



Metacomet Elementary School's Student and Family Handbook 2026-2027



**185 School Street
Bloomfield, CT 06002**

Principal: Mr. Paul Guzzo
pguzzo@blmfld.org

Main Office: 860-286-2660
Fax Number: 860-769-5296
Absent Line: 860-286-2660
Nurse: 860-286-2660
School Hours: 8:25-3:35pm
Office Hours: 8:00-4:00 pm



The Bloomfield Public Schools

Bloomfield Board of Education Members

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- Howard Frydman, Vice Chair
- Femi Bogle Assegai, Secretary
- Tiffany Mack-Mohammed, Vice Chair
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- Domenico Greco

Executive Director of Talent Management and Community Partnerships

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<i>Please complete this page, take it out of book and send to school</i>	

➤ Preface

The Student and Family Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

➤ **Equal Opportunity and Non-Discrimination**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

TBD, Executive Director of Talent Management & Community Partnerships is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

TBD

Executive Director of Talent Management & Community Partnerships

@blmfld.org

Phone: 860-769-4242

Board of Education Policy: [5145](#) - Policy Regarding Section 504 of the Rehabilitation Act of 1973

[5145.4](#) - Nondiscrimination

BLOOMFIELD PUBLIC SCHOOLS | 2026-2027 CALENDAR



DAYS: 0

3 Independence Day
observed: offices
closed

JULY '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DAYS: 19

01 New Year's Day: schools
& offices closed
13 PD: early dismissal
PreK-12
18 M.L. King Day: schools &
offices closed
27 PD: early dismissal
PreK-12

DAYS: 3

24 Convocation
25-26 Staff PD
27 First Day of School

**PD = Professional
Development

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

DAYS: 18

15 Presidents' Day:
schools & offices
closed
16 Teacher PD: **schools
closed**

DAYS: 21

07 Labor Day: schools &
offices closed
16 PD: early dismissal
PreK-12
30 PD: early dismissal
PreK-12

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DAYS: 22

10 PD: early dismissal
PreK-12
23-25 Parent Conferences:
early dismissal PreK-12
26 Good Friday: offices
closed

DAYS: 20

12 Indigenous Peoples'
Day: schools & offices
closed
13 Teacher PD: **schools
closed**
28-30 Parent Conferences:
early dismissal PreK-12

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DAYS: 17

12-16 Spring Recess: **schools
closed**
28 PD: early dismissal
PreK-12

DAYS: 16

03 Election Day: **schools
closed**
11 Veterans Day: **schools
closed**
25-27 Thanksgiving Recess:
schools & offices
closed

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DAYS: 20

12 PD: early dismissal
PreK-12
31 Memorial Day:
schools & offices
closed

DAYS: 16

09 PD: early dismissal
PreK-12
23-31 Holiday Recess:
schools closed
24-25 Christmas Eve &
Christmas: offices
closed

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DAYS: 8

01 Teacher PD: **schools
closed**
11 Projected last day of
school: early dismissal
PreK-12
18 Juneteenth observed:
offices closed

Legend:

- Schools closed
- First or last day of school
- Early dismissal (conferences or PD)
- Professional Development (schools closed)

Approved: February 17, 2026





Principal's Message

September 2026

Dear Parents/Guardians:

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

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

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

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

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

Students have a literacy block (Open Court) each day which includes a phonics/word analysis lesson; a reading and responding lesson and a language arts/writing lesson. Students also have a math block (Bridges/Number Corners) each day which includes a math and Number Corner calendar lesson.

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

Finally, the students will have a 60 minutes of Unified Arts class each week. Art, Library & STEAM: Science/Technology/Engineering/Math--once a week. Music and Physical Education classes will be held twice a week for 30 minutes each time. During physical education, students must wear sneakers to participate.

During the course of each day we will teach and model our school rules: Respect, Responsibility, and Self-Control. We want our students to do well both academically and socially. We also want our students to

love coming to school. We will be holding many fun and exciting family events at our school like: Community Forums, a fall Trunk or Treat, a Family Literacy Night, a Family Formal Dance and much more.

