

# Metacomet Elementary School Parent Handbook 2023-2024



**Paul Guzzo, Principal**  
**Metacomet Elementary School**  
**185 School Street**  
**Bloomfield, CT 06002**  
**Phone: 860-286-2660**  
**Fax: 860-769-5296**  
**[pguzzo@blmfld.org](mailto:pguzzo@blmfld.org)**



# BLOOMFIELD PUBLIC SCHOOLS | 2023-2024 CALENDAR

**DAYS: 0**  
**4** Independence Day: offices closed  
**10-28** Summer Programs

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**DAYS: 21**  
**1** New Year's Day: schools & offices closed  
**10** PD: early dismissal PreK-12  
**15** M.L. King Day: schools & offices closed  
**24** PD: early dismissal PreK-12

**DAYS: 2**  
**28** Convocation  
**29** Teacher PD  
**30** First day of school

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\*\*PD = Professional Development

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**DAYS: 20**  
**7** PD: early dismissal PreK-12  
**19** Presidents' Day: schools & offices closed  
**21** PD: early dismissal PreK-12

**DAYS: 20**  
**4** Labor Day: schools & offices closed  
**13** PD: early dismissal PreK-12

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**DAYS: 19**  
**6-8** Parent Conferences: early dismissal PreK-12  
**20** Teacher PD: schools closed  
**29** Good Friday: schools & offices closed

**DAYS: 20**  
**4** Teacher PD: schools closed  
**9** Indigenous Peoples' Day: schools & offices closed  
**18** PD: early dismissal PreK-12

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DAYS: 17**  
**8-12** Spring Recess: schools closed  
**24** PD: early dismissal PreK-12

**DAYS: 18**  
**7** Election Day: schools closed Teacher PD  
**22-24** Thanksgiving Recess: schools & offices closed

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**DAYS: 21**  
**8** Teacher PD: schools closed  
**27** Memorial's Day: schools & offices closed

**DAYS: 15**  
**6-8** Parent Conferences: early dismissal PreK-12  
**22** Observance of Christmas Eve: schools & offices closed  
**25** Christmas Day: offices closed  
**25-29** Holiday Recess: schools closed

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**DAYS: 7**  
**11** Projected last day of school: early dismissal PreK-12  
**19** Juneteenth: offices closed

Approved February 7, 2023

# PRINCIPAL'S MESSAGE

September 2023

Dear Parents/Guardians:

I would like to thank all of our parents and guardians for choosing Metacomet Elementary School for your child's school. We will provide your child with a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

Please take some time reviewing this handbook. We respect all parents and guardians as our student's first teachers. We must work together to help your child grow into a lifelong learner and a good human being. You are a welcome member of our school. This begins at our front desk where our friendly and helpful administrative assistants will help to answer any of your questions/concerns. I will also help you in any way possible. You can find me at the front door greeting students and parents in the morning. You will also see me saying "goodbye" to students and families at the end of the day. We want you to feel comfortable sending your children to Metacomet School. If you have any concerns or feel that your questions have not been answered, please see/call me.

Please be aware that all visitors/parents must have an appointment with a teacher to be able to walk through our halls. We take the safety of our students very seriously. Everyone that is allowed to pick up students MUST have their name on the student emergency cards that are kept in the nurse's office. Please make sure that you call the school and speak to our school administrative assistants and update your phone numbers/emergency cards each month. If there is ever an urgent situation, we must be able to reach you.

While your child/children are at Metacomet Elementary School, we expect them to grow into lifelong-learners. We have a rigorous curriculum that is based on the Common Core State Standards.

Our academic day begins at 8:45 am. The teachers begin the day with "morning meetings" from the "*Responsive Classroom*" where students are greeted by one another, they share something about themselves, and we review the school rules. After we discuss the schedule for the day, and if time permits, the class will play a group game to get everyone adjusted to school and working with others.

Students have 120 minutes of literacy (Open Court) per day which includes a 30 minute phonics/word analysis lesson; a 60 minute reading and responding lesson and a 30 minute language arts/writing lesson. Students also have a 75 minute math block (Bridges/Number Corners) each day which includes a 60 minute math lesson and a 15 minute number corner lesson.

The students go to lunch for 30 minutes and have recess for 30 minutes. During lunch we encourage our students to eat healthy. This includes having a well-balanced meal with vegetables, fruit, and a mix of protein and complex carbohydrates. At recess, students will play and have fun with their classmates in an unstructured break. We have a wonderful playground. Our students LOVE it!!

Finally, the students will have a 45 minute Unified Arts class each day (physical education, music, art or library). They will also receive an additional 30 minutes of Unified Arts once a week. During physical education, students must wear sneakers to participate. When our students have library, they can check out books to read at home. These books must be returned the following week.

During the course of each day we will teach and model our school rules: Respect, Responsibility, and Self-Control. We want our students to do well both academically and socially. We also want our students to love coming to school. We will be holding many fun and exciting events at our school like: Community Forums, Family Literacy Night, and Family Math Night

I hope you and your child/children have a great school year here at Metacomet Elementary School!!!

