



# JOHN LYMAN SCHOOL

**106 Way Road**

**Middlefield, CT 06455**

**(860) 349-7240**

**Thomas D. Ford, Principal**

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August 2024

Welcome to John Lyman School!

John Lyman School is a child-centered community of learners that is dedicated to fostering a lifelong love of learning through active exploration of all curricular areas. Our goal is to provide a supportive, stimulating environment in which students learn to take responsibility for decision-making as well as for their own learning and behavior. We believe that the arts are an integral part of a child's education and strive to create meaningful learning opportunities in all subjects.

The purpose of this handbook is to provide you with the information you need to know about John Lyman School and Regional School District 13. Please note the district mission statement that guides Region 13 in our efforts to provide a first-rate education for your child. Also included in the handbook are school hours, dismissal and cancellation procedures, details about breakfast and lunch programs, and a variety of other pertinent information. You will notice that our school rules are aligned with the district's Core Ethical Values. In addition, I would ask that you take the time to review the addendum at the end of the handbook. It contains a link to the Board of Education policies that we must share with you. It is important that students and their families read and become familiar with these policies.

At John Lyman, it is our belief that education is a partnership between home and school, and we hope that you will become active members of the Lyman community. We take great pride in our caring and dedicated staff. The Lyman staff always puts children first, and we are committed to helping your child succeed academically and socially. Our teachers work hard to foster open communication and to keep you informed about your child's progress. Likewise, we hope you will contact us when you have questions or concerns. Please do not hesitate to call or schedule an appointment with me at any time.

On behalf of the John Lyman staff, we are very excited about the upcoming school year. We look forward to working with you to ensure an outstanding educational experience for your child. I know that 2024-2025 will be a great year!

Sincerely,

Thomas D. Ford

## REGIONAL SCHOOL DISTRICT 13 MISSION STATEMENT

Empowering students to thrive and contribute as global citizens

### **BOARD OF EDUCATION** **Regional School District 13**

The Board of Education of Regional District 13 presently consists of ten members, four representatives from Middlefield, and six from Durham.

Lindsay Dahlheimer - Chairman  
Mrs. Lucy Petrella - Secretary  
Mr. Jason Stone - Treasurer  
Mrs. Maura Caramanello - Member  
Dr. Linda Darcy - Member

Mrs. Stephen DeVecchio  
Mrs. Concetta (Tina) Hurlbert - Member  
Mr. John Mennone - Member  
Mr. Robert Moore - Member  
Mr James Roraback- Member

The Board of Education meets on the 2nd and 4th Wednesday of each month at 7:30 P.M. Meeting locations can be found on the district website. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. Meeting agendas can be found on the [RSD13 website](#).

#### **Connecticut General Statutes Section 4-114a**

It is the policy of the Connecticut State Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, mental disability, or physical disability in any of its educational programs, activities, or employment policies.

Grievances regarding Title VI (Race, Color, National Origin) and Section 505 (Handicapped) should be addressed to Meg Maloney, Central Office, 349-7200.

Grievances regarding Title IX (Sex Equity) should be addressed to Jennifer Keane, Central Office, (860) 349-7208

### **District Administration** **SY 2024-2025**

Dr. Doug Schuch  
Kim Neubig  
Jennifer Keane  
Stephanie Quarato  
Liza Siegel  
Kevin Brough  
Ken Pietrasko  
Patricia Smith  
Eric Proia

Superintendent of Schools  
Director of Finance  
Director of Student Services and Special Education  
Assoc. Director of Learning, Innovation and Curriculum  
Assoc. Director of Learning, Innovation and Accountability  
Human Resources Specialist  
Director of Infrastructure and Security Technology  
Operations Manager  
Supervisor of Facilities and Grounds