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

Sincerely,

Paul Guzzo
Principal

Metacomet's: Mission and Vision Statements



MISSION STATEMENT

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

VISION STATEMENT

Through high expectations and rigorous teaching in a safe, inclusive environment, all Metacomet students will become life-long learners.

THEORY OF ACTION

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

Metacomet Calendar of Events

2026

important dates 2026- * all dates subjected to change

Day	EVENTS	Event Time
	AUGUST/SEPTEMBER 2026	
24 August	Professional Day (No School)	
25 August	Professional Day and Metacomet Open House Night	6:00-7:00 pm
26 August	Professional Day (No School)	No School
27 August	First Day of School	8:25-3:25 pm
03 September	Chuck E. Cheese Night- 82 Buckland Street, Manchester	03 September
07 September	Labor Day (No School)	No School
08 September	Student Testing Begins: iReady Reading and Math/m-Class	Grades 3-5
16 September	Professional Day-(Early Release)	1:25 pm
18 September	Student Testing Ends: iReady Reading and Math/m-Class	Grades 3-5
24 September	PTO Meeting- Nomination of Officers/Meet the Principal	6:00 pm
30 September	Mini Field Day for Students Completing Summer Packets	
30 September	Professional Day-(Early Release)	1:25 pm
	OCTOBER 2026	
8 October	Children's Museum Visits Grade 4- "Lunar Landings"	9:00-3:00 pm
12 October	Indigenous Peoples' Day- (No School)	No School
13 October	Professional Day-(No School)	No School
15 October	Watch DOGS Pizza Night	6:00-7:00 pm
16 October	Fall Picture Day	
23 October	Community Forum: Hispanic Heritage Celebration	1:25 pm
26 October	Book Fair Week Begins	1:25 -4:00 pm
28-30 October	Parent-Teacher Conferences- (Early Release)	1:25 pm
29 October	PTO Event- Trunk or Treat	6:00-7:00 pm

Day	EVENTS	Event Time
	NOVEMBER 2026	
03 November	Election Day- (No School)	<i>No School</i>
11 November	Veterans Day- (No School)	<i>No School</i>
19 November	PTO Meeting	<i>6:00 pm</i>
20 November	Community Forum	<i>2:00 pm</i>
25-27 November	Thanksgiving Break- (No School)	<i>No School</i>
30 November	Picture Retake Day	
	DECEMBER 2026	
7 December	Student Testing Begins: iReady Reading and Math/m-Class	<i>Grades 3-5</i>
7 December	Report Cards Sent Home- Trimester #1	
9 December	Professional Day (Early Release)	<i>1:25 pm</i>
11 December	CCMC's Pajama Day	<i>\$1 Donation</i>
11 December	Student Testing Ends: iReady Reading and Math/m-Class	<i>Grades 3-5</i>
14-18 December	Holiday Jewelry Sale	
18 December	Student Testing Ends: iReady Reading and Math/m-Class	<i>Grades 3-5</i>
18 December	Community Forum	<i>2:00 pm</i>
23 December	Holiday Recess Begins- (No School)	<i>No School</i>

Metacomet Calendar of Events

2027

important dates 2027- * all dates subjected to change

Day	EVENTS	Event Time
	JANUARY 2027	
01 January	Holiday Recess: New Year's Day (No School)	<i>No School</i>
04 January	Back to School	<i>8:25-3:25 pm</i>
13 January	Professional Day (Early Release)	<i>1:25 pm</i>
18 January	Dr. Martin Luther King Day- (No School)	<i>No School</i>
21 January	PTO Virtual Meeting- Metacomet Plan of Excellence Presentation	<i>6:00 pm</i>
25-29 January	National Kindness Challenge Week	
27 January	Professional Day- (Early Release)	<i>1:25</i>
29 January	Community Forum	<i>2:00 pm</i>
	FEBRUARY 2027	
15 February	President's Day- (No School)	<i>No School</i>
16 February	Professional Day- (No School)	<i>No School</i>
18 February	PTO Meeting	<i>6:00-7:00 pm</i>
19 February	Metacomet's Invention Convention	
25 February	Children's Museum Visits Grade 3- "Animal Adaptations"	<i>9:00-3:00 pm</i>
26 February	Community Forum- Black History Celebration	<i>2:00 pm</i>

