



Family Handbook

Southeast Elementary School
Mansfield School District, CT

2021 - 2022

IMPORTANT PHONE NUMBERS

Principal	Lauren Rodriguez	860-423-2793 ext. 7645
Office	Darlene Murphy	860-423-2793 ext. 0
Attendance Line		860-423-2793 ext. 1
Nurse	Ingrid Hanka	860-423-2793 ext. 2
M & J Bus Company		860-429-2040
Kitchen	Linda Spencer	860-423-2793 ext. 3
Office Email		seoffice@mansfieldct.org



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Welcome to Southeast Elementary School

Dear Families,

A new year is beginning and it brings all the excitement and energy that a typical school year has, plus some added benefits. Our families will be able to watch our new elementary school grow before our eyes over the next 12 months. I can assure you that your children will be seeing lots of construction trucks both inside and outside our school, a perfect theme for our school year.

This is my ninth year as principal of Southeast Elementary School and I feel proud of the accomplishments of our school. We strive to be focused on providing your child the best educational experience possible, as we focus on building academic and social skills, as well as building 21st century skills. While we continue to learn and work with the Covid restraints, I can assure you that we are working to limit the impact on your children. I truly hope it will be their greatest year ever.

If we can do anything to help, please reach out anytime to me, the office, or your child's teacher or any staff member whom you feel comfortable communicating with.

Respectfully yours,

Ms. Lauren Rodriguez

Principal

Rodriguezlb@mansfieldct.org

860-423-2793

District Calendar

Mansfield Public Schools
2021-2022

August 21 ⁽⁰⁾						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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September 21 ⁽¹⁹⁾						
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October 21 ⁽¹⁹⁾						
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31						

November 21 ⁽¹⁹⁾						
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December 21 ⁽¹⁸⁾						
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January 22 ⁽²⁰⁾						
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30	31					

February 22 ⁽¹⁷⁾						
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27	28					

March 22 ⁽²³⁾						
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27	28	29	30	31		

April 22 ⁽¹⁹⁾						
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24	25	26	27	28	29	30

May 22 ⁽²¹⁾						
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22	23	24	25	26	27	28
29	H	31				

June 22 ⁽¹⁶⁾						
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	PD	23	24
25	26	27	28	29	30	

	Early Closing
H	Holiday

PD	Professional Development Day - No School
V	Vacation

*Last day for students includes 5 built-in weather related closings. If these days are not needed, the last school day will be adjusted accordingly. If the district uses all 5 built-in weather days and requires additional days, consideration will be given to Professional Development Days in October, February, and February and April vacation days. Total Instructional Days will not exceed 182.

Adopted by the Mansfield Board of Education on 2.11.21 Also available online @ mansfieldct.gov/mboe

Visit
<http://mansfieldct.gov/schoolcal>
for up-to-date calendar events.

Notes

August/ September:
30-31: Cert./Non-Cert. Staff Prof. Day
1: Certified/Non-Certified Staff Prof. Day
2: First Day of School - Students
6: Labor Day Holiday
October:
11: Indigenous Peoples Day Holiday
12: Certified/Non-Certified Staff Prof. Day
November:
2: Certified Staff Professional Day
22-24: Early Closing
25-26: Thanksgiving Holiday
December:
23: Early Closing
24-31: Winter Vacation
January:
1: New Year's Holiday
17: Martin Luther King, Jr. Holiday
February:
18: Certified Staff Professional Day
21: Presidents' Day
22: Vacation Day
April:
15: Good Friday
18-22: Spring Vacation
May:
30: Memorial Day Holiday
June:
21 Last Day for Students (Early Closing)*
22: Certified Staff Professional Day

Southeast Vision Statement

Southeast Elementary School is a positive, caring and safe environment where students and staff are inspired to learn for life. Our wide array of programs focus on the development of the whole child while cultivating creative and critical thinkers. We challenge each other to try one's best and celebrate academic and personal successes.

We actively embrace partnerships to enhance our teaching and learning. The friendships we nurture are built through common interests, mentoring and active play. We model healthy and responsible habits of those in our environments.

Our school is a hub of community connectedness. We foster family involvement by creating opportunities to demonstrate kindness and caring while promoting our diversity. We eagerly volunteer to serve one another and our global community.

Southeast's 5 Safe Practices during Covid

As a school community, please know that we need to commit to the following 5 practices that will keep students and staff safe. These key areas will be taught, modeled, practiced, and reviewed daily.