Sincerely,

Paul Guzzo  
Principal

# Table of Contents

Mission Statement and Objectives.....	6
School Year Calendar	
• Metacomet Elementary School Calendar for September 2022-23 .....	7
• Metacomet Elementary School Events Calendar .....	8-10
• Bloomfield Board of Education Meetings.....	11
• Early Dismissals and School Closings .....	12-13
• Metacomet Staff Phone and Emails.....	14
• Delayed Openings and Early Release Hours .....	15
Metacomet Staff Names .....	16-17
Parent Involvement .....	18
General Information	
• School Hours and Extended Day .....	19
• Attendance .....	19
• Arrivals and Dismissals .....	19
• Early Pick Up .....	20
• Bus Procedures .....	20
• Emergency Cards .....	20
• Inclement Weather .....	20
• Health Services .....	21
• Procedures for Wet/Soiled Clothing .....	21
• Student Participation in All School Activities .....	21
• Food/Snack/Party Policy.....	21
• Cafeteria and Lunch .....	22
• Recess .....	22
• Library .....	23
• Toys/Electronics/Trading Cards/Cell Phones .....	23
• Report Cards and Conferences .....	23
• Lost and Found .....	23
• Parking .....	23
• School Uniforms .....	24
• Homework Policy .....	25
Student Discipline .....	26
• School Rules .....	27-28
• School Consequences .....	29
Bloomfield Board of Education Policies .....	20

# Bloomfield's Portrait of a Graduate

## Mission and Vision Statements

### **BLOOMFIELD PUBLIC SCHOOLS/METACOMET ELEMENTARY SCHOOL:**

#### **MISSION STATEMENT**

Metacomet Elementary School will prepare every student to become a lifelong learner, who reads closely, thinks critically, asks questions, solves problems, and communicates effectively.

#### **VISION STATEMENT**

Metacomet Elementary School will prepare our third and fourth-grade students for the grade level skills in literacy, numeracy, and social and emotional learning so that when our students become high school graduates, they will be academically, socially, emotionally, and technologically equipped to gain access, adapt, and graduate from the most competitive colleges, universities, and/or training programs to pursue purposeful professions and careers.

#### **THEORY OF ACTION**

The Bloomfield Public Schools will successfully implement a comprehensive and collaborative accountability system characterized by data-supported planning and decision-making practices at every level, leading to strengthened adult work throughout the district. As a result, learning for all students will continue to improve, and be sustained over time

# metacomet elementary school

## September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	august 28  professional day for staff	29  professional day for staff	30   first day of school			
3	4  labor day no school		6  open house 6:00-7:00 pm	7  chuck e. cheese night 4:00- 8:00 pm manchester		
10			13  professional day early release 1:25 pm			
17				21  pto meeting- 6:00 pm		
24						

# metacommet calendar of events event calendar

2023

important dates 2023- \* all dates subjected to change

Day	EVENTS	Event Time
	<b>AUGUST/SEPTEMBER 2023</b>	
28-29 August	Professional Days	<i>District Led</i>
30 August	First Day of School	
04 September	Labor Day	<i>No School</i>
05 September	iReady Diagnostic ELA and Math Begins (Cycle 1)	<i>Grades 3-4</i>
06 September	Metacommet Open House Night	<i>6:00-7:00 pm</i>
07 September	Chuck E. Cheese Night- 82 Buckland Street, Manchester	<i>4:00-8:00 pm</i>
13 September	Professional Day-Early Dismissal	<i>1:25 pm</i>
15 September	iReady Diagnostic ELA and Math Ends (Cycle 1)	<i>Grades 3-4</i>
21 September	PTO Meeting- Meet the Principal	<i>6:00 pm</i>
	<b>OCTOBER 2023</b>	
04 October	Professional Day-No School	<i>No School</i>
09 October	Indigenous Peoples' Day- No School	<i>No School</i>
18 October	Professional Day-Early Dismissal	<i>1:25 pm</i>
26 October	PTO Meeting- Trunk or Treat	<i>6:00 pm</i>
27 October	Community Forum- Hispanic Heritage Celebration	<i>2:00 pm</i>



Day	EVENTS	Event Time
<b>NOVEMBER 2023</b>		
<b>07 November</b>	Professional Day (Election Day)- No School	<i>No School</i>
<b>16 November</b>	PTO- Family Literacy Night	<i>6:00 pm</i>
<b>17 November</b>	Community Forum	<i>2:00 pm</i>
<b>22-24 November</b>	Thanksgiving Break	<i>No School</i>

<b>DECEMBER 2023</b>		
<b>4 December</b>	iReady Diagnostic ELA and Math Begins (Cycle 2)	<i>Grades 3-4</i>
<b>06 December</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 pm</i>
<b>07 December</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 pm</i>
<b>08 December</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 pm</i>
<b>15 December</b>	iReady Diagnostic ELA and Math Ends (Cycle 2)	<i>Grades 3-4</i>
<b>15 December</b>	Community Forum	<i>2:00 pm</i>
<b>22 December</b>	Holiday Recess Begins- No School	<i>No School</i>

# metacomet calendar of events

## event calendar

2024

important dates 2024- \* all dates subjected to change

Day	EVENTS	Event Time
<b>JANUARY 2024</b>		
02 January	Holiday Recess Ends- Back in School Today- January 2	<i>Back to School</i>
10 January	Professional Day- Early Dismissal	<i>1:25 pm</i>
15 January	Dr. Martin Luther King Day- No School	<i>No School</i>
24 January	Professional Day- Early Dismissal	<i>1:25</i>
25 January	PTO Meeting- Metacomet Plan of Excellence Presentation	<i>6:00 pm</i>
26 January	Community Forum	<i>2:00 pm</i>

<b>FEBRUARY 2024</b>		
07 February	Professional Day- Early Dismissal	<i>1:25 pm</i>
19 February	President's Day- No School	<i>No School</i>
21 February	Professional Day- Early Dismissal	<i>1:25 pm</i>
22 February	PTO Meeting- Family Math Night	<i>6:00 pm</i>
23 February	Community Forum- Black History Celebration	<i>2:00 pm</i>

Day	EVENTS	Event Time
<b>MARCH 2024</b>		
<b>04-08 March</b>	Read Across America Day Celebration Week	
<b>04 March</b>	iReady Diagnostic ELA and Math Begins (Cycle 3)	<i>Grades 3-4</i>
<b>06 March</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 Early Dismissal</i>
<b>07 March</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 Early Dismissal</i>
<b>08 March</b>	Parent-Teacher Conferences- Early Dismissal	<i>1:25 Early Dismissal</i>
<b>15 March</b>	iReady Diagnostic ELA and Math Ends (Cycle 3)	
<b>21 March</b>	PTO Meeting- SBAC Presentation	<i>6:00 pm</i>
<b>22 March</b>	Community Forum	<i>2:00 pm</i>
<b>29 March</b>	Good Friday- No School	<i>No School</i>

