

Montowese



*Elementary School
Handbook*

Mission Statement

It is the mission of the North Haven School District, in collaboration with students, parents and the community, to develop responsible, educated, and productive global citizens who can thrive in an ever-changing world.

Shared Beliefs about Teaching and Learning:

- Everyone is entitled to a safe, orderly and respectful environment.
- All students will succeed in a climate that sustains a passion for learning.
- Every student is the responsibility of all members of our learning community.
- Students succeed best when families maintain a strong partnership with the school at all grade levels.

FROM THE PRINCIPAL'S DESK

The purpose of the Montowese School Handbook is to assist parents in becoming aware of such things as school programs, PTA activities, calendar of events, procedures, policies, etc. Parents are encouraged to read the handbook and to review with their children the procedures and policies that are important to be emphasized with them.

Our school is committed to instructing academics and helping students become respectful responsible and reliable citizens.

There are three reporting periods throughout the school year. Two of the reporting systems are Parent-Teacher conferences and the last one in June is a report card only. Kindergartners have two report cards and two conferences during the year. However, parents who have a need or concern are encouraged not to wait. Contact the teachers of your children or my office whenever the need arises.

Classroom instruction is supplemented by services from teachers of special areas. The integration of these services, provided by physical education, art, library/media, music-vocal and instrumental, learning development and the reading specialist, makes it possible to offer expanded educational opportunities into a child's daily program. Reading support offers supplementary Reading/Language Arts instruction to students, which they receive in the classroom, or attend small classes in the Reading Room. A full time Social Worker and Speech and Language Pathologist also service the children. Another full time person, our school nurse, coordinates health services between home and school while maintaining an on-going evaluation of your child's health as it affects the learning process. Other services, although part-time that are as equally important, include school psychologist and an ELL teacher, (English as a second language) who services students from a foreign country. Para-professionals are an integral part of the staffing along with a full time secretary and custodial staff.

Organizationally, Montowese School is divided into three units - A, B and C (Unit A comprises grades kindergarten and 1, Unit B comprises grades 2 and 3, Unit C comprises grades 4 and 5). A unit leader heads each unit. This organization permits teachers, supportive personnel and principal to work cooperatively in making joint decisions aimed at better learning experiences for your children.

Kindergarten is a full day program. Parents do have the option to choose an early dismissal at 1:20 daily. This option can be changed to full day upon parental decision. When 1:20 dismissal is chosen, transportation home must be provided by parent.

MONTOWESE SCHOOL BELL SCHEDULE 2008-2009

8:25 AM Warning Bell

8:30 AM Passing Bell

8:45 AM Official Start of School

2:50 PM Warning Bell

3:02 PM Dismissal Bell

**MONTOWESE SCHOOL
EARLY DISMISSAL BELL SCHEDULE
2008-2009**

REGULAR EARLY DISMISSAL:

BELL @ 1:00 PM

LAST FOUR DAYS OF SCHOOL YEAR

CONFERENCE EARLY DISMISSAL:

BELL @ 12:30 PM

EMERGENCY CLOSING

Plans should be made by each family for children to follow when an emergency necessitates closing school earlier than usual. In such an event, children are informed over the school's public address system. Local radio stations and TV channels will carry the same message.

In the event you (parent) are not home, you are responsible for making arrangements within your immediate neighborhood for the care of your child. Thus, walkers will follow the daily dismissal procedure and bus riders will go by their assigned routes to avoid confusion.

ALL SCHOOL announcements - cancellations, delayed openings, emergency closings - are made on NEW HAVEN area radio stations and TV channels.

MISCELLANEOUS REGULATIONS

1. Parents are encouraged to visit school; however, teachers are unable to interrupt their teaching to talk with them. An appointment should be made whenever a conference is desired.
 - All visitors must stop at the office to make their presence known and to sign in and out. Also, visitor passes are available by sign in sheet for all visitors.
 - A call or note to the Principal, first, is desirable if a special program is to be visited.
 - Visits to a teaching area should be preceded by a note or telephone call.
 - Pre-school children should remain at home when parents visit classrooms and/or attend conferences.
2. No child is dismissed to anyone's custody unless the parent has sent in a note or called the office authorizing the dismissal. Children will not be dismissed to anyone's custody unless the Principal or the Secretary satisfactorily identifies that person.
 - Persons who are not readily identified will be asked to leave the school.
 - Middle and Senior High School students will not be permitted to wander about the school building and grounds while elementary school is in session.
3. Please label, with name or initials and room number, all articles of clothing brought to school.
4. Found articles are sent to the office and then placed in a box in the café. Found articles are displayed in the entrance hall, at intervals, for the children to identify. They are also displayed once or twice a year at PTA meetings.
5. Sneakers are encouraged for gym. These should be labeled with the child's name and room number.
6. School personnel are not encouraged to transport children to and from school, for any reason.