Day	EVENTS	Event Time
	MARCH 2027	
02-06 March	Read Across America Day Celebration Week	
01 March	Student Testing Begins: iReady Reading and Math/m-Class	<i>Grades 3-5</i>
10 March	Professional Day- (Early Release)	<i>1:25 pm</i>
12 March	Spring Picture Day	
10 March	PTO Event- Family Formal Dance	<i>6:00 pm</i>
12 March	Student Testing Ends: iReady Reading and Math/m-Class	<i>Grades 3-5</i>
19 March	Community Forum	<i>2:00 pm</i>
22 March	Book Fair Week Begins	
23-25 March	Parent-Teacher Conferences- (Early Release)	<i>1:25 Early Dismissal</i>
26 March	Good Friday- (No School)	<i>No School</i>
	APRIL 2027	
12-13 April	Spring Recess- (No School)	<i>No School</i>
23 April	Community Forum	<i>2:00 pm</i>
26 April	SBAC (State Testing) Begins	
28 April	Professional Day- (Early Release)	<i>1:25 pm</i>

Day	EVENTS	Event Time
	MAY 2027	
03-07 May	Teacher Appreciation Week	
12 May	Professional Development- (No School)	<i>No School</i>
14 May	SBAC (State Testing) Ends	
17 May	APEX Fundraiser Begins	
18 May	Field Day and Family Picnic	<i>6:00 pm (Picnic)</i>
27 May	Metacomet's Art and Music Showcase	<i>6:00 pm</i>
28 May	APEX Fundraiser Ends	
31 May	Memorial Day- (No School)	
	June 2027	
01 June	Professional Day- (No School)	<i>No School</i>
07 June	Report Cards and Summer Packets Sent Home	
08 June	Grade 5 Step Up Day	<i>10:00 am</i>
11 June	Projected Last Day of School- Early Release)	<i>1:25 pm</i>
	BOARD OF EDUCATION MEETINGS	
	<p>Board of Education Meetings are held on the second Tuesday of the month: (these dates are subject to change). The BOE meetings are held at 1133 Blue Hills Avenue and start at 7:00 PM.</p> <p><u>Board of Education Meeting dates:</u></p> <p>September 8, 2026 October 13, 2026 November 10, 2026* December 8, 2026 January 12, 2027 February 9, 2027 March 9, 2027 April 20, 2027* May 11, 2027 June 8, 2027</p>	

Metacomet Elementary School Phone Numbers and Emails

<u>Name</u>	<u>Position</u>	<u>Number/Email</u>
Paul Guzzo	<i>Principal</i>	860-769-6796 pguzzo@blmfld.org
Erica LaPlante	<i>Executive Administrative Assistant</i>	860-286-2660 eacevedo@bloomfieldschools.org
Jasmine Fairley	<i>Administrative Assistant</i>	860-286-2660 jfairley@blmfld.org
Rebecca Labrie	<i>Nurse</i>	860-286-2660 rlabrie@blmfld.org
Ms. Pricilla Leslie	<i>Cafeteria Charge Person</i>	860-286-2660 pleslie@blmfld.org
DATTCO Bus Company		860-709-9454
Bloomfield Board of Education		860-769-4200

Fax Number
860-769-5296

Staff Phone Numbers:

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

Staff email:

All employees have a Bloomfield Board of Education assigned email address. Please call our main office number (860-286-2660) or email the principal or executive administrative assistant to reach the teacher.

