



JOHN LYMAN SCHOOL

**106 Way Road
Middlefield, CT 06455
(860) 349-7240
Thomas D. Ford, Principal**

August 2022

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. As a longtime Higher Order Thinking (HOT) School, John Lyman fosters an arts-integrated approach to learning in a democratic setting that celebrates the voice of every child. We strongly believe that the arts can support and enhance all subject areas and help to create more meaningful learning opportunities for our students.

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 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 2022-2023 will be a great year!

Sincerely,

Thomas D. Ford

REGIONAL SCHOOL DISTRICT 13 MISSION STATEMENT

Through engagement in authentic learning experiences, all Regional School District 13 students are empowered 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.

Mrs. Lucy Petrella - Chairman
Mrs. Lindsay Dahlheimer - Secretary
Mr. Jason Stone - Treasurer
Mrs. Amanda Betty - Member

Dr. Linda Darcy - Member
Mr. John Mennone - Member
Mr. Robert Moore - Member
Mr. James Roraback - Member
Mrs. Mariah Roy - 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

Superintendent's Office **SY 2022-2023**

Dr. Doug Schuch	Superintendent of Schools
Kim Neubig	Director of Finance
Jennifer Keane	Director of Student Services and Special Education
Kevin Brough	Human Resources Specialist
Ken Pietrasko	Director of Infrastructure and Security Technology
Jim Croteau	Facilities Manager
Sue Gaudreau	Operations Manager
Eric Proia	Supervisor of Facilities and Grounds

**JOHN LYMAN SCHOOL STAFF
SY 2022-2023**

Principal

Thomas Ford

Secretary

Kate McLaughlin
Nina Healy

Nurse

Ann Bourland

Kindergarten Teachers

Kristen Blake
Sarina Spotlow

Grade 1 Teachers

Kristen Ciccone
Valerie Swiantek

Grade 2 Teachers

Margo Novak
Carole Sibiskie

Grade 3 Teachers

Angela Polansky
Amy Sorensen

Grade 4 Teachers

Sarah Greco
Gloria McClure

Special Education and Pupil Services

Julie Abbott	Math Interventionist
Christy Barrett	K-2 Literacy Coach
Katie Bodak	Special Education
Amanda Dobler	Speech Language Pathologist
Linda Frazer-Sierra	Social Worker
Erin Gonzales	Literacy Tutor
Danielle Hay	School Psychologist
Leslie Kilroy	Instructional Coach
Melissa Marteka	Reading Specialist
Melissa Rosenthal	Reading Interventionist
Sarah Sportelli	Special Education

Discipline Based Teachers

Tracey Earnshaw	Library Media Specialist
Jennifer Holland	P.E./Health
Carrie Howes	Art
Michael Meurs	Music
Scott Mongillo	Technology
Bridgette Schlicker	Technology

Support Staff

Robin Anderson	Food Service
Laura Arreguin	Teacher Assistant
Karen Balavender	Teacher Assistant
Sarah Durand	Teacher Assistant
Jeff Emack	Head Custodian
Deb Hansen-Ollennu	Teacher Assistant
Pamela Hubeny	Teacher Assistant
Alicia Mancarella	Teacher Assistant
Kara Niland	Food Service
Tracey Pollitt	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.

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 lot through 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 to until stopped by a staff member
- 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; 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 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
- Process will repeat until all students have been picked up

ASSEMBLY

Typically held 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 2:20 p.m.

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 assure good behavior on the part of the pupil.
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 boys and girls, academic and social development stages, learning styles, 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) that can 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, smart watches, and/or other personal devices.

FAMILY SHARES

“Family Share” is held periodically at John Lyman School. These events are opportunities for your child to invite you to the classroom and share work in progress as well as materials being used in the classroom. It is not a parent/teacher conference time, but rather an opportunity for parents to be better informed, by their child, about what is taking place in their child's classroom.

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 carpool ~~only~~ if there are not enough seats on the bus.
- Field Trips are wonderful extensions of the classroom experience that integrate learning in various areas of the curriculum. They are, as well, a great responsibility. For this reason, there can be **NO EXCEPTIONS** to these practices.

---- 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 us know if anyone gets hurt or feels sick and be sure 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.

FOOD-FREE CELEBRATIONS

John Lyman School is food-free for birthdays, holidays, and/or other celebrations. 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.

HOMEWORK

John Lyman School believes that homework provides an important link between the school and home. It is a necessary part of the learning process. The purpose of homework is to reinforce learning that has taken place at school, practice skills, extend knowledge, or work on projects that cannot be done in class. Homework should be developmentally appropriate and geared to individual student growth.

---- RESPONSIBILITIES

Teachers are expected to:

- make clear the worth and purpose of homework to students and parents.
- make assignments developmentally and educationally appropriate.
- make assignments meaningful and pertinent to the curriculum.
- review, evaluate, and/or extend assignments as is appropriate to the content and purpose.

- provide parents with general information and evaluation of their child's progress in meeting his or her responsibilities in regard to homework completion.
- share any concerns with students and parents.

Students are expected to:

- listen carefully to all directions about assignments and ask for clarification if necessary.
- complete assignments independently to the best of their ability.
- return assignments to school on time.
- accept responsibility for the completion of all assignments to the best of their ability.
- seek help when difficulties arise.
- take the initiative to make up for missed work.

Parents are expected to:

- help their child to choose an appropriate place to study.
- help their child with time management.
- assist with homework only as is appropriate to the assignment and/or developmental level of their child.
- support their child's completion of homework.
- give feedback to the classroom teacher as appropriate.