1. Masking - Masks are to be worn at all times inside the building, except while eating or drinking. Students and staff will not be required to wear masks outside or when eating/drinking. Please consider labeling your child's mask with their name and sending in extras just in case one gets dirty.
2. Physical Distancing - At all times, students and staff will practice Physical Distancing which means that we will strive to maintain a space of 3 ft. between people at all times, when feasible.
3. Washing hands - We will actively wash our hands before and after eating, and when changing room locations.
4. Cohorting - Our entire day will maintain small Cohorts based on grade levels, and bus numbers. Students will be limited in movement within and outside the building to maintain these cohorts at all times.
5. Monitoring illness - All families are asked to be cautious and err on the side of caution. If your child is not feeling well, we ask that you keep them home until you know what the root cause of the illness is. Our school nurse is available to assist you in this determination.

Communication

Effective, timely, and responsive communication with our families is critical. Our endeavor is to ensure that you have information regarding classroom, grade level, and school wide events and activities each week so that you feel informed and prepared.

IMPORTANT: Please make sure the office has accurate and updated cell phone and email addresses. We will rely on using electronic communications (texts, emails, automated calls) with our online School Messenger system for school and district information. During the school year, you will receive a weekly email from Southeast that will contain all of our notices. However, there may be times that we will send home paper copies. Please contact the office immediately if you are not receiving weekly notices via email. Finally, if you need paper copies, please email the office with this request.

Visiting

All visitors must have an appointment. Please email the office and staff member so that we can schedule an appropriate time. We will try our best to provide curbside service and the use of Zoom or other technologies to meet your needs while reducing the need to visit the school in-person. As per our practice, families are not allowed to enter the building during arrival or dismissal.

Staff Directory

Principal	Lauren Rodriguez
Administrative Intern	Kaye Jakan
Office Secretary	Darlene Murphy
Special Education Secretary	Nancy Banfield
Nurse	Ingrid Hanka
Literacy Coach	Amanda Doyle
School Psychologist	Alissa Mahoney
Prekindergarten	Holly Harakaly
Kindergarten	Erika Labella, Rebecca Robichaud
Grade 1	Ashley Rancourt, Kelly Villar
Grade 2	Lisa Cackowski
Grade 3	Madison Coutu, James Hendricks
Grade 4	Ruth Sangree, Charles Warinsky
Art	Kim King
Library	Emily Tinnel
Music	Kate Smallidge
Physical Education	Betsy Parker
Spanish	Lilliana Garcia
Enrichment	Susan Irvine
Special Education	Karen Burnham, Janet LaMarre
Speech Pathologist	Connie Ziko
Physical Therapist	Misty Murdock
Occupational Therapist	Laura Lawrence
Kitchen Manager	Linda Spencer
Literacy Consultant	Kaye Jakan
Math/Science Consultant	Carly Paine
Reading Tutor	Jane Moynihan

Southeast's Web Page

All school events are added to the homepage calendar and updated regularly. A photo collage is also updated bi-weekly to get a picture of events happening inside and outside the school. If you do not want your child's picture included in the slideshow, please contact the office.

www.mansfieldct.org/schools/southeast

Progress Reports

There are three marking periods a year for which formal progress reports are sent home. The report is designed to measure the progress of your child in terms of progress and ability. Progress Reports are issued November, March, and the last day of school. However, please contact your child's teacher at any time during the year should you have questions or concerns regarding your child's progress.

Conferences

Southeast staff encourages continual home/school communication. However, once a year we host Parent-Teacher conference days which coincide with the first progress report period in November. Additional conferences may be arranged at the request of either parent/guardian or teacher at any time. Conferences will be either virtual or in-person, chosen by the families.

School Expectations

Southeast Elementary School is committed to fostering respect for all people, places, and things. We have defined expectations that help us provide a safe learning environment for all. Children know these expectations as: Be safe, Be Respectful, Be Responsible.

We support students by providing active supervision, proactive learning activities and interventions to help students make good choices, and restorative practices to repair harm when needed. All students are supported in social and emotional learning using a variety of approaches that include Responsive Classroom, Positive Behavioral Interventions and Supports, and specific targeted classroom lessons and activities.