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

School Hours



	Student Start Time	Student End Time
Regular Day	8:25 am	3:25 pm
60 Minute Delay	9:25 am	3:25 pm
90 Minute Delay	9:55 am	3:25 pm
120 Minute Delay	10:25 am	3:25 pm
Early Dismissal	8:25 am	1:25 pm

Metacomet Elementary School Staff

Grade 3	
Room 131	Mrs. Coppa
Room 121	Mrs. Madden
Room 127	Mrs. Mims
Room 130	Mrs. Petry
Room 133	Mrs. Waterhouse
Grade 4	
Room 164	Ms. Carboni
Room 156	Ms. Devokaitis
Room 155	Ms. Hughes
Room 166	XXXXXX
Room 165	Ms. Powers
Grade 5	
Room 157	Ms. Aiello
Room 162	Ms. Bibeau
Room 159	Ms. Leonardo
Room 163	Ms. Lynch
Room 162	Ms. Mattison
Unified Art Teachers	
Room 114- Science, Technology, Engineering, Math (STEM)	Ms. Davis
Room 138- Library	Ms. McFadden
Room 144- Art	Ms. Neag
Room 195- Music	Mr. McCarthy
Room 193- Physical Education	Mr. Varano
Language Arts Support Staff	
Room 120- Literacy Coach	Mrs. Glassman
Room 120 -Literacy Interventionist	Ms. Manalio
Room 120- Tutor	Mrs. Whitehead
Numeracy Support Staff	
Room 118- Math Coach	Mrs. D. Anderson
Room 118- Math Interventionist	Ms. Knight
Room 118- Tutor	Ms. Cannon
Dean of Students	
Room 135- Dean of Students	Mrs. Spencer
Special Education	
Room 137- Resource Teacher (Grades 3-5)	Mrs. Bessette
Room 137- Resource Teacher (Grade 3-5)	Ms. Johnson
Room 117- Resource Teacher (Grades 3-5)	Ms. Lewis
Room 117- Resource Teacher (Grades 3-5)	Ms. Martell
Room 153- Resource Teacher (Transition)	Ms. C. Anderson
Room 146- Resource Teacher (Life Skills)	Ms. Pyatt
Room 150- Applied Behavior Analysis Assistant	Ms. Bryant
Room 146- Applied Behavior Analysis Assistant	Mrs. Hawrylik
Specialists	
Room 145- Occupational Therapist	Ms. Darko
Room 134- English-Language Tutor	Mrs. Dunia
Room 145- Board Certified Behavior Analyst	Mr. Tyler

Room 151- Psychologist	Ms. Leiderman
Room 149- Speech/Language Pathologist	Ms. Guerrero
Room 152- Social Worker	Mr. Howe
Room 124- Social Worker	Ms. Chandler
Room 145- Physical Therapist	Mrs. Kenyon
Room 200- School Nurse	Mrs. Labrie
Room 162- SOAR (Talented and Gifted)	Ms. Richardson

Instructional Aides

Room 146 Instructional Assistant	Mr. Fabretti
Room 137 Instructional Assistant	Mr. Stoddart
Room 137 Instructional Assistant	Mrs. Fredricks
Room 146 Instructional Assistant	Ms. Nichols
Room 146 Instructional Assistant	Ms. Williams
Room 153 Instructional Assistant	Ms. Mancini

Cafeteria

Room 199- Charge Person	Ms. Pricilla
Room 199- Cafeteria Worker	Ms. Lord
Room 199- Cafeteria Worker	Ms. Figueroa

Custodians

Room 179- Custodians	Ms. Mary
	Mr. Burt

Office Staff

Room 112- Executive Administrative Assistant	Mrs. LaPlante
Room 105- Administrative Assistant	Ms. Fairley
Room 107- Parent Volunteer	Mrs. Murray
Room 106- Principal	Mr. Guzzo

Central Office

Superintendent	860-769-4212	Dr. Youngberg
Executive Director of Teaching, Learning & Leadership	860-769-4288	Mrs. Lamenzo
Executive Director of Talent Management & Community Partnerships	860-769-4242	Mrs.
Transportation Coordinator	860-769-4248	Mrs. Cherry
Director of Student Support	860-769-4262	Mrs.
Director of Food Services	860-769-2021	Mr. Carambelas
DATTCO Bus Company	860-709-9454	Mr. Robert & Ms. LeAnne



➤ Promoting Parent Involvement

Title I Parent and Family Engagement

Parents of a child in a Title I funded program will receive a copy of the district's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs and opportunities for parents and family members to participate in the education of their children.