School administrators are expected to:

- periodically meet with teachers to ensure the successful implementation of this policy.

----- HOMEWORK CONTENT

Homework, when given, will be based on individual student and curriculum needs. The kind of homework assigned, and the purpose of an activity required, has 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. Homework should be varied in subject areas and encompass both long and short-term assignments.

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.

----- TIME AND FREQUENCY GUIDELINES

Students progress and work at different rates of speed. Therefore, it is difficult to assess the amount of time that should be devoted to completing homework. The following are meant to be guidelines only:

Grades one and two:

- Students in grades one and two will usually have homework assignments that will require between 10 and 20 minutes to complete. The frequency of these assignments will be left to the teacher's discretion usually not to exceed three times per week.

Grades three and four:

- Students in grades three and four will usually have homework assignments that will require between 20 and 40 minutes to complete. The frequency of these assignments will be left to the teacher's discretion usually not to exceed 3-5 times per week.

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.

HOT SCHOOLS APPROACH

John Lyman has historically been a Higher Order Thinking School (HOT). As such, we worked with grants from the Connecticut State Department of Economic and Community Development, Office of the Arts that helped us to integrate the arts into all areas of the curriculum. Though we are no longer a HOT School, Teaching Artist residencies, student boards, and professional development continue to be just a few of the benefits of this partnership. Additional artist residencies, field trips and related activities are integrated closely with our curriculum and are provided through the efforts and support of the John Lyman Parent Association (JLPA).

INTEGRATED DAY APPROACH

John Lyman School incorporates aspects of the Integrated Day approach into classroom instruction. The Integrated Day approach is a child-centered approach to teaching and learning. While we no longer have multi-age classrooms, we still strive to create an environment that encourages and guides children in an investigative, active exploration of all curriculum areas. The Integrated Day approach promotes a holistic and integrated view of learning.

Teachers will plan instruction to ensure that children will:

- use their own experiences to actively construct new knowledge which connects to and extends what they can already understand and do.
- be problem solvers who can identify a problem and generate a variety of solutions.
- work both independently and cooperatively to accomplish goals.
- develop into flexible thinkers, able to adapt to a rapidly changing world.
- become effective communicators.
- develop a sense of competence in their ability to positively affect the world around them.
- learn responsibility and respect for themselves, their environment, and other people.
- develop an awareness of the interconnectedness of all things.
- develop academic skills which will prepare students for life in the 21st century.

LATE ARRIVAL

Students should arrive at school between 8:30am and 8:45am to be in their classrooms ready for the start of the day at 8:50am. If your child arrives at school after 8:50am, 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

John Lyman School offers breakfast and lunch each day. Please refer to the RSD13 website for more information regarding our school breakfast and lunch. [Menus](#)

Free and Reduced Lunch Information

Students residing in households with income at or below the Income Guidelines for Child Nutrition Programs are eligible for free or reduced-price meals or free milk. The application form and instructions are available below, on the RSD 13 website and in the John Lyman School office. To apply for free or reduced-price meals, households should fill out the application and return it to any RSD 13 school. Only one application is required per household and an application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

****Special Notice for School Year 2022-2023****

During the transition back to normal school operations in school year 2022-23, Regional School District 13 has opted into the **School Meals Assistance Revenue for Transition (SMART)** funds providing meals (breakfast and lunch) at no cost for all students at the beginning of the school year.

Please note that meals at no cost to all students are unlikely to last all year and are subject to the availability of district funds. Since the availability of meals at no cost will expire when all funds have been expended, it is critical that eligible households submit a free and reduced-price meal application as soon as possible to determine a student's eligibility for this school year. We anticipate the funds to last up to three months.

The eligibility information and application are attached below and are available at John Lyman School office. Please make every effort to submit your application as soon as possible and return to your student's school. Additional documents are attached for more information. Please see below:

[Free and Reduced Application and Instructions](#)

[Parent Letter FAQs for Free and Reduced Lunch](#)

[HFC \(Food & Bev\) Fundraising Request form](#)

[Press Release 2022-23](#)

[Information on the Supplemental Nutrition Assistance Program \(SNAP\)](#)

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 of 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 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.

PARTY INFORMATION (OUTSIDE OF SCHOOL)

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

PETS

Children frequently want to share their pets with their classmates. However, pets may **NOT** be brought into school during the school year. This practice has been in effect for several years for a variety of reasons. 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. It is recommended that students wear pants or shorts for P.E. and long hair should be tied back.

PLANNING AND PLACEMENT TEAM (PPT)

The Planning and Placement Team is designed to provide a means of communication and decision-making at the school level concerning the effective use of resources within the school to help pupils with special needs. It is also responsible for follow-up and periodic review of all pupils with Special Education programs. The team is typically comprised of the following people: Parent(s), Classroom Teacher, Special Education Teacher, Principal, Speech/Language Pathologist, Social Worker, and School Psychologist.

PROGRESS REPORTS AND CONFERENCES

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

Parent-teacher conferences are held in October and March. The March conference for second, third, and fourth graders is a family conference led by the learner.

SAFETY AND SECURITY

Exterior doors are locked at all times and parents/visitors must buzz in at the main entrance using the call button.

We hold safety drills with staff and students on a monthly basis to practice district emergency response protocols.

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. - 3:20p.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 clean up 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.

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 on the blacktop area during recess. At the beginning of the winter season, students may bring an extra pair of sneakers or slippers to keep in school.

ADDENDUM - RSD 13 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 2022-2023 Board of Education the policies section of the district website by clicking the the following link: [**RSD13 Board of Education Policies**](#)