School Hours

Office Hours 8:00am - 4:30pm

School Instructional Day (Students In Class) 8:55am – 3:30pm

School is Open for Students to Enter at 8:40 am

HOURS - REGULAR DAY

Grades K - 4 8:55 AM - 3:30 PM

AM Prekindergarten 8:55 AM - 11:30 AM

PM Prekindergarten 12:50 PM - 3:30 PM

EARLY CLOSING DAY

Grades K-4 School 8:55 AM - 12:45 PM

No Prekindergarten classes

2 HOUR DELAYED OPENING DAY

Grades K-4 School 10:55 AM – 3:30 PM

No AM Prekindergarten classes

PM Prekindergarten 12:50 PM - 3:30 PM

3 HOUR DELAYED OPENING DAY

ONLY WHEN NEEDED AND CLEARLY ANNOUNCED

Grades K-4 School 11:55 AM – 3:30 PM

No AM Prekindergarten classes

PM Prekindergarten 12:50 PM - 3:30 PM

Southeast Parent, Teacher Organization (PTO)

The Southeast School PTO is an organization that works to support our school, students, staff, and families. The PTO sponsors a variety of activities to support students, community building, enrichment, and fundraising. All are welcome to join and participate in the monthly meetings and events. PTO Meetings are typically held on the 3rd Monday of each month from 6:30 to 7:30pm. All are welcome and encouraged to attend. Meetings will utilize Zoom online. Please check the school calendar and notices.

PTO Officers

Alana Butler- President

Christine Ballestrini- Vice President

Allison Mackenzie- Secretary

Moe Butler- Treasurer

PTO Email - southeastschool.pto@gmail.com

Attendance

In order for our staff to provide each child with educational experiences that support their academic and social/emotional development and growth, daily attendance at school is essential. Absences, especially multiple days over time, have a detrimental effect on the educational process. Southeast has an attendance team who monitors unexcused and/or chronic absences. It is our obligation to work with families to reduce and/or eliminate issues that prevent your child from attending daily. The attendance team will notify you when your child has been absent 10 or more days. A meeting may be required to discuss and create an action plan that supports the student and family. Please call the attendance line by 8:30 a.m. if your child will be absent or late. Additionally we strongly discourage family vacations while school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in ways that make-up work cannot reverse.

Unexcused Absences:

Connecticut law requires compulsory attendance for students. A student with four or more unexcused absences in a month or more than ten unexcused absences in a school year is considered truant by Connecticut state guidelines. A meeting with the parents/guardians will be scheduled to address the absences and create an action plan for the future. An unexcused absence is an absence that is not accounted for or one that is not allowed.

Emergency/Safety Information

Safety Drills: The school conducts monthly fire, safety, and evacuation drills. A district emergency management plan is in place at all Mansfield Schools.

Security: Visitors must schedule appointments ahead of time. For the safety of all students and personnel, all visitors must enter through our main entrance and sign in at the office. Visitor badges must be worn while in the school.

Delayed Opening /Early Closing/School Cancellation

The school and district use contact information to send out an automated call and email to alert families of any change in school hours due to weather. If school is dismissed early, all scheduled afternoon/evening meetings/events will be cancelled automatically. Teachers, parents/guardians, and students need to be familiar with this procedure. Students will take the bus home. An early dismissal plan form is filled out at the beginning of each year and filed in the office. We will follow the dismissal procedures outlined on this form unless we hear from you.

Student Health Concerns

Please contact the School Nurse regarding questions, medications, and/or student health concerns. It is critical that we have updated information regarding allergies or other health related issues.

COVID Self-Assessment/Signs & Symptoms

All students, families, and staff members should conduct a daily self-assessment before coming to school. If you have any COVID like symptoms, please stay home and contact the School Nurse.

Reporting Illness and/or COVID

Please contact the School Nurse to report any family/student illness or positive COVID test immediately.

Student/Staff Isolation

Should a student or staff member who arrives to school but then reports COVID symptoms, the School Nurse will direct that person to the Isolation Room and immediately contact the family to have the student/staff member picked up. A staff member will stay with the student until the family picks the child up.

Family Pick up and Drop Off

Children who are being dropped off or picked up by their parents/guardians will have special procedures to follow.

For morning drop off, cars will line up around the ball field loop beginning at 8:35 am. Please stay in line and single file. As you approach the building on the driver side, staff will help escort your child to the school beginning at 8:40 am.

In the afternoons, PreK and Kindergarten will be dismissed beginning at 3:25 pm. Staff will bring the child to your car. Families need to post a sign in the passenger window with the child's name and grade level. Families will have to buckle students in before leaving. Grades 1, 2, 3, and 4 will be dismissed beginning at 3:30 in the parking lot loop. Staff will bring the child to your car. Families need to post a sign in the passenger window with the child's name and grade level. After greeting your child, families will have to buckle students in before leaving.

If you have children in different grade levels, the oldest child will be dismissed with the youngest child in the appropriate area.

Please always drive slowly, do not pass buses or other parked cars, and watch for children and families at all times.

School Breakfast Program

A grab and go breakfast is available every day. Breakfast is available between 8:40-9:05 am and is eaten in the classroom during homeroom.

School Lunch Program

Students may purchase lunch or milk. Free lunches are available and may be granted upon application. Menus are sent home each month and are posted on our school website.