Board of Education Policy: [6172.4](#) - Title I Parent Involvement

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

- Control the quantity and quality of screen time (social media, video games and television programs) your child watches (1 hour a day maximum). *Please keep an eye on your child's messages! We find many problems with "mean-spirited" behavior when students are communicating with one another on-line).*
 - Please have your child avoid watching violent shows and playing violent video games (MA ratings)
 - Engage in frequent conversations with your child
 - Listen to what your child has to say
 - Express interest in what your child is doing in school
 - Check to make sure your child has completed their homework
 - Speak positively regarding school, teachers, and education
 - Develop a good relationship with your child's teacher, the principal and other school staff that work with your child
- | |
|--|
| <ul style="list-style-type: none">• Spend time with your child- take your child on educational trips (museums, libraries, fairs...) |
| <ul style="list-style-type: none">• Make sure your child eats well balanced, nutritious meals {protein, complex carbohydrates, fresh fruit and vegetables} |
| <ul style="list-style-type: none">• Make sure your child gets plenty of rest {8-12 hours a sleep per night} |
- Make sure that your child has regular health checks (physicals, hearing, and vision tests)
 - Make sure that your child attends school regularly and arrives to school on time (School starts at 8:25 am)

General Information

➤ School Hours

- a. Metacomet Elementary School hours are 8:25 am to 3:25 pm

- b. Please make sure your children are in school by 8:45 am or they will be marked late (exception- if the bus is late)
- c. On early release days, school will be dismissed at 1:25 pm

➤ **Attendance:**

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

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

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Students are required to attend school on a regular basis both in-person and virtually.

Absence means an excused absence or an unexcused absence.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a “chronically absent child.” The child will be subject to review by the district and/or the school attendance team.

All children attending district schools must obtain the required immunizations unless they have medical contraindications. This obligation may be waived for homeless students.

Board of Education Policy: [5112](#) - Age of Attendance

[5113.2](#) - Attendance - Unexcused Absences - Truancy (Students)

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen** inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

Board of Education Policy: [5113.2](#) - Attendance - Unexcused Absences - Truancy (Students)

➤ Arriving to School

- a. Children are not allowed on school grounds until 8:25 am. There will be no supervision before that time. If you need before or after school care, please call the Bloomfield Board of Education Extension Program at 860-769-4200
- b. WARNING: please drop students off between 8:25 to 8:45 am
 - we do not have staff on duty to watch your child before 8:25 am
 - instruction starts at 8:45 am and we want all of our students to get the instruction they need
- c. WARNING: please walk your child to our front door from the parking lot
 - we want all students to arrive to our school safe

➤ Departing From School

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

➤ Student Early Pick Up

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

students are in the hallways getting ready to board buses and this creates much confusion}

➤ **Riding Non Assigned Buses**

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

➤ **Bus Procedures For Students**

- a. The bus rules are found on page 34 in the Bus Discipline section. Please read and discuss these rules with your child. We will review them during the first week of school and during our morning meetings
- b. A child who violates bus regulations will be reported to the principal by the bus driver
- c. The principal will speak with the student and call the parent
- d. There MUST be an adult at the bus stop monitoring your child in the mornings and afternoons. If no adult is present, the bus driver will bring your child back to Metacomet School
- e. The principal may withhold bus riding privileges for serious and/or repeated infractions

➤ **Transportation Safety Complaints/Procedures**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager/Finance Director. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Board of Education Policy: [3541.5](#) - Transportation Complaints

[3541.5](#) - Transportation Complaints - Administrative Regulations

➤ **Emergency Cards**

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

➤ **Inclement Weather**

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

➤ **Health Services (School Nurse)**

- a. If your child is sick (fever, vomiting, diarrhea, COVID-19, serious injury...), please keep him/her at home. If a child gets injured at school, we are responsible for immediate first aid only. The school nurse or designated person will administer the first aid.