**JOHN LYMAN SCHOOL STAFF  
SY 2024-2025**

**Principal**

Thomas Ford

**Secretary**

Kate McLaughlin

Nina Healy

**Nurse**

Ann Bourland

**Grade 2 Teachers**

Jeff Bernabeo

Mary Beth Ghoreyeb

Maura Lundt

Margo Novak

Ashley Rodrigues

Carole Sibiskie

**Grade 3 Teachers**

Cassandra Bystrek

Melissa Lonsdale

JoAnn Poach

Angela Polansky

Amy Sorensen

**Special Education and Student Services**

Julie Abbott

Math Interventionist

Katie Bodak

Special Education

Kerry Chernovetz

Reading Interventionist

Sarah Dagliere

Special Education

Thomas DiLella

Special Education

Amanda Dobler

Speech Language Pathologist

Christie Fournier

Social Worker

Linda Frazer-Sierra

Social Worker

Erin Gonzales

Literacy Tutor

Danielle Hay

School Psychologist

Melissa Marteka

Reading Specialist

Melissa Rosenthal

Reading Interventionist

**Related Arts Teachers**

Elizabeth Bayreuther

Music

Marjorie Bruch

Technology

Jennifer Holland

P.E./Health

Carrie Howes

Art

Jenny Lussier

Library Media Specialist

Michael Klimas

Library Media Specialist

Allan Schulenburg

Music

**Support Staff**

Robin Anderson

Food Service

Emma Anderson

Teacher Assistant

Lisa Baker

Food Service

Sharon Berndt

Teacher Assistant

Kaitlyn Brady

Teacher Assistant

Kate Castro

Teacher Assistant

Mona Desjardins

ABA

Jeff Emack

Head Custodian

Mellissa Fericola

ABA

Samantha-Jo Gansley

Teacher Assistant

Alicia Mancarella

Teacher Assistant

Deb Hansen-Ollennu

Teacher Assistant

Kara Niland

Teacher Assistant

Diane Paniccia

Teacher Assistant

Matt Reed

Custodian

## REGIONAL SCHOOL DISTRICT 13's CORE ETHICAL VALUES

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

- myself
- the worth and rights of others
- the views of others
- personal, school, and community property
- the environment

Am I accepting **RESPONSIBILITY** for

- my own actions and words
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **HONESTY**

- with myself
- with others
- in my work

Am I showing **KINDNESS** by

- treating others the way I would want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **COURAGE** by

- standing up for moral principles
- persisting in the face of adversity
- being willing to accept challenges
- being true to myself

**Respect, responsibility, honesty, kindness, and courage** are the Core Ethical Values we strive to embrace and practice in Regional School District 13.

## **CODE OF CONDUCT**

### **As a student in Regional School District 13, I...**

1. treat others with courtesy, respect, fairness, and kindness.
2. am honest with other people and in my work.
3. obey teachers and other school staff members.
4. follow all school and classroom rules.
5. accept consequences for not doing what I should.
6. take care of my property, the property of others, and school property.
7. work, play, and move safely and appropriately.
8. cooperate when I work and play.
9. participate in my education to the best of my ability.

Being a good citizen means showing respect and being responsible. As a student, this means that I accept the consequences whenever I do not follow the rules. My behavior should not be disruptive to the school community whether I am in class, at recess, on the bus, on a field trip, or a part of any other school activity.

## **CODE OF DISCIPLINE**

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code. Consequences for infractions of school and classroom rules are usually age-appropriate as established by each school. These are presented in the school handbook. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

## **STATEMENT OF BELIEFS**

### **We believe that:**

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continues throughout one's life.
- ◆ Growth, innovation, and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school, and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

## IMPORTANT INFORMATION

### A-Z

#### ARRIVAL AND DISMISSAL

Please send a **Dismissal Change Note** in the morning with your child if he/she will have a change to their regular dismissal. If your child will be picked up on a regular basis please complete a **Permanent Pick-up Note** to keep on file in the main office. *As always, we respectfully request that you avoid last-minute calls or emails to request dismissal changes. Thank you in advance for your cooperation.*

#### ----- **Morning Drop-Off Procedures**

- Parents may begin dropping students off at 8:30 a.m. once the staff arrival team is in position
- Cars will enter the lot through the center lane
- Cars will pull forward in a designated lane until stopped by a staff member
- When directed by a staff member, students will exit the car from the right side of the vehicle and will be directed to the sidewalk to enter the building through the main door
- Depending on the number of cars in line, a staff member will direct the first car in the group of waiting cars to pull forward and head toward the exit and all cars in that wave will follow
- The next group of cars will be given a signal to move forward until stopped by a staff member
- The process will repeat until all students have arrived and entered the building
- Students who arrive late to school should be brought to the main door by a parent/guardian; the student will be buzzed in to enter the building and proceed to class