<b>APRIL 2024</b>		
<b>08-12 April</b>	Spring Recess Begins- No School	<i>No School</i>
<b>24 April</b>	Professional Day- Early Dismissal	<i>1:25 pm</i>
<b>25 April</b>	PTO Meeting- Family Game Night	<i>6:00 pm</i>
<b>26 April</b>	Community Forum	<i>2:00 pm</i>

Day	EVENTS	Event Time
	<b>MAY 2024</b>	
06 May	SBAC Testing Begins	<i>Grades 3 and 4</i>
08 May	Professional Development- No School	<i>No School</i>
24 May	Professional Development- Early Dismissal	<i>1:25 pm</i>
23 May	PTO Meeting- Planning for Metacomet Picnic	<i>6:00 pm</i>
24 May	Community Forum	<i>2:00 pm</i>
27 May	Memorial Day- No School	<i>No School</i>
31 May	Field Day and Family Picnic	
	<b>June 2024</b>	
06 June	Grade Four Step Up Celebration	<i>10:00 am</i>
11 June	Projected Last Day of School- Early Dismissal	<i>1:25</i>
	<b>BOARD OF EDUCATION MEETINGS</b>	
	<p><b>Board of Education Meetings are held on the second Tuesday of the month: (these dates are subject to change). The BOE meetings are held at 1133 Blue Hills Avenue and start at 7:00 PM.</b></p> <p style="text-align: center;"><b><u>Board of Education Meeting dates:</u></b></p> <p style="text-align: center;">September 12, 2023  October 10, 2023  November 14, 2023  December 12, 2023  January 09, 2024  February 13, 2024  March 12, 2024  April 16, 2024  May 14, 2024  June 11, 2024</p>	

## Early dismissal and school closings 2023-2024

<b>AUGUST 30, 20223</b>	<b>FIRST DAY OF SCHOOL 2023</b>
<b>SEPTEMBER 04, 2023</b> <i>LABOR DAY</i>	<b>NO SCHOOL</b>
<b>SEPTEMBER 13, 2023</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL- 1:25 pm</b>
<b>OCTOBER 04, 2023</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>NO SCHOOL</b>
<b>OCTOBER 09, 2023</b> <i>INDIGINOUS PEOPLE'S DAY</i>	<b>NO SCHOOL</b>
<b>OCTOBER 18, 2023</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL-1:25 pm</b>
<b>NOVEMBER 07, 2023</b> <i>ELECTION DAY</i>	<b>NO SCHOOL</b>
<b>NOVEMBER 22, 23 &amp; 24, 2023</b> <i>THANKSGIVING RECESS</i>	<b>NO SCHOOL</b>
<b>DECEMBER 6, 7 &amp; 8, 20223</b> <i>PARENT CONFERENCES</i>	<b>EARLY DISMISSAL-1:25 pm</b>
<b>DECEMBER 22, 2023 - JANUARY 1, 2024</b> <i>HOLIDAY RECESS</i>	<b>NO SCHOOL</b>
<b>JANUARY 10, 2024</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL- 1:25 pm</b>
<b>JANUARY 15, 2024</b> <i>DR. MARTIN LUTHER KING DAY</i>	<b>NO SCHOOL</b>
<b>JANUARY 24, 2024</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL- 1:25 pm</b>
<b>FEBRUARY 07, 2024</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL- 1:25 pm</b>
<b>FEBRUARY 19, 2024</b> <i>PRESIDENT'S DAY</i>	<b>NO SCHOOL</b>
<b>FEBRUARY 21, 2024</b> <i>PROFESSIONAL DEVELOPMENT</i>	<b>EARLY DISMISSAL- 1:25 pm</b>
<b>MARCH 06, 07, &amp; 08, 2024</b> <i>PARENT CONFERENCES</i>	<b>EARLY DISMISSAL-1:25 pm</b>
<b>MARCH 29, 2024</b> <i>GOOD FRIDAY</i>	<b>NO SCHOOL</b>

**APRIL 08- 12, 2024**  
*SPRING RECESS*

**NO SCHOOL**

**APRIL 24, 2024**  
*PROFESSIONAL DEVELOPMENT*

**EARLY DISMISSAL- 1:25 PM**

**MAY 08, 2024**  
*PROFESSIONAL DEVELOPMENT*

**NO SCHOOL**

**MAY 27, 2024**  
*MEMORIAL DAY*

**NO SCHOOL**

**JUNE 11, 2024**  
*PROJECTED LAST DAY OF SCHOOL*

**EARLY DISMISSAL- 1:25 pm**

## *Metacomet elementary school phone numbers and emails*

<u>NAME</u>	<u>POSITION</u>	<u>NUMBER/EMAIL</u>
Paul Guzzo	<i>Principal</i>	860-769-6796 <a href="mailto:pguzzo@blmfld.org">pguzzo@blmfld.org</a>
Erica LaPlante	<i>Executive Administrative Assistant</i>	860-286-2660 <a href="mailto:eacevedo@blmfld.org">eacevedo@blmfld.org</a>
Janiris Sanchez-Gary	<i>Administrative Assistant</i>	860-286-2660 <a href="mailto:jmaron@blmfld.org">jmaron@blmfld.org</a>
Rebecca Labrie	<i>Nurse</i>	860-286-2660 <a href="mailto:rlabrie@blmfld.org">rlabrie@blmfld.org</a>
Ms. Pricilla Leslie	<i>Cafeteria Charge Person</i>	860-286-2660 <a href="mailto:pleslie@blmfld.org">pleslie@blmfld.org</a>
DATTCO Bus Company		860-709-9454
Bloomfield Board of Education		860-769-4200

