

CHURCH STREET SCHOOL  
PARENT HANDBOOK  
2018-2019



95 Church Street  
Hamden, CT 06514  
Phone: 203-407-2020  
Fax: 203-407-5860

## **Church Street School Mission**

The mission of Church Street Elementary School is to ensure all of our students learn to the best of their potential each and every day they are entrusted to our care.

## **Church Street School Vision Statement**

At Church Street School, we believe that all students can learn at higher levels when school utilize effective communication, strong classroom management, parental and community involvement, academic rigor, high expectations for all, ongoing assessment, collaboration and collegiality, acceptance of change, and accountability.

## **Church Street School Goal**

Our goal is to eliminate the racial and socioeconomic disparities in achievement across all domains while significantly improving all students' performance.

## **Church Street Pledge**

I am a student of Church Street School  
A place I love, a place that's cool  
It's where I learn; it's where I grow  
I can't wait to show you all I know  
In lunch, in specials and in my classroom,  
At recess, dismissal or in the bathroom,  
I'll be the best student I can be,  
Practicing safety, respect and responsibility.

## **HAMDEN BOARD OF EDUCATION**

203-407-2000

Dr. Jody Ian Goeler, Superintendent  
Christopher Melillo, Assistant Superintendent

Chis Daur, Chair  
Myron Hul, Secretary  
Lynn Campo  
Melinda Saller  
Walter Morton IV  
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Melissa Kaplan

### **SCHOOL DAY HOURS**

<b>Regular Day:</b>	<b>8:00 A.M. – 3:04 P.M.</b>
<b>Scheduled Early Dismissal</b>	<b>8:00 A.M. – 12:34 P.M.</b>
<b>Snow Dismissal</b>	<b>8:00 A.M. – 11:34 A.M.</b>
<b>2-hour delay</b>	<b>10:00 A.M. – 3:04 P.M.</b>
<b>90 minute delay</b>	<b>9:30 A.M. – 3:04 P.M.</b>

**Students cannot be dropped off at the front door before 8:00 AM. Staff will not be present to monitor the students before 8:00 AM. Students are considered tardy at 8:15 AM. Parents/Guardians should walk their children into the school building to be signed in.**

### **IMPORTANT PHONE NUMBERS**

Church Street School Office	203-407-2020
Church Street Fax #	203-407-5860
Nurse	203-407-5875
Family Resource Center	203-407-3111
First Student Bus Company	203-288-2887
School Based Health Center:	
Nurse Practitioner	203-407-4379
Counselor	203-407-4368
Website	<a href="http://www.hamden.org">www.hamden.org</a>

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District's Student Code of Conduct, which is intended to promote school safety and an atmosphere conducive for learning.

The Student 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. Any changes in policy that effect portions of this handbook will be made available to students and parents through newsletters, web pages, and other communications.

## Message from the Principal

Dear Parents/Guardians,

I would like to officially and warmly welcome you to the Church Street School family where your children are our top priority. We have a dedicated staff that is committed to finding the right combination for all our students to learn and be successful. Our students are provided with a learning environment that has high expectations academically and socially and we provide lessons that are engaging and relevant to our students and the world today. Our mission is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care.

At Church Street School, your child will be a part of positive behavioral support program where we will teach and reinforce expected socially appropriate school behaviors that will transfer to the outside world. Our program provides incentives for our students who demonstrate **respect**, **responsibility** and **safety** consistently.

We encourage parent involvement as we appreciate that they are partners in educating our youth. Communication is the key. Please tell us what is working for your children and certainly call us with any difficulties. Teachers utilize student assignment pads, email and telephone to contact parents as often as needed in addition to conference times. We are here for you and your family, so please do not hesitate to contact us at 203-407-2020.

Best wishes for a wonderful and successful school year.



# CHURCH STREET SCHOOL

## From the Nurse

**ILLNESS:** Please follow these guidelines should your child become ill.

1. Any child with an elevated temperature 100 or over should remain home until temperature has been normal without medication for 24 hours.
2. If your child vomits or has diarrhea in the morning before school, he/she should stay home. Generally, children should stay home at least 24 hours after the last episode of fever, vomiting or diarrhea.
3. If your child has a rash, which you would like, checked by the school nurse, please accompany him/her to school in the event exclusion from school, due to suspicion of communicable disease, is necessary.
4. All communicable disease, e.g., strep throat, mononucleosis, head lice, scabies, ringworm, etc., must be reported to the school nurse even if diagnosed on the weekend or over vacation. It is important to alert parents of other students who may have been exposed in the event another child has similar symptoms. Names of affected children are kept confidential. Without adequate information, however, we cannot prevent unnecessary transmission of communicable diseases in school.
5. Children being treated for a communicable disease (conjunctivitis, impetigo, scabies, and streptococcal infections) may return after a full 24 hours of antibiotic therapy.