#### ----- **Afternoon Pick-Up Procedures**

- Valet pick-up procedures will be in place and begin at approximately 3:05-3:10 p.m.
- Cars may wait in the circle prior to 3:05-3:10; the first wave of buses will not pull into the lot until 3:20
- Dismissal team members will have a list of students who are being picked up and who is picking up each child
- Cars will pull forward in a designated lane until stopped by a staff member
- Pick-up will proceed in waves with one group of cars moved forward at a time by a member of the outdoor dismissal team
- A staff member with a walkie-talkie will greet parents near the entrance and determine who is being picked up
- The staff member will radio into the building to inform the building team to prepare the student(s) to be escorted outside
- Staff members will bring students to the appropriate vehicle, check ID (if first time picking up), and release the child to the parent or designated adult
- Once the full wave is completed, the first car will be instructed to leave and the other cars in the wave will follow
- The next wave of cars will be instructed to move forward with the first car moving as far forward as possible
- The process will repeat until all students have been picked up

#### ASSEMBLY

Typically held two to three times a month, assemblies are times when students come together to share their learning, sing songs, and enjoy a sense of community. Assemblies are held on Fridays at 2:15 p.m. and classroom teachers communicate when classes and/or individual learners are involved.

#### BUS INFORMATION

Please refer to school and district communications for the most up-to-date information about bus transportation.

#### ----- **BUS RULES**

Note: The bus driver and/or principal may assign seats as necessary.

1. Sit in your seat at all times.
2. Keep your head, hands, and feet to yourself and inside the bus.
3. Follow the Core Ethical Values and school rules.
4. Do not eat or drink on the bus.
5. Be respectful and kind; use only appropriate language.
6. Keep the bus clean; do not mark or damage the bus.
7. Listen to and follow the driver's directions.

Bus Rules will be clearly posted on all buses. The consequences for breaking bus rules are as follows:

1. The driver is required to report the violation in writing to the principal on the day of the offense if possible.
2. The principal shall notify the parent in writing of the violation(s) as appropriate.
3. Any child who continues to misbehave will not be allowed to ride the bus. It will be up to the parents to get the child to school. This arrangement will hold until the parent can ensure good behavior on the part of the learner.
4. In cases of serious misbehavior, the principal may withdraw bus privileges without repetition of incidents.

#### ---- BUS CHANGES/STOPS

1. If a student is to be picked up at school, he/she must have a note. All changes must be approved by the Principal's office.
2. Students are only permitted to ride the bus(es) to which they are assigned.
3. A change to your child's bus stop location must be approved by the Superintendent's office.

#### ---- BUS COMPANY INFORMATION

Dattco Bus Company  
Telephone: (860) 349-8479

Parents with any valid concerns regarding the bus company and/or bus drivers may contact the **Superintendent's Office at (860) 349-7200**. Your concerns will be recorded and appropriate actions will be taken.

### CLASSROOM ASSIGNMENTS

The classroom placement process typically begins in May. Many factors are taken into account when determining where children are best placed. Balance between learners, academic and social development stages, and peer interactions, among other factors, are all considered. Our goal is to provide every student with a positive learning environment within a well-balanced classroom. Please understand that we do not accept requests for specific teachers.

### DAILY ATTENDANCE CALL BACK SYSTEM – SCHOOL NURSE

With your child's safety in mind, we have put a system in place to verify student absences:

1. If your child is to be absent on a given day, please **call the school nurse (349-7241)** between 8:20 and 8:50 am. You will be prompted to leave a message before 8:30. **Please do not call the school office.**
2. If a child is absent whose parent has not called, you will receive a ParentSquare message at 10:00 asking you to contact the nurse to verify the absence.
3. If no call is received the nurse will make a second attempt to call the phone numbers we have on file to seek an explanation of your child's whereabouts.

Please take time to review the district's Attendance Policy (5113) which can be found on the district website or linked through our Student Handbook. The first nine (9) absences of the school year are considered excused with a phone call or note. Subsequent absences require further documentation. We also ask that you make every effort to have your child arrive on time to school each day.

## **ELECTRONIC DEVICES**

The following electronic devices are not allowed to be used during school hours or on the bus: iPads, Kindles, cell phones, smartwatches, and/or other personal devices. Learners who bring devices to school will be asked to put them in their backpacks during school hours and while riding the bus.

## **FIELD TRIPS**

All John Lyman School field trips must adhere to Board of Education policies. In addition to the procedures and policies (#6153) spelled out on the district website, the following practices must be observed.