Fax Number  
860-769-5296

### Staff Phone Numbers:

- To reach a teacher, please dial the main number-860-286-2660
- Use 5 plus the teacher's room number

### Staff E-Mail:

All employees have a Bloomfield Board of Education assigned e-mail address. Staff e-mail addresses is found on our web page: (Go to CLASSROOM and click on the Grade Level)

<https://mes.bloomfieldschools.org/>

## Delayed openings and early release hours 2023 2024

<b>Student hours</b>		
	<b>student start time</b>	<b>student end time</b>
<b>student's hours</b>	8:25 am	3:25 pm
60 minute delay	9:25 am	3:25 pm
90 minute delay	9:55 am	3:25 pm
120 minute delay	10:25 am	3:25 pm
early dismissal	8:25 am	1:25 pm
	<b>extended day start time</b>	<b>extended day end time</b>
student's hours	8:25 am	By 5:00 pm
60 minute delay	9:25 am	By 5:00 pm
90 minute delay	9:55 am	By 5:00 pm
120 minute delay	10:25 am	By 5:00 pm
Early Dismissal	8:25 am	By 1:25 pm

**2023-2024 extended day will be "in-person" from 3:25-5:00 pm**

<b>Staff hours</b>		
	<b>start time</b>	<b>end time</b>
<b>teacher hours</b>	8:20 am	3:45 pm
60 minute delay	9:20 am	3:45 pm
90 minute delay	9:50 am	3:45 pm
120 minute delay	10:20 am	3:45 pm
early dismissal	8:20 am	1:45 pm
<b>classified staff hours</b>	8:25 am	3:25 pm
60 minute delay	9:25 am	3:25 pm
90 minute delay	9:55 am	3:25 pm
120 minute delay	10:25 am	3:25 pm
early dismissal	8:25 am	1:25 pm



# Metacomet Elementary School Staff

<b>Grade 3</b>	
Room 131	Mrs. Coppa
Room 121	Ms. Fendt
Room 124	Mrs. Manalio
Room 127	Mrs. Mims
Room 130	Mrs. Petry
Room 120	Mrs. Spencer
Room 133	Mrs. Waterhouse
<b>Grade 4</b>	
Room 157	Mrs. Anderson
Room 164	Ms. Carboni
Room 156	Ms. Davis
Room 158	Ms. Devokaitis
Room 159	Mrs. Paulus
Room 163	Ms. Powers
<b>Unified Art Teachers</b>	
Room 144- Art	Ms. Neag
Room 195- Music	Mr. McCarthy
Room 193- Physical Education	Mr. Varano
Room 138-Library	Ms. McFadden
<b>Language Arts Staff</b>	
Room 150- Academic Interventionist	Ms. Knight
Room 166 -Tutor	Ms. Cannon
Room 116- Tutor	TBD
Room 166- Tutor	TBD
<b>Special Education</b>	
Room 146- Resource Teacher	Mrs. Bessette
Room 155- Resource Teacher	Ms. Johnson
Room 165- Resource Teacher	Ms. Pyatt
Room 153- Applied Behavior Analysis Assistant	Ms. Bryant
Room 145- Applied Behavior Analysis Assistant	Ms. Vallera
<b>Specialists</b>	
Room 153- Teacher of the Hearing Impaired	Ms. Cyr
Room 134- English-Language Tutor	Mrs. Dunia
Room 146- Board Certified Behavior Analyst	Ms. Ishmail
Room 151- Psychologist	Ms. Leiderman
Room 149- Speech/Language Pathologist	Ms. Homich
Room 152- Social Worker	Mr. Howe
Room 153- Physical Therapist	Mrs. Kenyon
Room 200- School Nurse	Mrs. Labrie
Room 153- Occupational Therapist	Ms. Vaughn
Room 153- Speech/Language Pathologist Assistant	Ms. Peterson

<b>Instructional Aides</b>		
Room 118	Instructional Assistant	Ms. Gonzalez
Room 118	Instructional Assistant	Mr. Stoddart
Room 118	Instructional Assistant	Ms. Hairston
Room 118	Instructional Assistant	Mrs. Whitehead
Room 118	Instructional Assistant	Ms. Williams
<b>Extended day</b>		
Room 135	Metacomet Extended Day Facilitator	Mr. Flores
Room 162	Boys and Girls Club Facilitator	TBD
Room 150	Director of Extended Day/Family and Community Engagement	Ms. Anjanee Wright
<b>Cafeteria</b>		
Room 199-	Charge Person	Ms. Pricilla
Room 199-	Cafeteria Worker	TBD
Room 199-	Cafeteria Worker	TBD
<b>Custodians</b>		
Room 179-	Custodians	Ms. Mary Mr. Burt
<b>Office Staff</b>		
Room 112-	Executive Administrative Assistant	Mrs. LaPlante
Room 105-	Administrative Assistant	Mrs. Sanchez-Gary
Room 107-	Parent Volunteer	Mrs. Murray
Room 106-	Principal	Mr. Guzzo
<b>Office Staff</b>		
Room 111	Small Office Conference Room	
Room 117	Large Office Conference Room	
Room 118	Storage Room	
Room 137	Computer Lab	
Room 147	Staff Work Room (large printer)	
Room 153	OT/PT/Hearing Impaired	
Room 167	Staff Room (lunchroom)	
<b>Central Office</b>		
Superintendent	860-769-4212	Dr. James Thompson
Chief Operations Officer	860-769-4242	Mr. William Guzman
Assistant Superintendent	860-769-4218	Mr. Desi Nesmith
Director of Transportation	860-769-4248	Mr. Jason Titelbaum
Director of Student Support Services	860-769-4262	Mrs. Wendy Shepard-Bannish
Director of Food Services	860-769-2021	Mr. Nicholas Carambelas
Receptionist at Central Office	860-769-4200	Ms. Lynda Carter
DATTCO Bus Company	860-709-9454	Mr. Jose or Ms. LeAnne

# Promoting Parent Involvement

The following are suggestions for you, the parent, to be involved with your child in his/her education.