- b. It is the parent's responsibility to bring in any medication to school. *Under NO CIRCUMSTANCE should children bring medication or cough drops to school.*
- c. It is important to note that if the appropriate medical forms are not completed and returned to school, your child will be withheld from any extracurricular activity, including field trips and after school activities
- d. A full-time Registered Nurse is on duty in the health office at Metacomet Elementary School. Any medical conditions that the school needs to be aware of should immediately be brought to her attention. Her telephone number at school is 860 286-2660.
- e. Students are referred to the nurse as the need arises. Students should not be given medication to reduce a fever and sent to school. It is better to keep the child home until the child is fever free. Parents are also encouraged to handle any health problems that occur at home. Cuts, scrapes, bruises, poison ivy, sprains, etc. should be addressed at home. Due to the increase in the number of medically impaired students at Metacomet, and the emergencies and first aid required during the school day, it is impossible to operate as a clinic for problems such as cuts and/or sprained limbs which occur at home. Please respect the expanded roles and responsibilities of the school nurse
- f. Parents are required to take their children's temperature and if a student has a fever (100 degrees or more without medication) must stay home. Students who feel sick (stomach ache, cough, sneezing... should stay home)

➤ **Psychotropic Drug Use**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Board of Education Policy: 5141.234/4118.234 - Psychotropic Drug Medications (not yet approved by BOE)

➤ **Procedure for Wet/Soiled Clothing**

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

➤ **Student Participation in School Activities (Recess and Gym)**

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

➤ **School Ceremonies and Observances**

An opportunity will be provided for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

Board of Education Policy: [6115](#) - Ceremonies and Observations

a.

➤ **Foods for Snack and Parties**

- a. Please make sure your child brings a healthy snack each day to school.
- b. Students may drink water in the classroom. Juice boxes will be allowed only in the cafeteria during lunch time
- c. Students may not bring in soda, restaurant beverages (Coollatas, tea, coffee), juice in cups, candy, gum, or glass containers into school
- d. We will not allow any outside food to be brought in for parties- due to allergies
- e. Please no balloons or special presents for students to unwrap during our school hours
- f. All classes are labeled "peanut free". This means that students are not allowed to eat foods that contain nuts in the classroom. Students may eat food that contain nuts in our cafeteria for lunch

➤ **Cafeteria and Food Services**

- a. PAYMENTS: Bloomfield will continue with the community eligibility provision program next year. This means that all students will still be entitled to one free breakfast and one free lunch a day. Since we are part of the Community Eligibility Program (CEP) the parents do not need to fill out a free/ reduced meal application.

➤ **Recess**

- a. Recess is part of the school day and each child is expected to go outside, weather permitting.
- b. If a medical condition prevents a child from playing outside, you must send in a doctor's note informing us of the situation
- c. Make sure your child has a jacket, hat, and mittens on those cold days
- d. Recess will be held indoors on rainy and/or very cold days (below 20 degrees)

➤ **Physical Activity**

All students enrolled in grades K-5 shall have included in the regular school day, time devoted to physical exercise, of not less than 20 minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services or if the board of education permits an additional amount of time.

This daily period of physical activity for students in grades K-5 can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief period of

respite/time-outs, referrals to a building administrator, or for safety reasons. Students in elementary school may not be denied participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Loss of recess or other physically active learning opportunities may be permitted on an administratively approved case-by-case basis.