### **MEDICATION:**

1. If your child must take medication while at school, including any over the counter drugs, it can be administered under the following conditions only.
  - a. An authorization form provided by school personnel is completed and signed by both the primary health care provider and parent/guardian (even for over the counter drugs).
  - b. Medication, not to exceed a 45-day supply, comes to school in the original bottle or container, properly labeled with the child's name; the name, strength and dosage of the medication; time for administration; date and number of prescription.
  - c. An adult delivers the medication to the school nurse or the principal.
  - d. Children are not allowed to transport medication to and from school.

### **PHYSICAL EXAMINATIONS:**

Parents of 6<sup>th</sup> grade students are reminded that the state-mandated physical is due by June 1<sup>st</sup> of the 6<sup>th</sup> grade. If you have any questions or need forms, please call me.

### **HEALTH UPDATE:**

Many times, children will become ill, develop allergies, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses, or receive an immunization booster during school vacations. Please inform the nurse so that your child's health record can be updated.

If children are ill with a fever or contagious condition, please keep them home so that they may fully recover and do not infect others. If we do not hear from you, we will call you at home or work to verify the absence. If we cannot reach you by phone, we will contact you by mail.

School is in session for 180 days of instruction. Please help your child succeed by making sure that your child is in school to benefit from the instruction. Make-up work can never replace direct instruction from the teacher. Please schedule your vacations to coincide with days when school is not in session.

## **Absences**

If your child will miss school for any reason, please call 203-407-2020 before 9:45 A.M. and inform the secretary. After 10 A.M. an automated message is sent to the first number in our system. In order for absences to be considered excused, a parent must notify the school of the absence by calling and follow up the call with a written note explaining the absence (See Excused Absence). If any child's absences exceed 10% of the number of day's school was in session, a doctor's note would be required to excuse the absence. Voice mail is available for your convenience outside of school hours.

## **Extended Absences**

If your student will be absent from school for an extended period of time (10 or more consecutive school days), please notify the school in advance. Regular school attendance is a key factor for your student's success. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Students not in attendance are considered absent. The State Board of Education, in accordance with Connecticut General Statute 10-198a, established two levels of criteria for an absence to be considered excused. While the first nine absences in a school year can be deemed excused, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

## **Attendance**

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 schoolwork missed due to a legitimate absence.

Absence means an excused absence, unexcused absence or an in-school suspension that is greater than or equal to one-half of a school day.

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 anytime during a school year is equal to or greater than 10% 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.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

## **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:30 A.M. and 9:45 A.M. on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the office in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

## **Excused Absence**

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence (with a phone call) **and** submits appropriate written documentation to school officials
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
  2. Students observance of a religious holiday.
  3. Death in the student's family or other emergency beyond the control of the student's family.
  4. Court appearance, which are mandated. (Documentation required)
  5. The lack of transportation that is normally provided by the district other than the one the student attends.
  6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
  7. Additional 10 days for children of service members.

The responsibility for makeup of work lays with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 days after the student returns to school.

## **Unexcused Absence**

Unexcused absences are those, which do not fall under any of the excused absences. Such absences may also be reflected in the student's final grade.

Absences, which are the result of school or district disciplinary action, are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, social workers and administrators to get help in verifying attendance and attendance records at any time during the year.



### **Acceptable Use Policy**

We are pleased to offer our students access to a computer network, including electronic mail and the Internet. Students who wish to use the computer network **must** have an Acceptable Use Policy signed by a parent or guardian. This document will remain a part of a permanent record for your child.

### **Americans with Disabilities**

For questions, concerns or complaints concerning the Americans with Disabilities Act of 1991 – call Gary Highsmith at 203-407-2000.

Office for Civil Rights  
U.S. Department of Education  
Office of Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

Upon request, this material is available in alternate formats. For matters concerning accommodations, call Gary Highsmith at 203-407-2059.

### **Animals**

Due to health department regulations, animals are **NOT** permitted in the classrooms or school at any time.

### **Arrival**

The instructional day begins at 8:00 AM. Students are not to arrive before 8:00 AM as there is no supervision in or outside of the building until then, regardless of the weather. A student is tardy if arriving after 8:15 and must get a tardy pass from the office.

### **Bad Weather**

LISTEN TO YOUR RADIO or TV or check our website.

If bad weather or a school emergency forces the cancellation of school for the day or a delay in the starting time, announcements are made on the local radio and television stations. A telephone call will also be made using School Messenger. Please be sure the office always has an up-to-date phone number with emergency contacts in case of emergency.

Decisions to cancel school, delay the opening or have an early dismissal are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions throughout Hamden.

**Please do not call the school.** It is the parent's responsibility to listen to the radio or TV for up-to-date information. The school cannot notify parents and children are not allowed to phone home as we have 300 students and over 100 staff members in our school. Our telephone lines must remain open for emergency information.