- Control the quantity and quality of television programs your child watches (Suggestion maximum 1-2 hours of television per day (Disney Channel, PBS, Discovery Kids...))

- Please have your child avoid watching violent shows and playing violent video games (MA ratings)

- Engage in frequent conversations with your child
- Listen to what your child has to say
- Express interest in what your child is doing in school
- Check to make sure your child has completed the homework
- Speak positively regarding school, teachers, and education
- Develop a good relationship with your child's teacher, the principal and other school staff that work with your child

- Spend time with your child- take your child on educational trips (Museums, libraries, fairs...)

- Make sure your child eats well balanced, nutritious meals {Protein, Complex Carbohydrates, fresh fruit and vegetables}

- Make sure your child gets plenty of rest {8-12 hours a sleep per night}

- Make sure that your child has regular health checks (physicals, hearing, and vision tests)
- Make sure that your child attends school regularly and arrives to school on time (School starts at 8:25 am)
- Play games and read books with your child
- Be patient with your child

# General Information

## 1. School Hours and Extended Day

- a. Metacomet elementary school hours are 8:25 am to 3:25 pm
- b. please make sure your children are in school by 9:00 am or they will be marked late (exception- if the bus is late)
- c. on early release days, school will be dismissed at 1:25 pm
- d. extended day will be canceled on early release days
- e. the boys and girls club/extended day program will be open till 5:00 pm

## 2. Attendance Procedures:

In an effort to monitor the safety of our students, we will use a call back system as follows:

- a. On the day(s) your child is absent, you are required to call the school at 860-286-2660 before 9:00 am to notify us of the absence
- b. If you do not call us, we will have an automated call to your home to verify the absence
- c. When your child returns to school, please send a note explaining the reason for the absence

## 3. Arriving to School

- a. Children are not allowed on school grounds until 8:25 am. There will be no supervision before that time. If you need before or after school care, please call the Bloomfield Board of Education Extension Program at 860-769-4225
- b. **WARNING:** please drop students off between 8:25 to 8:45 am
  - we do not have staff on duty to watch your child before 8:25 am
  - instruction starts at 8:45 am and we want all of our students to get the instruction they need
- c. **WARNING:** please walk your child to our front door from the parking lot
  - we want all students to arrive to our school safe

## 4. Departing From School

- a. If you are picking up your child at 3:25 pm, please drive by the cafeteria door and stay in your car. The children will be in the cafeteria. You must present a picture identification card at all times when picking up students and your name must be on the emergency cards that are filled out by parents/guardians at the beginning of the school year.
- b. *The following procedures are in effect for the students who get picked up:*
  - Parents/Guardians will drive to cafeteria doors and pick up their child. We will not allow our students to walk home alone!
  - Please have your picture identification card out and ready to show daily. {We will NOT allow students under the age of 18 to pick up your child unless we have a note from the parent/legal guardian}
  - Any person picking up a child from our school must have their name on that child's emergency card (parents are required to fill out the cards and call us with any changes)
- c. **WARNING:** please pick up students by 3:25 pm
  - Metacomet staff work until 3:30 pm
  - Students are in rooms learning until 3:15 pm
  - No staff are on duty after 3:30 pm

## 5. Student Early Pick Up

- a. PLEASE USE THE STUDENT AGENDA or write a note to your child's teacher if you plan to pick your child up early
- b. If your child is to be dismissed before 3:25 pm, you must send a note specifying the time and reason for the early dismissal
- c. Medical appointments should be scheduled after school- if possible
- d. If someone other than a parent will be picking up your child, you must indicate this on the note. This person's name must be on the Emergency Card in the nurse's office
- e. You must call the office by 2:00 pm if you plan to pick up your child. {Please do not come at the end of the day-3:15 pm- to try to pick up your child. The students are in the hallways getting ready to board buses and this creates much confusion}

## 6. Riding Non Assigned Buses

- a. We will NOT allow students to ride a different bus than the one scheduled for him/her

## 7. Bus Procedures For Students

- a. The bus rules are found on page 25 in BUS section. Please read and discuss these rules with your child. We will review them during the first week of school and during our morning meetings
- b. A child who violates bus regulations will be reported to the principal by the bus driver
- c. The principal will speak with the student and call the parent
- d. There MUST be an adult at the bus stop monitoring your child in the mornings and afternoons. If no adult is present, the bus driver will bring your child back to Metacomet School
- e. The principal may withhold bus riding privileges for serious and/or repeated infractions

## 8. Emergency Cards

- a. Each new school year, it is your responsibility to complete an Emergency Card for each of your children. The school secretary and nurse must have the names on file, the address, and telephone numbers of the people who can be contacted in case of an emergency. The school should be notified monthly of any changes in the emergency information
- b. Please update your phone numbers and emails for all our all-call systems
- c. Please include all individuals over the age of 18 that you would like to pick up your child from school

## 9. Inclement Weather

- a. During the course of the school year, it may become necessary to cancel school, delay the opening, or dismiss the students early. The radio and television stations make frequent announcements regarding school closings, delays, and early dismissals
- b. In the event of an early dismissal, we will call the parents using our "All Call" system. We must have all updated numbers on the emergency cards.
- c. The Bloomfield Board of Education office calls all major daycare centers
- d. Please DO NOT call the school to ask about early closings
- e. The early dismissal time will be at 1:25 pm. Our Extended Day program will be canceled on all early dismissal days