7. Because of traffic in the parking area at dismissal time, parents **MUST** pick up children in the office and/or the café to avoid children running in front of buses to their parent's car. During school sessions, no cars are permitted in the circular driveway. This area is reserved for buses only. Parents who must drive a child to school are requested to enter the parking area and turn around at the intermediate playground, stopping at the walk way to the building. This will allow your children to exit the car and walk directly up the path and into the building through the front door. It is strongly recommended that students either ride buses or walk, as assigned, to avoid confusion/accidents.

8. If a child is to be excused from school, a written note should be sent to school or a call made. Children will report to the office to wait for their parent.

9. It is the policy of the North Haven Board of Education that no discrimination on the basis of race, color, religion, sex, age or natural origin will exist in any activity or program sponsored in the public schools. This policy includes the recommendation of Federal Executive orders 2246 and 11375 as amended, and Title IX Educational Amendments.

10. Cell phones: If parents deem it necessary that their child should bring a cell phone to school, please note that these phones are to remain in the child's backpack in the OFF position during the school day and are NOT to be used. We assume that cell phones were given to children for use before and after school daycare and other usage. If contact needs to be made by the home or the child, the school office provides all necessary communication.

CODE OF CONDUCT

1. Students are expected to demonstrate courtesy and respect at all times.
2. Students are asked to respect their own property and the property of others. Books and other items used in school are costly. For this reason, students are asked to keep their books covered and their desks neat and clean.
3. Fighting, taking the property of others, vandalism, and acts which endanger you or others are considered very serious problems. They will be brought to the attention of the principal.
4. Gum is not permitted in school.
5. Hats and/or bandanas may not be worn in the hallway, cafeteria, gymnasium or in the classrooms.
6. When passing through the hallway, students are asked to do so in a quiet and orderly manner. Please walk under the center lights.
7. Running in the hallways is not permitted.
8. Students are expected to use appropriate language at all times.

In the cafeteria, students are asked to:

- Remain seated unless they have permission from the cafeteria aides to leave their tables.
- Keep the noise volume at an appropriate level.
- Remember that when the lights go out, everyone is to be silent.
- Demonstrate proper manners and behavior.
- Do not share food and never give or loan money to a friend.

IF WE ALL WORK TOGETHER, OUR SCHOOL WILL BE THE VERY BEST IT CAN BE!

BULLYING PROHIBITION

"Bullying behavior by any student in the North Haven Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 10308 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request." May I also remind you that we have a Bullying Policy as outlined in our handbook and Board of Education Policy Handbook. If you need to report bullying anonymously, you may call either your child's classroom teacher and leave a message or call our social worker, Susan McNamara and leave a message.

NEW ELEMENTARY SCHOOL DRESS CODE

Generally, too casual dress results in a tone not conducive to education. We have a responsibility to maintain reasonable control of the school's atmosphere, but this can only be accomplished with your support and assistance. Please be sure that your children, particularly those in the upper grades, are dressed appropriately for school. Clothing should reflect that school is the student's "place of business," and he or she should not be dressed as casually as one would for the beach or similar leisure activities.

Short-shorts, mini-skirts, tank tops, bare midriffs, cut-off jeans/slacks, platform shoes, clogs, shoes without support, flip-flops, hats and bandanas, and similar articles of clothing are not allowed. We cannot allow dress that is distracting or in any way disrupts the learning opportunities of others. For example, some of the language on tee shirts is simply not appropriate for school. In the event that the dress of any youngster is in question, the student will be sent to the principal's office with the possibility that you will be contacted if it is determined that a change of clothes is necessary. A certain decorum is necessary and we trust that parents will work with the school to avoid needless problems.

PROMOTION POLICY - Grades K-5

It is the policy of the North Haven School District that students in grades kindergarten to five shall become proficient in the core curriculum objectives for each grade level as described in the grade level "Expectations and Experiences" brochures that are published by the Board of Education and are provided to parents/guardians in September of each school year.