- Every child must have a signed permission slip for the field trip
- Field trips begin and end at the school
- All students must ride the bus transportation provided to and from the field trip
- Siblings are not allowed to travel on field trips, either in cars or on the bus
- Parents, without their children, may be asked to drive or carpool when chaperoning

## **---- CHAPERONES**

There are often several opportunities during the year for parents to serve as chaperones on field trips. Classroom teachers appreciate and count on parents as chaperones to supervise students during travel to and from as well as at the field trip destinations. Guidelines for chaperones are as follows:

- Please be alert for potentially dangerous situations and disruptive or inappropriate behavior. We depend on you to be proactive and intervene **before** there is a major problem or ask us for help if you are not sure what to do.
- Always let a staff member know if anyone gets hurt or feels sick and be sure that we are informed of any problems that occur.
- As a chaperone, you need to accompany and be responsible for the children in your group at all times.
- Alcoholic beverages are **never** to be consumed on field trips.

## **FIRE DRILLS/SAFETY DRILLS**

As part of our District Crisis Management Plan, each school must have monthly fire drills and periodic safety drills throughout the year. The fire drill and safety drill procedures will be reviewed with students throughout the school year. The first fire drill will be held during the first week of school. During fire drills, students exit the building and go to a designated area outside where attendance is taken. The children remain in their classroom during lockdown drills and modified lockdown drills. The students practice how to shelter in place in case of severe weather and learn where the safe areas of the school are located. If you have any questions about fire drills or safety drills, please feel free to call the school.

## **FOOD CELEBRATIONS**

John Lyman School is food-free for birthdays, holidays, and/or other in-school celebrations with the exception of special events where the school provides food. Parents will be notified in advance. The only outside food that can be sent to school is for individual student lunches and snacks. For birthdays or other celebrations, you may send in non-food treats for the class, but we ask you to coordinate in advance with your child's classroom teacher.

## **HATS**

Hats are not allowed to be worn during school hours unless it is for a specific event or activity and approved by the principal.

## **HOMEWORK**



Homework, when given, will be based on individual student and curriculum needs. The kind of homework assigned, and the purpose of an activity required have a direct relationship to the nature of the content and the age, maturity, and educational needs of the student. All assignments should contribute to the learning process. Whenever possible, homework should stimulate critical and creative thinking.

As a school community, we encourage parents to provide frequent reading opportunities for their children in addition to specific homework assignments. This can take on many formats including the following:

- parent reading to the child.
- child reading to a parent.
- child reading to another family member.
- child reading silently to herself or himself.

Please note that homework assignments may vary by teacher and grade level. Teachers will communicate expectations for assignments that are to be completed at home.

### **JOHN LYMAN PARENT ASSOCIATION (JLPA)**

We encourage you to get involved with the John Lyman Parent Association (JLPA). While every parent is automatically a member of the JLPA, active participation is a great way to connect with the school community and to support your child's education at John Lyman. We always thank the JLPA officers and volunteers in advance for the time and effort they put in on behalf of our learners and families. Meeting dates and times will be shared with parents on an ongoing basis.

### **LATE ARRIVAL**

Students should arrive at school between 8:30 am and 8:45 am to be in their classrooms ready for the start of the day at 8:50 am. If your child arrives at school after 8:50 am, please walk him or her to the main entrance. The office will note the arrival time and buzz the door open for the child to enter.

### **LIBRARY PROGRAM**

All students are permitted to borrow school library books. Children are asked to take proper care of the books, understanding that payment must be made in the case of loss or damage.

In addition, all children are encouraged to register at the public library for their own free library card.

### **LOST and FOUND**

Lost and Found articles are located in a plastic bin near the main office. Unclaimed articles are donated to charity periodically.

### **LUNCH AND BREAKFAST INFORMATION**

Breakfast and lunch are available for purchase through the school cafeteria beginning on the first day of school. Please click the link to the [School Lunch Information](#) page on the district website for more information, including prices. The cost of breakfast is \$2.50 and lunch is \$4.00. Please contact the main office if you need more information about Free and Reduced Meal applications.

### **MEDICAL/EMERGENCY INFORMATION**

Emergency information must be updated annually as well as any time the information (home phone, cell phone, e-mail, job, medical information, etc.) changes. Please log into your PowerSchool account to update your child's demographic and emergency contact information.

#### ---- EPINEPHRINE ADMINISTRATION

An important note Regarding Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

**Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse.** This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

#### ---- ILLNESS

If a student should become ill during the school day, the school nurse will notify the parent to pick up the child. If the nurse is unable to reach a parent, the emergency contacts you provided on your PowerSchool Parent Portal will be called to pick up your child.