## 10. Health Services (School Nurse)

- a. If your child is sick (fever, vomiting, diarrhea, COVID-19, serious injury...), please keep him/her at home. If a child gets injured at school, we are responsible for immediate first aid only. The school nurse or designated person will administer the first aid.
- b. It is the parent's responsibility to bring in any medication to school. *Under no circumstances should medication be given to children to bring to school. We consider this dangerous to the children and we may call DCF!!*
- c. It is important to note that if the appropriate medical forms are not completed and returned to school, your child will be withheld from any extracurricular activity, including field trips and after school activities
- d. A full-time Registered Nurse is on duty in the health office at Metacomet Elementary School. Any medical conditions that the school needs to be aware of should immediately be brought to her attention. Her telephone number at school is 860 286-2660.
- e. Students are referred to the nurse as the need arises. Students should not be sent to school if the parent is the least concerned that an illness is not over or that a relapse might occur during school. It is better to keep the child home until the parent is sure that the child is well. Parents are also encouraged to handle any health problems that occur at home. Cuts, scrapes, bruises, poison ivy, sprains, etc. should be addressed at home. Due to the increase in the number of medically impaired students at Metacomet, and the emergencies and first aid required during the school day, it is impossible to operate as a clinic for problems such as cuts and/or sprained limbs which occur at home. Please respect the expanded roles and responsibilities of the school nurse
- f. Parents are required to take their children's temperature and if student has a fever (100 degrees or more without medication) must stay home. Students who feel sick (stomach ache, fever, cough, sneezing... must stay home)  
Please do not give students medicine to reduce the fever and send them to school

## 11. Procedure for Wet/Soiled Clothing

- To provide minimal disruption in a student's school day, the following procedures will be followed to assist students should their clothes become wet and/or soiled:
  - Parents of all students in Grade 3 through Grade 4 must provide an extra set of seasonally appropriate clothing (shirt, pants/skirt, underwear and socks). Please place the extra clothing in a plastic bag that has a zip lock. The clothing will be kept in your child's classroom cubby. If used, they must be replaced the next day
  - In the event of a spill or an accident, your child will be provided with their extra clean clothes and the necessary items to clean up in the restroom
  - Soiled clothing will be bagged and sent home in your child's backpack
  - School staff may assist the student with zippers, buttons or belts
  - If a student is unable to properly clean themselves after an accident, or if extra clothes are not available, the parent/guardian will be called by the school
  - In the event a student does not have an extra change of clothes, the school may provide the student with new underwear and clean, used clothing if available

## 12. Student Participation in School Activities (Recess and Gym)

- a. All students are expected to participate in regular activities such as gym and recess. A doctor's note is required to exempt a child from such activities.

## 13. Foods for Snack and Parties

- a. Please make sure your child brings a healthy snack each day to school.
- b. Students may drink water in the classroom. Juice boxes will be allowed only in the cafeteria during lunch time
- c. Students may not bring in soda, restaurant beverages (Cocollatas, tea), juice in cups, candy, gum, or glass containers into school
- d. We will not allow any outside food to be brought in for parties- due to allergies
- e. Please no balloons or special presents for students to unwrap during our school hours

- f. All classes are labeled “peanut free”. This means that students are not allowed to eat foods that contain nuts in the classroom. Students may eat food that contain nuts in our cafeteria for lunch

## 14. Cafeteria and Food Services

- a. PAYMENTS
- b. Elementary meal prices are as follows:
  - Breakfast: **\$1.75, \$0.30 Reduced**
  - Lunch: **\$3.00, \$0.40 Reduced**
  - Milk: **.60¢**
- c. A student may purchase meals in one of the following ways:
  - by paying cash daily
  - by depositing prepayments (cash, check, or online with a credit/debit card) for meal and a la carte purchases
  - by qualifying for free meals



## 15. Meal Payment Methods

- a. Each student will have his or her own cafeteria account. Families of paid students may pay in several ways. Account money can be used for food service purchases only. Student meals can be paid by cash daily for each meal or in advance with a larger deposit to cover meals for a period of time. Similarly, meals can also be paid for by a check made payable to “Bloomfield School Food Service”. Please include the student identification number on any checks. Student identification numbers are provided by the school. Change is not given for any checks tendered. There is a \$20.00 insufficient fund fee in addition to any bank fees for bounced checks. Cash or checks should be sent to the cafeteria charge person at each school
- b. Families of free and reduced-price students are also reminded that it is very important to complete meal applications *prior* to the start of school when possible. A new application must be completed each year and applications are accepted all year. Please complete forms accurately and legibly. Applications for the 2023 - 2024 school year will be available on the website during the summer and at each school prior to September
- c. Meal status eligibility is carried over from the previous year until Thursday, October 12<sup>th</sup>. Meal status will be changed to PAID at this time if no new application is sent or if it is sent late (time must be allowed for processing). In order to avoid this potential charge, applications should be submitted ten business days prior to this expiration date
- d. Families of free and reduced-price students are responsible for all meal charges until meal applications are approved and the status of children is determined. This process may take up to two weeks. Any meal charges incurred prior to eligibility determination must be paid by the family as status cannot be made retroactive
- e. Families of students who are approved via Direct Certification from the State of Connecticut will be notified of the free meal status eligibility by the Food Service Department. Applications do not need to be completed for this
- f. Each lunch period is 30 minutes. Students sit at assigned tables, by class. So that lunch time is pleasurable, students are expected to be courteous to each other following our school rules

## 16. Recess

- a. Recess is part of the school day and each child is expected to go outside, weather permitting.
- b. If a medical condition prevents a child from playing outside, you must send in a doctor’s note informing us of the situation
- c. Make sure your child has a jacket, hat, and mittens on those cold days
- d. Recess will be held indoors on rainy and/or very cold days (below 20 degrees)
- e. Metacomet School is not responsible for lost, broken or stolen electronics, toys or games



## **18. Library**

- a. Students will have library for 45 minutes once a week
- b. Students are encouraged to select books for independent reading. Please make sure they return the books the following week