Board of Education Policy: [6142.101](#) - School Nutrition and Physical Activity (School Wellness Policy)

[5144.4](#) - Physical Exercise and Discipline of Students

➤ **Physical Exercise**

All students in grades K-5 shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

Board of Education Policy: [5144.4](#) - Physical Exercise and Discipline of Students

➤ **Toys, Cell Phones, SMART Watches, Electronics, Cards, Fidgets**

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

➤ **Report Cards and Parent-Teacher Conferences**

- a. There are two Parent-Teacher Conferences per year
 - October (28, 29, and 30)
 - March (23, 24 and 25)
- b. We complete three report cards per year:
 - December 4, 2026- we will send home in your child's backpack

- March 23, 24 or 25- during your parent-teacher conference
 - June- three days before the last day of school (June 8 if no snow days)
- c. In October and March parents are required to attend a conference to discuss their child's progress
 - d. Parents and/or teachers should feel free to request another conference if there is a concern
 - e. We require a 24 hour notice before meeting with teachers or visiting a classroom

➤ **Promotion, Retention and Placement**

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate may be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate attendance in after school programs, summer school or other programs that are designed to assist students in remedying such deficiencies.

Board of Education Policy: [5123](#) - Promotion and Retention

[5123](#) - Promotion and Retention - Administrative Regulations

➤ **Lost and Found**

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

➤ **Parking on School Grounds**

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

➤ **English Language Learners (ELL)**

Parents of English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services, which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

➤ **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Student Support Services. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate nighttime residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner understandable to such homeless children or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board’s possession.

Melissa Sutton
Director of Student Support Services
msuttuon@blmfld.org
Phone: 860-769-4260

Board of Education Policy: [5118.1](#) - Students Who Are Homeless

➤ **Migrant Students**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

Board of Education Policy: [6141.312](#) - Migrant Students

➤ School Dress Code

Note: Beginning this year, uniforms are no longer required. However, please dress your student appropriately;

Tops: Shirts must cover the midriff, chest, torso, and undergarments entirely, avoiding low-cut styles or narrow straps. Avoid disruptive graphics, symbols, etc.

Bottoms: Pants, shorts, and skirts must fit at the waistline without sagging and meet required length (such as reaching past the fingertips or mid-thigh).

Footwear: Closed-toe shoes or sturdy boots are typically required for safety and everyday mobility. Please no Crocs or open-toes flats, sandals, wedges.

➤ Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Homework provides a formal structure for students to continue to grow academically beyond the classroom. Homework is intended to 1) provide students with additional practice and reinforcement of skills introduced in class; 2) prepare students for upcoming lessons; and 3) enable students to use abstract thinking to transfer skills and ideas to new situations.

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade.

Board of Education Policy: [6154](#) - Homework

[6154](#) - Homework - Administrative Regulations

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

➤ Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent or designee is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals or superintendent's office.

There may be a cost for requested copies of students. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular

school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Melissa Sutton, Director of Student Support Services.
msuttuon@blmfld.org
Phone: 860-769-4260

Board of Education Policy: [5125](#) - Student Records Confidentiality
[5125](#) - Student Records Confidentiality - Administrative
Regulations

➤ **Teacher and Paraeducator Qualifications**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraeducators and their qualifications.

➤ **Title I Comparability of Services**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

Board of Education Policy: [6161.3](#) - Comparability of Services



➤ SCHOOL DISCIPLINE POLICY: Metacomet School Rules

We have three rules in our school:

★ **Respect**

RESPECT {Say nice things to others}

★ **Responsibility**

RESPONSIBILITY {Do your work to best of ability/be prepared}

★ **Self-Control**

SELF CONTROL {Keep hands, feet and objects to self-}

On the next two pages, the rules are defined in each area of the school

Please review with your child.

Metacomet School Rules:

Classroom

Respect

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

Responsibility

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

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

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

Hallways

Respect

- USE QUIET VOICES {Say only nice things}

Responsibility

- STAY IN LINE WITH YOUR CLASS

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

- WALK
- QUIET VOICES

Cafeteria

Respect

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

Responsibility

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

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

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

Auditorium

Respect

- CLAP HANDS AT END OF PERFORMANCE
- WALK IN AUDITORIUM

Responsibility

- WATCH PERFORMANCES

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

- STAY IN SEAT
- USE QUIET VOICES

Restrooms

Respect

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

Responsibility

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

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

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

Playground/Recess

Respect

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

Responsibility

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

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

Bus

Respect

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

Responsibility

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

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

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

School Consequences

Minor Offenses (Teacher/Staff handles):