School nurses follow state guidelines for first aid care for accidents. If a serious accident occurs and parents or alternate persons cannot be reached, the student, accompanied by a John Lyman staff member, will be taken to Middlesex Memorial Hospital unless otherwise indicated on the emergency card.

#### ---- ADMINISTERING MEDICATIONS

Children rarely need to take medications at school. However, should the need arise, you must be familiar with the school's procedures.

**Children cannot self-administer any medication.** Additionally, children should not carry hand sanitizers. Parents are urged to help make the school a safe environment for your child. This is a state law and must be followed for the safety and protection of our children.

**Do not send the medication in with your child.** Medication should be delivered to the school **by the parent** in the original, labeled bottle with enough medication for the length of time the medication is required. . All medications are kept secure in the nurse's office. A record of the times the school has administered the medication is kept in the student's health file.

Before the school can administer any prescribed or over-the-counter medications (Tylenol, Tylenol substitutes, cold/cough medications, etc.) The [Authorization for the Administration of Medication](#) must be signed by both you and your child's physician.

#### ---- HEAD AND SCALP EXAMINATIONS

Pediculosis (head lice) exams are given to individual students as circumstances warrant. If a problem exists with any student, the parent will be notified by phone, the student will be excused, and information about the treatment requirements will be provided. Head lice are transmitted through close personal contact. There is no immunity, so it is important to check your child periodically. Please encourage your child not to share hats, combs, or hair accessories. It is helpful if you notify the school if your child does have head lice.

#### OUTSIDE RECESS

Recess is held outside each day as weather conditions permit. Please make sure your child is equipped with warm clothing for the playground. Only a doctor's note for unusual circumstances will excuse a child from outside recess.

## **PARENTSQUARE**

ParentSquare will be used to communicate with you daily. It is available for download on the Apple Store or Google Play Market. John Lyman School uses ParentSquare to send school, district, and community-related information. Emergency notifications, such as weather-related school closings, will also be sent out through ParentSquare. It is extremely important to sign up for this service. Please click the ParentSquare icon at the top right of the district website [www.rsd13ct.org](http://www.rsd13ct.org) for further instructions.

## **PARTY INFORMATION (OUTSIDE OF SCHOOL)**

You are encouraged to schedule parties on weekends, rather than after school, especially if all students in a class are not invited. Outside of school party invitations **will not** be distributed in school.

## **PETS**

Pets may **NOT** be brought into school during the school year. The number of students who have allergies to pets has increased significantly. In addition, there are students who are frightened by animals. Finally, pets are frequently frightened by the high-pitched voices of large groups of excited children in enclosed places.

## **PHYSICAL EDUCATION**

All children have P.E. one day a week. Sneakers or rubber-soled shoes **must** be worn. Clothing appropriate for physical activity is recommended on those days.

## **POWERSCHOOL PARENT PORTAL**

The Parent Portal on PowerSchool is intended to provide parents, students, and teachers with a tool to communicate student information. At this grade level, you will have the ability to securely view your child's attendance and other important demographic information via the Internet. You will be given credentials to create your own secure account. Once the account is created you can manage your account information, and link any and all your children to your account (for whom you have parental and legal rights to). Once you have created an account, this account will be available to you until your child leaves the district. In the upper grades, the account will allow you to view your child's grades.

## **REPORT CARDS AND CONFERENCES**

Teachers complete report cards three times a year (December, March, and June). Parents will receive their child's report cards as a secure document through our ParentSquare communication system.

Parent-teacher conferences are held in October and March. The March conference is typically a family meeting led by the learner.

## **SAFETY AND SECURITY**

Regional School District 13 has implemented the Raptor Visitor Management System in all of our schools. The Raptor system will track visitors, contractors, and volunteers in our schools through enhanced screening technologies, providing our learners and employees with a safer overall environment.

Upon entering a district building, visitors will need to present a valid driver's license or state-issued ID, which will be scanned into the system. Once entry is approved, the system will issue a picture ID badge that identifies the visitor, the date, and the purpose of the visit. A picture will be taken upon your first visit and retained for future visits.

Once the badge is printed visitors will buzz the second bell to be let into the school building. Visitors are asked to sign out using the Raptor System and dispose of the visitor's badge before leaving school.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Please note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users.