## **19. Toys, Cell Phones, Electronics, Cards, Fidgets**

- a. In order for students to concentrate on their school work, we ask that all cell phones, electronic watches, toys, electronic equipment, and trading cards be kept at home. Many times problems happen because a toy gets lost, stolen or broken. Please make sure your child does not bring in these items. All classrooms have phones. There is no reason for your child to have a cell phone or a watch that can call home
- b. Toys, Electronics, Cell Phones, e-watches, Fidget Spinners and Trading Cards will be taken away from the student and returned only when a parent comes to pick the item up
- c. The school and all employees are not responsible for the loss or damage to any student's phone or electronic device/game whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times

## **20. Report Cards and Parent-Teacher Conferences**

- a. There are two Report Card Conferences per year
  - December 2023 (December 6, 7 and 8)
  - March 2024 (March 6, 7 and 8)
  - Reports are given to parents at conferences. The last report card (June 2024) will be sent home with the students during the last week of school.
- b. In December and March parents are required to attend a conference to discuss their child's progress
- c. Parents and/or teachers should feel free to request another conference if there is a concern
- d. We require a 24 hour notice before meeting with teachers or visiting a classroom
- e. Due to safety concerns, we will not allow visitors/parents into our school to visit classrooms or walk in our hallways

## **21. Lost and Found**

- a. Please label all articles: clothing, boots, sneakers, lunch boxes, eyeglasses...
- b. Lost articles are turned into the office or the LOST and FOUND. Please call our school to retrieve lost items

## **22. Parking on School Grounds**

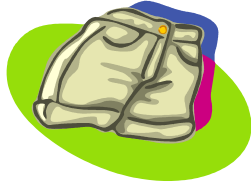
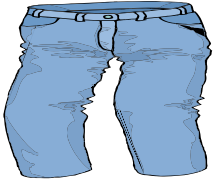
- a. Parents must park in our parking lot. If you are picking up or dropping off students, please park first. The circle area is to be used for busses only between the morning hours of 8:25 am and 9:30am and the afternoon hours of 3:00 pm and 4:30pm
- b. The Bloomfield Police Department will ticket cars parked in the circle
- c. Please park in a parking space-NOT on the side of the building
- d. Please walk children to front door and make sure they enter the school!
- e. NEVER allow children to run in the parking lot

## 23. Mandatory School Uniform Policy 2023-2024

### BOYS



Solid White or Navy Blue Collared Shirt



Solid Navy Blue/Khaki or Black Pants/Shorts  
**NO JEANS!!!**



**SNEAKERS/  
DRESS SHOES  
LOW CUT BOOTS**

**NOTE: OPEN TOE-SHOES, SANDALS/FLIP FLOPS  
ARE NOT ALLOWED**

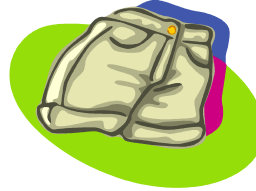
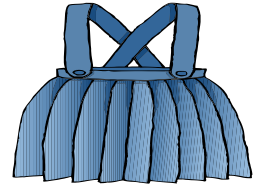
**WE RECOMMEND THAT STUDENTS DO NOT  
WEAR CROCS**

**SINCE STUDENTS HAVE RECESS EVERY DAY,  
WE RECOMMEND ALL STUDENTS WEAR  
SNEAKERS**

### GIRLS



Solid White or Navy Blue Collared Shirt



Solid Navy Blue/Khaki or Black Skirts/Jumpers/  
Skorts/Shorts/Pants



**SNEAKERS/  
DRESS SHOES  
LOW CUT BOOTS**

**NOTE: OPEN TOE-SHOES, SANDALS, FLIP FLOPS  
ARE NOT ALLOWED**

**WE RECOMMEND THAT STUDENTS DO NOT  
WEAR CROCS**

**SINCE STUDENTS HAVE RECESS EVERY DAY, WE  
RECOMMEND ALL STUDENTS WEAR SNEAKERS**

## 25. Homework

- a. We ask that you set a time and place for your child to do their homework each day. The approximate times for homework completion are as follows:
  - Grade 3- 60 minutes
  - Grade 4- 60 minutes
- b. In addition, every child should read for about 30 minutes daily. We provide books to all students in their homework folder. Parents are also encouraged to read to their children at all grade levels.
- c. Please have your child do the homework (we need to see if our students understand and retain what they have been taught)
- d. After a student has not handed in his/her homework TWICE in one week (Monday-Friday), the teacher is required to send a note home in the agenda book to alert the parent/guardian.
- e. If your child is struggling with the homework, have them stop (after the designated time listed above) and write a note to your child's teacher
- f. If you are experiencing problems (fights, temper tantrums, refusal of your child to do the work), contact your child's teacher so we can help
- g. If your child had a busy night and the homework was not completed, please write a note to the teacher in the agenda book so that we are aware and your child does not have a consequence

## 26. School Discipline Policy: Metacomet Elementary School Rules

We have three rules in our school:



- a. **Respect**
- RESPECT {Say nice things to others}



- b. **Responsibility**
- RESPONSIBILITY {Do your work to best of ability/be prepared}



- c. **Self-Control**
- SELF CONTROL {Keep hands, feet and objects to self-}

**On the next two pages, the rules are defined in each area of the school.  
Please review a portion of these each day with your child.**

## **27. School Rules**

- a. Be respectful
- b. Be responsible
- c. Gave self-control

### **CLASSROOM RULES**

#### **Respect**

- THE TEACHER (Say only nice things to the teachers)
- CLASSMATES (Say only nice things to others)
- YOURSELF (Try your best, say nice words, and believe you can do the work)

#### **Responsibility**

- DO ALL WORK (Class work and homework)
- BE ON TIME (Be in the classroom by 8:45 am); Stay in the classroom
- BE PREPARED (Pencils, books and work)

#### **Self-Control- (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- SIT IN YOUR SEATS when told
- TALK at appropriate times
- Use INSIDE VOICES
- WALK at all times in the classroom