A student's promotion to the next grade will be dependent upon his/her demonstration of sufficient growth in achieving the core curriculum objectives for his/her current grade as evaluated by the classroom teacher and reviewed by the principal. In all cases, the decisions regarding promotion and retention shall be that which is deemed best for the individual student. At the elementary level, students are promoted or retained on the basis of the following:

1. Intellectual ability (assessment results and teacher observations);
2. Academic achievement, effort, and results of standardized testing;
3. Developmental readiness
4. Attendance record

Process for Retention Decision Making

1. The principal will convene a school team composed of the student's teacher and other special area or remedial staff to discuss the possible retention of a student. This initial meeting should occur no later than March of any given year.
2. The parents/guardians should be invited to school by April 1st to discuss the possible retention of the student. It is a basic assumption that this request will not come as a surprise to the parents/guardians, since the progress reports and other parent-teacher conferences would have alerted them to this possibility.
3. Another review of the situation will occur in late spring.
4. The parents'/guardians' and student's attitude towards retention is extremely important to the success of the following year. However, the **final decision** rests with the school team with the best interests of the student serving as the primary criteria in the decision-making process. The retention form will be completed at this time.
5. A copy of the retention form will be placed in the child's permanent record file

Teachers will closely monitor the progress of students retained the previous year, and meet with parents/guardians as necessary.

STUDENT RECORDS

Regulations from the Buckley Family Educational Rights and Privacy Act were published in the June 17, 1976 Federal Register and have since been mailed to school districts throughout the United States.

The regulations clarify several areas of contention.

1. Public schools must give both students and their parents access to student records. They are required, however, to give out copies unless the parents or students are "geographically distant" from the school. A school may charge for copies supplied as long as a fee schedule has been published and the fees are not exorbitant.
2. Schools are required to give annual notification to parents and students of their rights under the law.
3. Both natural parents are allowed access to a student's records even though they may be separated or divorced; however, court orders may designate otherwise.
4. Schools send a child's records to another school or other parties only if the parents request it.

TRANSPORTATION and SAFETY

In order to provide safe and efficient transportation to and from school for children, we ask cooperation concerning the following.

1. All bus routes are made by the bus company. Bus drivers are not permitted to alter routes. Large numbers on the front door or mailbox are required by the police in North Haven and are most helpful in identifying houses.
2. Children are permitted to ride only their assigned bus.
Please note: If you allow your child to ride a bike to and from school, the office requires a note with your signature and date stipulating your permission.
3. Please note the time the bus arrives each morning and send your child to his/her stop just a few minutes prior to that time.
4. Assume responsibility for your child's safety and well being while he/she is waiting the arrival of the bus. **Walkers are dismissed at 3:00 pm and become the responsibility of the parent(s)/guardian(s). Children who are designated as walkers may be picked up in the café if a parent chooses. If that is the case, the office and teacher need to be notified.**
5. Stress the need for being a safety-minded rider on the bus with the children. Parents will be notified if children are reported by the driver for continuing misbehavior on the bus. Serious infractions of rules may result in suspension of bus services.
6. Children who walk or are transported to the school by their parents should not arrive at the school before 8:15 am.
7. No cars are permitted in the bus circle between 8:15 and 9:00 am and 2:45 and 3:45 pm. Always park cars in the visitor's parking area or staff parking lot. Pick up children in the office or cafeteria.
8. Each bus route is designated by color. Children are assigned to one of the established bus routes. Color designation avoids confusion when letters or numbers of each assigned bus changes in the event that a "substitute" bus is used. Colors are: Red, Yellow, Green, Blue, Orange, Brown, Purple, Pink, White, Silver, Gold, Aqua, Maroon
9. When difficulties arise, please contact the Principal.

TRANSPORTATION and SAFETY (Continued)

Passenger Conduct

Leave home early enough to arrive at your bus stop on time.

1. Wait for your bus in a safe place - well off the roadway.
2. Enter your bus in an orderly manner and take your seat.
3. Follow the instructions of your school bus driver.
4. Remain in your seat while the bus is in motion.
5. Keep aisles clear at all times.
6. Remain quiet and orderly.
7. Be courteous to your school bus driver and fellow passengers.
8. Be alert to traffic when leaving the bus.
9. No smoking on the bus.
10. When crossing the street, **WALK IN FRONT** of the bus and only when lights are flashing.

Parent Responsibility

1. Review passenger conduct with your child.
2. Adult supervision at the bus stop is encouraged.
3. Keep your sidewalk clear of snow.
4. Your child's behavior while waiting for the bus is your responsibility.
5. Instruct your child to move away from the bus immediately upon being discharged.
6. Your cooperation in matters pertaining to the safe operation of our buses is essential and will be greatly appreciated.

