
- Please report all communicable diseases to the school, even if they occur on a weekend. This includes strep throat, conjunctivitis, bronchitis, chicken pox, fifth's disease, impetigo, pinworm and pneumonia.
- Please do not send any medication to school with the children - (this includes vitamins, prescription and non-prescription drugs). A parent may come to school at any time to give a medication to their child, but the nurse can only give medication if the Doctor and parent have given written permission. If your child will need medication in school, please obtain a special form for this purpose from the nurse.
- A parent cannot give medication to anyone except his or her own child.

- During the colder months, children need to dress warm enough to be outside for fifteen minutes of recess.
- During the warmer months, children need to wear proper shoes to play safely during recess.

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

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

Parking/Traffic Information

Traffic Circle Reminders:

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

Published Student Images

- Throughout the year there are a variety of activities in the classroom and sponsored by our PTA where students may be photographed. These images are routinely displayed or shown in a variety of settings including, but not limited to staff meetings, bulletin boards and the school's web site. Student names are not connected with their images. **Parents who do not want their child videotaped and those images displayed in the circumstances, described are asked to send in a written request to the principal.**
- We ask that parents exercise safety in terms of video and photographic material. We ask parents to **not take pictures/videos while visiting school** as we need to protect our students' privacy rights. The provision of seeking prior permission does not apply to school yearbooks or school newspapers. However, if a parent has a concern about the publication of a student's image in those settings, that concern should be brought to the attention of the school principal in writing.

Physical Education Dress

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

Safety

- For the safety of your child all parents who volunteer or chaperone a field trip must complete the TPS School Volunteer Form. See information about Volunteering in School.
- Cell phone use by students at school or on the bus is not allowed. In order for a student to bring a cell phone to school parents must sign and submit the User Agreement and Parent Permission form for wireless Communications Devices. These are available from the main office. Cell phones must be turned off and kept in lockers. Parents should turn their phones to vibrate or off, once they enter the school building.
- Lockdown Drills – During a lock down drill no one is allowed to enter or exit the

building. If you are in the building during emergency drills, you must join a class and follow the expectations communicated by a staff member.

- Fire Drills – If you are in the school during a fire drill, you should leave with the class or nearest teacher.

Supervision

Before and After School Supervision

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

Toys at School

- Collectible cards e.g. Pokeman, etc., toys, Rubric Cubes, Yoyos and electronic games are not allowed.
- With the permission of the classroom teacher children can bring toys for “share time”. Please contact the classroom teacher if you have questions about toys.

Visiting the School

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

Volunteering in School

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

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