### **HALLWAYS RULES**

#### **Respect**

- USE QUIET VOICES {Say only nice things}

#### **Responsibility**

- STAY IN LINE WITH YOUR CLASS

#### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- WALK
- QUIET VOICES

### **CAFETERIA RULES**

#### **Respect**

- LISTEN TO ADULTS
- EAT ONLY YOUR FOOD
- USE BATHROOM ONLY IF EMERGENCY

#### **Responsibility**

- BRING ALL OF YOUR GARBAGE TO THE TRASH CAN IN ONE TRIP
- FOOD IS TO BE PLACED IN THE TRASH CANS ONLY
- EAT A GOOD LUNCH (Eat healthy foods first- milk, vegetables, fruits)

#### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- USE INDOOR VOICES
- KEEP FEET UNDER THE TABLE
- STAY IN YOUR SEAT
- CHEW FOOD WITHOUT TALKING
- WALK IN CAFETERIA AT ALL TIMES

## **AUDITORIUM RULES**

### **Respect**

- CLAP HANDS AT END OF PERFORMANCE
- WALK IN AUDITORIUM

### **Responsibility**

- WATCH PERFORMANCES

### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- STAY IN SEAT
- USE QUIET VOICES

## **RESTROOMS RULES**

### **Respect**

- USE A TOILET/STALL THAT IS NOT BEING USED BY ANYONE ELSE

### **Responsibility**

- FLUSH ONE TIME AFTER USING TOILET
- WASH HANDS WITH SOAP AND WATER (30 seconds)
- PLACE ALL HAND TOWELS IN GARBAGE/TOILET PAPER IN THE TOILET

### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- NO TALKING OR FOOLING AROUND
- CLIMBING and CRAWLING are NOT ALLOWED
- USE APPROPRIATE AMOUNTS OF PAPER AND SOAP

## **PLAYGROUND/RECESS RULES**

### **Respect**

- LISTEN TO ADULTS IN CHARGE
- SHARE PLAYGROUND TOYS WITH OTHERS
- SAY ONLY NICE THINGS TO OTHERS

### **Responsibility**

- LINE UP WHEN TEACHER BLOWS WHISTLE/ TEACHER SAYS TO LINE UP

### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

## **BUS RULES**

### **Respect**

- LISTEN TO ADULTS IN CHARGE
- NO EATING OR DRINKING ON THE BUS

### **Responsibility**

- USE INDOOR VOICES
- FEET MUST BE IN SEATED AREA AND ON THE FLOOR

### **Self-Control (KEEP HANDS, FEET AND OBJECTS TO SELF)**

- SIT IN YOUR SEAT
- GET UP ONLY WHEN BUS HAS STOPPED AND YOU ARE AT SCHOOL OR NEAR YOUR HOME (AT YOUR BUS STOP)

## **28. School Consequences**

### **Minor offenses** (Teacher/Staff handles)

#### **OFFENSE**

Disruption (Talking, Out of seat...)  
Disrespect  
Teasing  
Inappropriate Language  
Lying/Cheating  
Property/Bathroom Misuse  
Physical Aggression  
(Pushing/shoving/minor hit- no injury)  
Running in Halls  
Stealing  
Leaving Classroom

### **Major Offenses** (Principal handles)

#### **OFFENSE**

Fighting  
Disrespect toward teacher  
Repeated minor infraction  
Severe Disruptions  
Weapons {including toy guns/swords...}  
Pull Fire Alarm  
Mean Spirited Behavior/Bullying  
Defiance  
Physical Aggression (Hurt student had to go to nurse)  
Sexual Talk/Touching  
Leaving the school building

*Use any of these*

#### **CONSEQUENCES**

Student Conference  
Re-Teach Expectation  
Time-Out  
Loss of Privilege  
You Break It, You Fix It  
Seating Change  
Teacher Mediation  
Buddy Class Time-Out  
Call/Note to Parent  
Parent Conference  
Student Contract /Behavior Plan

*Principal will use one or more*

#### **CONSEQUENCES**

Outside suspension  
Inside suspension  
Call/Meet with parent  
Time Out in Office  
Call Police/911  
Detention  
Time-Out  
Loss of Privilege  
You Break It, You Fix It

## Bloomfield Board of Education Policies 2023-2024

- Notification Regarding Student Attendance (1)
- Dress Code (2)
- Homework Policy (4)
- Notification of Rights Under Family Education Rights and Privacy Act (FERPA)- (4)
- Health Assessment and Immunizations (7)
- Student Technology Acceptable Use Guidelines (8)
- Prohibition on Tobacco, Drugs, and Alcohol (11)
- Visitors Access to Buildings (12)
- Parental access to Instructional Material (12)
- Notice to Parents/Students Rights Under Section 504 of Rehabilitation Act of 1973 (13)
- Student Discipline (14)
- Policy Regarding Possession of Deadly Weapons on School Grounds (16)
- Bloomfield Public Schools Department of Student Support Services (17)
- Safe School Climate Plan (18)
- Bullying Interventions (30)
- Policy Regarding Sex Discrimination and Sexual Harassment (Students) (35)
- Notification Concerning Asbestos management Plans- Parents/Teachers (36)
- Instruction on acquired immune Deficiency Syndrome (36)
- Nondiscrimination (36)
- Pesticide Application Policy (36)
- Green Cleaning Program in Schools (37)
- Medications in School (39)
- Physical Restraint and Seclusion (39)
- Title I Parent Involvement Instruction (40)
- Parents Access to Instructional Materials (41)
- Management plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease (A1)
- Policy Regarding Wellness
- **STUDENT DATA PRIVACY-** In accordance with Public Act No. 16-189, an act concerning student data privacy, Bloomfield's student data privacy information is found at:  
<http://www.bloomfieldschools.org/cms/One.aspx?portalId=86878&pageId=7809561>