THE SCHOOL HEALTH PROGRAM

The underlying goal of the school health service is to provide all students with the opportunity to learn and develop good habits for physical, mental, and emotional health.

The following services are part of the total health program.

1. **Screenings** - which may identify and refer for further evaluation and treatment any medical problem interfering with the student's progress in school.
 - a. **Vision** - all students
 - b. **Audiometric** - (hearing) - students in grades kdg., 1,2,3,&5
 - c. **Scoliosis** - (lateral curve of the spine) - students in grade 5
 - d. **Color discrimination** - students in grade 2

Students may be screened for the above at any time upon request by the physician, the teacher, the parent/guardian or self-referral.

Parents will be notified of the screening results only when further evaluation by a physician is indicated.

2. Physical Examinations: The North Haven Board of Education, in compliance with Connecticut State law, has identified grades kindergarten, six, and ten as those times when physical examinations must be completed by a qualified practitioner of medicine.

Kindergarten students may not enter school without written evidence of a physical examination completed within 12 months prior to school entry.

Students in grades 6 and 10 will not be allowed to enter the next grade without written evidence of physical examination completed within 12 months prior to entering that grade.

A physical examination done by the school medical advisor is offered only to those students who qualify for free or reduced lunch. If you qualify for and desire this service, please inform the school nurse.

3. Immunizations; Prior to entering school all students must show written proof, including the complete date (day, month, year) of the following vaccines:

Hib Vaccine - appropriate Hib immunization if the child enters school before 5 years of age.

Measles, mumps, rubella (MMR) - students entering kindergarten and grade 7, two doses of measles vaccine given after 1 year of age.

Diphtheria, tetanus, pertussis (DPT) - children 36 - 48 months at least four doses. Children 48 - 71 months - at least four doses, the last dose received on or after the fourth birthday. Children 60 months and older - at least three doses of Tetanus and Diphtheria, the last dose on or after the fourth birthday.

Polio - children 36 - 48 months old required at least three doses. Children 48 months and older, at least three doses (IPV/OPV) the last one received on or after the fourth birthday.

Varicella - Children born after 1/1/97 and students entering grade 7 must show proof of immunity.

Hepatitis B - Children born after 1/1/97 must show proof of three doses of vaccine or a confirmed blood test. Students entering grade 7 must show receipt of at least one dose of hepatitis B vaccine or show proof of serological evidence of infection with hepatitis B. Beginning August 2001, students entering grade 8 will need to show proof of three doses of hepatitis B vaccine or serological evidence of infection.

Proof of immunity of Hib by natural infection must be by laboratory confirmed infection at 24 months of age or older and confirmed in writing by a physician. Proof of immunity, other than vaccination against measles, mumps or rubella is written confirmation based on specific blood testing by a certified laboratory. Children seeking an exemption on the basis of religion should contact the school nurse for the appropriate form HD - 43. Children seeking an exemption on the basis of medical contraindication need a written physician statement.

4. **Medication at school:** Medications should not be administered during school hours if it is possible to achieve desired effects by home administration during non- school hours. However, since students with chronic or short term health concerns may be able to attend school only with the aid of medication, and adjustment can be made to meet their needs. The school nurse is responsible for the administration of medicines at school. Medication will be administered only upon the written authorization from the student's physician and the parent/guardian. This pertains to prescription and over-the-counter medicines. Medication must be delivered to the school nurse by the parent/guardian in a properly labeled container. If it is a prescription drug, the original container with the prescription number must be used. **At no time is a student allowed to carry medication on his/her person during school hours. Consideration for a child to carry emergency medicine will be on an individual basis.**

5. **Medical Excuse From Gym:** Parental excuse from gym will be forwarded to the school nurse. Any excuse beyond one gym period must be from a physician.

6. Students returning to school following a prolonged illness should report to the school nurse. Arrangements should be made with the school nurse if any modifications in the child's school activities is anticipated: i.e.: crutches, wheelchair.

7. **Illness at School:** Students will be excluded from school if they have a temperature of 100 degrees or more, or if they present with a contagious condition, or if in the judgement of the school nurse they are too ill to remain in school. When ill with vomiting or a fever, your child should not return to school until at least 24 hours after the symptoms have subsided.