## **SCHOOL CANCELLATION, LATE OPENING, OR EARLY DISMISSAL**

In cases of storms or storm warnings, school will occasionally start late or be canceled. When there is a late opening, the buses will be later than usual. Regional District 13 uses ParentSquare to let you know about school closings, delays, and emergencies. More information about that system will be forthcoming at the beginning of the school year. However, having your latest contact information is the only way to ensure that we can contact you in an emergency. Please be sure to update your child's information in the PowerSchool Parent Portal. School closings and delays will still be listed on TV and on the radio.

## **SCHOOL HOURS**

Full Day: 8:50 a.m. - 3:20 p.m.

Early Dismissal Scheduled and Weather Related: 8:50 a.m. – 12:30 p.m.

2-Hour Delayed Opening: 10:50 a.m. - 3:20 p.m.

## **SCHOOL RULES**

Our school rules were developed by children and teachers at John Lyman School. The school rules are aligned with the district's Core Ethical Values.

1. I will respect the property of others.
2. I will use proper language at all times.
3. I will not make extra cleanup for the custodial staff and the rest of the staff.
4. During snack and lunch, I will use good table manners.
5. I will share all school equipment.
6. I am responsible for everything I do/say, in school, on the playground, and on the school bus.
7. I will use playground equipment safely.
8. I will line up quietly when it is time to enter the school building.
9. I will walk in the school hallways.
10. I will stay within the boundaries of the school playground.
11. I will only throw objects that are meant to be thrown, such as balls, beanbags, etc.
12. I will enter the school building only with the permission of the person on duty.
13. If allowed to play tag, I will only play two-finger tag.
14. I understand that no fighting is allowed.
15. I will treat others as I wish to be treated.

Playground rules will be reviewed in the first week of school by the staff members responsible for supervising the individual play areas. Each classroom also develops a classroom constitution.

## **SPECIAL EDUCATION**

Please click on the link to learn more about special education services in Regional School District 13. [RSD13 Student Services and Special Education Information](#)

## STUDENT ASSISTANCE TEAM (SAT)

As a part of our tiered intervention program, the Student Assistance Team meets weekly to discuss children who may need academic, social, emotional, or behavioral interventions. Classroom teachers and/or interventionists provide regular communication and progress updates to parents of learners who are part of the SAT process, and all students are eligible based on individual needs.

## TECHNOLOGY – STUDENT USE OF COMPUTERS AND THE INTERNET

Lyman School is pleased to provide students access to computers and the Internet, believing in their value for educational purposes.

### Students will have the opportunity to:

- use technology in their learning.
- learn to use a wide range of technology tools.
- access Internet resources while conducting research.
- exchange information worldwide with other users.

### Students have the responsibility to:

- adhere to the District Core Ethical Values and Code of Conduct on all uses of technology and the Internet.
- adhere to all school and district policies and state and federal laws.
- use school equipment carefully and respectfully.
- respect the work of others and observe copyrights.
- learn to use the network properly.
- use the Internet only under staff supervision.
- respect the privacy of others.

### Students may not:

- use the equipment without staff permission and/or supervision.
- damage or disrupt equipment or the system.
- interfere with another's use of the equipment.
- modify, copy, or delete another's data or files.
- load or install unauthorized games, software, or other electronic media.
- waste paper by printing unnecessary pages.
- use obscene language or send offensive, threatening, or harassing messages.
- allow offensive or damaging materials to enter the school network.
- use the network for non-school purposes.
- violate copyright laws.
- send, transmit, or otherwise disseminate proprietary data or other confidential information.

Student use of technology will be curriculum-related, teacher directed, and adult supervised. Website navigation will be guided as much as possible by the use of specific bookmarks.

## WINTER CLOTHING

Students will be allowed to play in the snow if they come to school with **all four** of the following: **hat, mittens or gloves, boots, and snow pants**. Students without appropriate clothing must stay in the blacktop area during recess.

## ADDENDUM - RSD13 BOARD OF EDUCATION POLICIES

Regional School District 13's policies are updated periodically. It is very important that you read these policies carefully and discuss the significant and appropriate issues with your child. Depending upon your child's age, some policies may need to

be briefly explained at a more simple level. This fall, classroom teachers and administrators will also review, briefly, the major aspects of these policies as they relate to the development of classroom and school rules.

Please carefully read and review the 2024-2025 Board of Education policies section of the district website by clicking the following link: [\*\*RSD13 Board of Education Policies\*\*](#)