OFFENSE

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

Use any of these:

CONSEQUENCES

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

Major Offenses (Principal handles):

OFFENSE

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

Principal will use one or more

CONSEQUENCES

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

➤ **Conduct (Suspension/Expulsion/Due Process): Restorative Practices Response**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Board of Education Policy: [5131](#) - Conduct and Discipline
[5144.12](#) - Restorative Justice Practices

➤ **Smoking**

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Board of Education Policy: [1331](#) - Prohibition Against Smoking

➤ **Substance Abuse**

As stated in the Board of Education Conduct and Discipline Policy, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:*

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion.

As required by statute, instruction will be provided regarding the “knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs.”

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a- 240, or alcohol on or off school property or during any school- sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Board of Education Policy: [5131.6](#) - Drug and Alcohol Use by Students

➤ **Connecticut School Climate**

Bullying of a student by another student is prohibited. Such behavior is defined as unwanted and aggressive behavior that involves a real or perceived power imbalance.

Challenging behavior means behavior that negatively impacts school climate or interferes or is at risk of interfering with the learning or safety of a student or the safety of an employee.

The School Climate Specialist is responsible for taking a report of “challenging” behaviors and investigating the complaint, implementing interventions including restorative practices, leading the school climate committee, and leading the implementation of the school improvement plan.

Board of Education Policy: [5131.911](#) - CT School Climate (formerly Bullying Behavior policy)

➤ Discipline

A student who violates the district's code of conduct shall be subject to disciplinary action. Bloomfield's disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Board of Education Policy: [5131](#) - Conduct and Discipline

➤ Child Abuse, Neglect, and Sexual Assault

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

Board of Education Policy: [5141.4](#) - Report of Child Abuse or Neglect

➤ Sexual Abuse Prevention and Education Program

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

Board of Education Policy: [5145.511](#) - Exploitation - Sexual Harassment - Students

➤ Sexual Harassment

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Grace Martinez, Executive Director of Talent Management & Community Partnerships.

Grace Martinez

Executive Director of Talent Management & Community Partnerships

gmartinez@blmfld.org

Phone: 860-769-4242

Board of Education Policy: [5145.44](#) - Title IX - Sexual Harassment

[5145.44](#) - Title IX - Sexual Harassment - Administrative

Regulations

➤ Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the Director of Facilities. As a District implementing the Integrated Pest

Management (IPM) concept, notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

Director of Facilities
Mr. Silvestre Pereira
kwallach@blmfld.org
Phone: 860-769-4221

Board of Education Policy: [3524.1](#) - Pesticide Application
Regulations [3524.1](#) - Pesticide Application - Administrative

Metacomet Elementary School



August, 2026

Dear Metacomet Students and Families,

Thank you for taking the time to review the 2026-2027 Student and Family Handbook. The procedural information included within is designated to align with our Board of Education policies. While this handbook is revised on an annual basis, the Board of Education policies may undergo revisions more frequently. The full version of our Board policies are available on our website:

<https://www.bloomfieldschools.org/documents/district-information/board-of-education/board-policies/478451>

The Bloomfield Board of Education recognizes the need for our schools to partner with families and the greater community in support of our students. The Student & Family Handbook is a document designed to support this partnership.

STUDENT AND FAMILY ACKNOWLEDGEMENT

We, the undersigned, acknowledge that we have received, read and understand the 2026-2027 Student Family Handbook. By signing below, we agree to adhere to the policies, procedures and expectations outlined within this handbook.

STUDENT INFORMATION:

Name: _____ Grade: _____

Signature: _____ Date: _____

PARENT/GUARDIAN INFORMATION:

Name: _____

Signature: _____ Date: _____

Relationship to student: _____

PLEASE RETURN TO YOUR CHILD'S SCHOOL NO LATER THAN FRIDAY, SEPTEMBER 4, 2026