Please provide several current phone numbers for emergency purposes. Parents/guardians are responsible for transporting their child home. The school nurse may not transport students.
8. To ensure the safe arrival of each student at school, parents are asked to phone to the health office, 239-0235 by 9:00 AM when their child is absent.
9. **COMMUNICABLE DISEASES** should be reported to the school nurse. These may include strep throat, mono, Fifth's Disease, head lice, scabies, chicken pox, and other contagious conditions.
10. It is important to notify the school nurse of any **SIGNIFICANT CHANGES IN YOUR CHILD'S HEALTH STATUS**. These changes may include newly diagnosed asthma, allergies, chronic hearing problems, new eyeglasses, fractures, surgery, hospitalization or serious illness/injuries.
11. **Health Counseling:** The school nurse is available for health counseling during the school day or assist students, parents or teachers.

If you have any question, please call the school nurse at 239-0235.

Millie Gentile, RN
September 2009

STUDENT WELLNESS

The health and safety of children is a constant concern for all of us at Montowese School each day. To help students develop good eating habits we encourage healthy snacks and party food items.

Please be considerate of good eating practices when sending in birthday goodies and when planning for parties.

Also, be aware of your child's classroom needs for those students with allergies, especially "nuts". Thank you for your cooperation.

SPECIAL EDUCATION SERVICES

The district complies with all state and federal regulations concerning the PPT/IEP process. Planning and Placement Team (PPT) meetings are initiated and conducted for the purpose of developing, reviewing and revising the Individualized Education Plan (IEP) for a student with disabilities.

REFERRAL

A student will be referred to the PPT after the pre-referral or Early Intervention process has been completed. This process ensures that strategies in the regular education classroom have been developed, implemented and evaluated. Once it is determined that all reasonable strategies have been attempted and that significant progress toward meeting the student's needs has not been made, a referral to the PPT will be made.

The referral to the PPT is completed on the district's standard referral form and must include:

1. Detailed documentation of the corrective strategies utilized with the student in the regular education classroom
2. How these strategies were evaluated
3. The results of the evaluation
1. Any other information utilized as the basis for the referral

PLANNING AND PLACEMENT TEAM DESCRIPTION

The PPT meeting is required by law to convene in the following situations:

1. To develop an evaluation plan for a student referred for eligibility determination, as well as for students already identified but requiring further evaluation.
2. To review the results of the evaluations and to identify the student as eligible or not eligible for special education services.
 - When the student is identified as eligible for special education services, an IEP is developed and proper placement determined based upon evaluation results.
3. To review the special education program for a child on an annual basis (or more frequently if deemed necessary) and to make the necessary IEP modifications, adjustments or program changes.
4. To reevaluate the students abilities and progress on a triennial basis. Results of the triennial evaluation determine whether or not Special Education Services will continue.
5. To terminate special education and/or related services.

READING SUPPORT PROGRAM

In general, the goals of Montowese School's language arts program are twofold:

- (1) helping children learn the skills of reading and writing.
- (2) helping children use reading and writing as a way to learn.

Two resource personnel - the *Language Arts Consultant* and the *Reading Specialist* - assist classroom teachers in accomplishing these goals.

Between the *Language Arts Consultant* and *Reading Specialist*, many related areas are targeted. These include curriculum, instruction, remediation, staff development, testing, diagnosis, evaluation, the administration of the Connecticut Mastery Test, and other management functions. The *Language Arts Consultant* and the *Reading Specialist* work together and in collaboration with classroom teachers to help students become more skilled, confident readers and to enjoy reading to its fullest.

SPEECH/LANGUAGE PROGRAM

Speech/language services are available at Montowese, as they are in every elementary and secondary school in North Haven. Children may be referred for screening by teachers, school staff or parents. If the speech/language pathologist (SLP) finds reason for concern, the SLP may recommend appropriate early intervention. If early intervention strategies do not appear to improve the child's speech and/or language difficulties, formal testing may be recommended. Prior to this testing, parents are contacted and signed permission for a speech/language assessment is requested.

School-aged children with a speech and/or language impairment are eligible for special education and related services provided that the Planning and Placement Team (PPT) determines that the speech and/or language impairment adversely affects the child's educational performance.

Young children age three and above are eligible for a speech/language assessment and service if it is found to be appropriate. Parents having concerns regarding children at this age level should contact the Social Worker at Montowese School for an appointment.

Preschool children are eligible for speech and/or language services if the PPT determines that the child is unlikely to make satisfactory educational progress upon attaining school age due to the communication impairment.