Classroom Snacks

Snacks are a part of classroom routines. Children are encouraged to bring healthy snacks such as fruit, vegetables, nuts and juices. Teachers will provide a time and place where students can safely eat their snacks while removing masks. Students may not share snacks and families are not allowed to bring in food for the classroom. Parents are urged to select small, healthy snacks that the child can open independently.

Birthday Treats

Please do NOT send in any food to be shared. You may contact your child's teacher if you wish to provide a non-food item (pencil or ruler) for the students in the classroom.

Recess

All students go outside daily for recess. Please prepare your child to go out in various types of weather, including drizzle/light rain. Students will practice physical distancing, can remove masks outside, will stay within their grade level cohort, and play only in an assigned area. Staff provide supervision. Please make sure your child is appropriately dressed for the weather before coming to school. Warm jackets, hats, snow gloves, and snow boots are essential during winter months. Please make sure that zippers, buttons and snaps on coats are in working order.

Before/After School Friends Program

Mansfield Parks and Recreation will provide a school-based program at Southeast before school starting at 7 am and after school until 6:00pm. Please sign up at the Community Center or call Alex Shoudy at 860-429-3015 ext 6107. You can also visit their website at <http://www.mansfieldct.gov/content/1914/2861/7518/40532/default.aspx>.

Student Lockers

Students will use small school lockers to store their snacks, lunches and backpacks. Please do not purchase a backpack with wheels as it does not fit in the locker with coats and other items.

iPads/Chromebooks

All students will be issued technology that will have to travel to and from school. Kindergarten and Grade One students will use iPads. Students in Grades Two through Four will use Chromebooks. Within the first weeks of school, we will send this technology home. Please make sure it is fully charged and returned each day the student returns to school. Both devices will have a case and charger. Students may safely carry them within their backpacks. Students/Families must agree to use MPS technology and platforms for educational purposes only. Students are accountable for all social interactions and uses of technology. The use of technology/platforms must align to our school and district student expectations.

ZOOM/Video Conferencing

In order to create a safe online environment, all students must follow the expectations when using Zoom or other video conferencing platforms,

Drinking Water

Please send a filled refillable water bottle each day with your student. Please label the bottle with your child's name. Each classroom will have disposable cups should your child forget their water bottle.

Transportation

Bus Rules

Our goal is to ensure that bus behavior allows all students to have a safe ride to and from school. All students are provided bus transportation to and from home, unless otherwise arranged by the family. Proper behavior relating to safety, well-being and respect for others is expected at all times. Should a student receive a written warning for misbehaving on the bus, staff will discuss the problem with the child and parents/guardians will be notified. Riding the school bus is a privilege that requires students to behave. Families may be required to provide transportation for a period of time in order to address improper student behavior.

In addition, due to COVID-19 students will also:

Wear masks at all times

Load the bus from the back to the front

Avoid sitting in the front seats, especially behind the driver

Practice physical distancing, but may sit with family members

Prohibited from eating/drinking

Bus Guests Request

To ensure the safety of the children and efficient management of the transportation operation, a guest request will be granted when a standard form is completed by the parent(s) of both children involved, and received by the principal at least two school days in advance of the visit. These forms are available in the office and on-line. Practice may be suspended due to COVID-19. Please call the office before requesting a pass.

Lost and Found

Lost articles are placed in the lost and found cabinet in the student dismissal area. Small items and money are turned into the office. You are encouraged to check the items from time to time. Articles not claimed within a month are donated to area shelters. Clearly marking your student's belongings is very helpful.

School Store

During certain days of the week, students are invited to purchase items from the school store at the start of the day. Items cost from \$.05 to \$1.00. Please consider having your child do small chores at home to earn money for their school store purchases.

Items from Home

Students should not bring toys and games to school, unless directed by the teacher. The school provides an adequate amount of age appropriate materials, toys and games for indoor recess. As a result, we advise that your child save his/her favorite toys for home, thus preventing lost or broken items. Trading toys and games in school is not permitted.

Homework

Beginning in Kindergarten, students are assigned short activities to increase their math, reading and/or writing skills. Often reading assignments at the youngest grades are focused on reading with a family member. Math typically includes students practicing their math facts. In the older grades, students are asked to read 20 minutes each night. Math practice is often a review of the daily lesson. Writing assignments may be related to content or creative endeavors. In all grades, work may be assigned through the Seesaw app (Grades K-2) or the Google Classroom. Work can also be paper and pencil. If your child is struggling to complete assignments for longer than 30 minutes, please contact your child's teacher so they can customize it and maximize your child's success.