CHARTWELLS SCHOOL DINING SERVICES

2008-2009

Chartwells School Dining Services, the contract management company serving the school district, is proud to be in partnership with the North Haven Public Schools and is dedicated to enhancing the overall school environment.

At Chartwells every child's nutrition is important to us, so we have developed an exciting program called "Creature Beginnings". Through this program elementary students are introduced to Pyramid Pete & the Creatures. Pyramid Pete is a friendly animated dinosaur character who represents the food Pyramid and communicates the value of a well-balanced meal. In the beginning of the school year Pyramid Pete sets off on a fun and adventurous journey. This year, he will be learning about Super Foods. When possible these items will be incorporated into the lunch menus which follow USDA nutrition standards based on the Dietary Guidelines for Americans. Meals for elementary students are \$ 2.00. A snack and a la carte offerings will also be available.

We are excited to announce the inception of our Cafeteria Debit Accounting System. This debit system will allow students to have their own individual cafeteria account as funded by the parent or guardian in advance. Lunch tickets will no longer be available as we switch over to the new computerized system. More information will be forthcoming as we implement this system at each school.

If you have any questions please call Janet Kertesz, Director of Dining Services at 239-6415.

MONTOWESE PTA COMMITTEE HANDBOOK

Officer Duties of Executive Board and PTA Committees

PRESIDENT - The president shall preside at all meetings of the association and of the Executive Board and performs such other duties as may be prescribed in the bylaws or assigned to him/her by the association or by the executive board. The President coordinates the work of the officers and committees of the association in order that the objects may be promoted. The President's term shall be no longer than 2 consecutive school years.

VICE PRESIDENT - The Vice President acts as an aide to the President and will perform the duties of the President in the absence or inability of the officer to act. The Vice president maintains the PTA bulletin board in the hallway by the main office, posting all information throughout the school year. The term of the Vice President shall be no longer than 2 consecutive school years.

RECORDING SECRETARY - The Recording Secretary records the minutes of all meetings of the association and of the executive board. The minutes shall be presented in written outline form at the next meeting. The term of the recording secretary shall be no longer than 2 consecutive school years.

TREASURER - The Treasurer prepares a budget in coordination with the President, to submit to the executive board for approval. The treasurer has an account of the receipts and expenditures and in accordance with the budget adopted by the executive board or association. The treasurer submits a financial report at each meeting. An annual report shall be prepared prior to the start of the school year and presented to the executive board at the first meeting of the school year. This annual report should also be available to the general membership either through publication or posting. The treasurer is considered for 2 consecutive years.

COUNCIL DELEGATE - The Council Delegate attends all meetings of the North Haven PTA Council and reports back to the executive board all information of interest. He/she shall also attend all meetings of this unit.

BAKING COMMITTEE

People signing up for this committee are asked to bake anywhere from two to three times throughout the school year for a specific function that may be held at Montowese School. It varies from year to year depending upon what events are going on at Montowese. Baking is kept simple, usually looking for brownies, cookies and cupcakes.

BOX TOP COMMITTEE

This is a quick and easy way to make a little extra cash. Just clip box top coupons from participating General Mills products. Children bring them into school and drop them in boxes provided. Volunteers on this committee will collect box tops three times throughout the school year, send out reminder notices reminding families of pick-up dates, wrap the box tops in piles of 50 with an elastic band and mail out.

THE BREEZE NEWSLETTER

"The Breeze" newsletter is a quarterly publication of the Montowese PTA. It highlights recent events and news of the PTA and includes information pertaining to upcoming events. In each issue of "The Breeze", is a letter from the PTA President and an article by Mrs. Sapienza, the Language Arts Consultant, at Montowese. Wrapping up the publication are brief descriptions submitted by the teachers of what the students and staff at Montowese are up to.

Comments and suggestions regarding "The Breeze" are always welcome. Involvement in the committee requires copying "The Breeze" for distribution to the classrooms.

COOKIE DOUGH FUNDRAISER

For the past three years, Montowese has participated in a cookie dough fundraiser at the end of October and beginning of November. The fundraiser is very easy and requires minimal participation. The 3 lb. Tubs of frozen cookie dough come in various packages. The orders and money must be counted and reconciled which requires a couple of mornings or evenings. The cookie dough is delivered to the school on the afternoon of distribution. Volunteers are needed from about 3:00 p.m. to 8:00 p.m. to assist with the distribution. It is probably one of the easiest fundraisers to organize and has raised over \$5,000 in each of the last three years for the children of Montowese School. Please come join us.

COMMUNITY OUTREACH COMMITTEE

This committee was established when a Montowese mom decided to collect holiday gifts for needy children in our community via North Haven Community Services. Soon a coat drive for adults and children (as well as warm clothes) was added. Last year, we added a collection of gently used Halloween costumes for the North Haven Day Care and Life Haven. One year we held a gently used book drive and donated books to a needy school in New Haven. We would love to add more to this committee and welcome your help and suggestions.

FUNDRAISER COMMITTEE

This is a very important committee to be part of. If this fundraiser is successful, it allows PTA to continue supporting our children's school. This committee runs best with a lot of volunteers to help distribute packets, reminder notices, add up orders, and one night to help distribute orders. This event starts in September and ends with distribution in October.

HOLIDAY GIFT & BINGO

This event takes place at the beginning of December. We have a holiday gift shop set-up in the cafeteria where the children can purchase inexpensive gifts for their families. During the second part of the evening, we start Bingo in the gym for the children and their families. We also hold a grade basket raffle that takes place throughout the evening. It is a lot of fun! Volunteers are needed to help set-up the event, sell raffle tickets and bingo cards, work in the bingo room and assist children with their purchases at the gift tables.

HOSPITALITY

This committee is in place to provide baked goods and beverages as needed for at school events. Though this varies throughout the year, it is not very demanding of your time. It involves purchasing paper goods, set-up of coffee, juice and baked goods. Also this committee is responsible for cleaning up after the event is over.

LIBRARY COMMITTEE

Volunteers of the Library Committee will work closely with our librarian, Ms. Riley, and the students. Volunteers are responsible for checking books in and out. They will help students locate books of special interest and return books to their proper places. A schedule is put together at the beginning of the year so everyone will have an opportunity to work closely with the faculty and students. You can volunteer during a time when your child is in the library. Though all our committees are very important, and a vital part of Montowese School and the PTA, we can never have enough volunteers for the library. Imagine - 500 students using the library per week and each student taking out a least one book, sometimes two- those are a lot of books that need to be checked out, checked in and put away.

MAKE A DIFFERENCE DAY COMMITTEE

This committee works with representatives from the PTA Council and all schools in North Haven, on a town wide activity. This activity coincides with the nationwide "Make a Difference Day". It is held each year on the last Saturday of October. Each year the town wide committee selects an activity for the children to participate in to help our community. The Montowese School

committee coordinates an aspect of the town wide project (publicity, refreshments, or entertainment as examples) and also coordinates all involvement of Montowese School. In past years, the children of North Haven have participated in walkathons to support various charities, supported our Senior Citizen Center and participated in a walk of unity.

MOTHER'S DAY PLANT SALE

The Mother's Day Plant Sale is held at the school every year on the Friday before Mother's Day. Order forms are sent home to the students, teachers, and staff a couple of weeks before the sale. A variety of annual flowers and hanging plants are available for order. On the day of the sale, volunteers are needed to help unload the delivery truck, fill orders, and help distribute orders to the customers.

PUBLICITY

Publicity involves acting as a liaison for Montowese School teachers and room parents and the local papers (i.e. North Haven Courier, Advisor and Post) to publicize newsworthy events.

Duties include stopping in school occasionally to pick-up/drop-off film for developing, taking pictures at school events, checking on the availability of film and/or disposal cameras at the school office, going to Walgreens to process the film, dropping pictures off at the Advisor, and/or contacting the local paper for a special event. Publicity enables you to get to know several teachers and room parents and keeps you involved in school activities and doesn't entail you to be in school all the time.

Montowese School has an account set-up at Walgreens. The PTA supplies the monies needed in order to purchase and develop film. Consequently, there is no need to take money out of pocket. There is a Publicity box in the office, which makes things very easy. You need to check the box approximately once a week or so and have the film developed at Walgreens and then return it to school. If there are any pictures to be publicized, the teacher will then return it in the Publicity box with a write-up for the Advisor. You in turn would then drop it by the Advisor for publication.

OPEN HOUSE COMMITTEE

We try to make everyone at Montowese Open House feel welcome. In the fall our school is full of eager parents who want to meet their child's teacher. This is a social event once a year. The committee sets up coffee, lemonade and baked goods. We provide the paper products and decorate the cafeteria with a fall/school theme. It's all over in a matter of hours, and it's a very rewarding experience.

RAFFLE COMMITTEE

The raffle committee is responsible for selling raffle tickets to students and faculty during lunch periods the week of open house, with the raffle being held the night of open house. Volunteers are asked to work one day, for approximately two hours. It is a wonderful opportunity for you to have lunch with your child/children, and a great way to meet your child's/children's classmates.

R.I.F. - READING IS FUNDAMENTAL

R.I.F. is a program that is sponsored both by the Federal Government and our school's PTA. This is a program that is designed to promote the love of reading in our children. It has been well documented that being a good reader is one of the most important factors leading to success in both school and life.

As a R.I.F. volunteer, you are free to come up with any kind of short (1/2 hour to 1 hour) program, which you feel, will be of interest to your child's classroom. Typically, 10 minutes is devoted to reading aloud, and the rest of the time is for an activity. This is not something you have to do on your own. The teachers are always a great help with suggestions. You will also have other volunteers from your classroom that you can get in touch with to discuss what can be done. The town librarian has always been helpful with book suggestions, and for activities you can go on the R.I.F. web site.

Please keep in mind that when devising an activity, it should be inexpensive (R.I.F. cannot reimburse you) and simple (time is limited).

We find that the children are most excited that a parent has come into the classroom and shared their time with them. The elementary years go by so fast, so get involved while you can, and while your child still wants you to.

ROOM PARENT COMMITTEE

This committee is a very popular one, and due to the popularity, we try to have four room parents per class. Parent volunteers assist the teacher year round in classroom activities, parties and fieldtrips at the teacher's discretion.

The most important job of a room parent is our phone tree that was set-up for bad weather, early dismissals, etc. When signing up to be a room parent, it is important that you are sure you can be available to make phone calls.

Due to the high requests that we receive each year for room parents, it is basically done on a rotating basis if need be. That means, if you are a room parent in your child's last grade, your name goes to the bottom of the list the following year. If you have more than one child, you can only be a room parent in one classroom.

You will receive a form sometime in September to fill-out if you are interested. A room parent meeting is held the beginning of the school year to go over responsibilities and answer questions.

BOOK FAIR

The Book Fair is a wonderful opportunity for parents to meet teachers, students, and other parents while supporting one of the most well received events our PTA sponsors.

The Chairperson schedules the event with the PTA President and manages the entire event. This is truly a fun and very rewarding fundraiser for the school. As a volunteer of the book fair, you will witness the great excitement that the children will express when the book fair arrives; there is nothing more rewarding that to see children display enthusiasm over the desire to purchase and read a book.

The Chairperson will also serve as the main contact between Montowese School and the Book Fair team. The Chairperson will reserve the space to hold the fair, recruit and motivate fair volunteers, promote the fair to teachers, students, and parents by distributing letters and informative announcements, directing the set-up and operation of the fair.

YEARBOOK

The yearbook committee is a great way to get involved in Montowese School. It symbolizes the friendships and activities that the children have made and done throughout the year. The yearbook includes all the grades and is distributed at the end of the year.

Pictures are taken throughout the year from the Halloween and Valentine's Day parties, to fieldtrips the children may take during the year, along with candid pictures of students that are placed in the collage pages. The yearbook committee is always looking for pictures from our families, which are school related. A box marked "yearbook" is placed in the office for your convenience to drop-off pictures you think may be worthwhile for the yearbook. Our goal is to make sure all Montowese children and classes are well represented in the yearbook. Volunteers are needed to take pictures at school events and help put collage pages together. It cannot be done without your support. The children look forward to the yearbook every year. They get so excited, to find themselves, as well as finding their friends in the yearbook.

MONTOWESE SCHOOL LIBRARY MEDIA CENTER

Dear Parents:

The Library Media Center is the educational hub of the school. It is a busy place, providing service to students, teachers and parents. Our library media program encompasses many areas: curriculum support to staff and students, whole-class and individual instruction in Library Media, reading enrichment, and use of technology resources, including the internet. The automated circulation system allows our students to search on the electronic card catalog for materials and check out their books using this system.

With all of this activity, volunteer help would be greatly appreciated. There are many tasks to complete during the course of the day, including the shelving of books, assisting students in the library, and helping out at the circulation desk. If you have a few hours a week and would like to volunteer, please complete the attached form and return it to school with your child. It is a wonderful way to get involved with your child's education at Montowese School.

I invite you to visit our Library Media Center. If you have any questions about our program or volunteering in the library, I would be happy to answer them.

Sincerely,

Elaine Riley
Library Media Specialist

Ms. Riley: I am interested in helping out in the Library Media Center.

NAME: _____ PHONE _____

CHILD'S NAME _____ ROOM _____