If you do not have a radio at work, please have someone listen for you to contact you with the information.

The following television and radio stations will carry the necessary information:

WELI	960 AM
WTIC	1080 AM
WTNH	Channel 8
WVIT	Channel 30
WFST-TV	Channel 3
Website	www.hamden.org

### **Bicycles**

Students in grades 4, 5 and 6 are eligible to apply for permission to ride a bicycle to and from school. Permission notes are available in the office and must be signed by the student, parent and teacher. Students must abide by rules for safe riding, wear a helmet and use a chain and lock for the bicycle. Unauthorized bicycles will be confiscated.

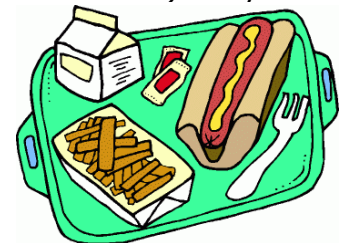
### **Birthdays**

We enjoy celebrating your child's birthday with you. Parents should contact their child's teacher in advance. We only allow **non-food items** to be shared like pencils or craft projects, to protect those children with allergies. We can no longer have cupcakes and cookies as part of celebrations. Please do not send balloons, flowers or any other items as this interrupts the instructional day and are not appropriate. Birthday invitations cannot be distributed at school unless every child in the class is included.



### **Breakfast/Lunch**

School breakfast is available for elementary students for \$1.15 (0.30 – reduced) a day including milk. Breakfast can be ordered for the following school week on Thursday of the week before only. Money must be put into an envelope with your child's name and what the money is for. It must specifically say "breakfast" otherwise the money is applied to the lunch account. This must be paid by the week; lunch is \$2.85 (0.40 – reduced) per day including milk. Menus are sent home monthly and are printed weekly in the *Hamden Chronicle*, the *Hamden Journal*, and *New Haven Register*.



**\*\*Breakfast is available from 8:00 AM – 9:00 AM. After 9:00 AM breakfast is not available as the cafeteria staff is preparing for lunch. Lunch is served in waves by grade level from 11:15 AM to 1:45 PM. Please see grade level memos as to your child's time for lunch and recess.**

Applications for Reduced/Free Lunches will be sent home with each student at the beginning of the year. Please fill out the forms and return them to the school if your family meets the eligibility guidelines. **Even if your child received free or reduced lunch last year, you must fill out a new form for this year.** All children will be dropped from the program if a new form is not submitted. Additional forms are available in the office. The district only allows charging up to \$6.00. After that, a student who does not have money will be offered an alternate meal of a cheese sandwich. The same cost of \$2.75 will apply to the alternate meal.

## **Bullying**

Church Street School promotes a safe and secure school climate conducive to teaching and learning. In accordance with state law, it is the policy of the Hamden Public Schools that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events is prohibited. Such behavior is disruptive of the educational process and, therefore, not acceptable behavior in this school.

**Bullying behavior by any student in the Hamden Public Schools is strictly prohibited, and such conduct will result in disciplinary action, including suspension and/or expulsion from school.**

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911(a) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

## **Bullying**

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student's property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such students,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyber bullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Student who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. Creates a hostile environment at school for the victims,
  2. Infringes on the rights of the victim at school, or
  3. Substantially disrupts the education process or the orderly operation of a school,
- are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal and/or anonymous complaints.) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of a report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

### **Bus Transportation**

Students are assigned to a bus based on their street address. Students must wait for their bus at their designated stop.

**Guardians** are responsible for supervision at the bus stop.



No child is allowed to ride a different bus for any reason. Children who are not bus riders may not ride a bus. Students must follow the instructions of the bus driver and remain in their seats while the bus is in motion. Eating or drinking is not allowed on the bus.

Riding the bus is an extension of school. Appropriate behavior is expected for the safety and comfort of all students and rules must be followed.

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while waiting or receiving transportation to and from school, which endangers persons or property or violates a Board policy or administrative regulation

**Students are expected to remain seated on the bus with their back against the back of the seat and their bottoms on the bottom of the seat. They can have conversations in 6" or conversational voices. No standing, screaming of any kind will be accepted as the driver's primary responsibility is to get everyone safely to his or her destination (home or school).**

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver to open door before getting up from seat.

If your child is in Kindergarten and is a bus student, please be advised that parents or guardians **must be available to receive children**. For the safety of the children, bus drivers are not allowed to drop off children without an adult waiting. If you are **not visible**, the bus driver will return the child to school.

### **Child Abuse**

Any school staff including but not limited to teachers, superintendents, nurses, social workers, psychologists, principals, coaches, and paraprofessionals 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 to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

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

### **Church Street School**

Church Street School is a culturally diverse elementary school with approximately 335 students in pre-kindergarten through grade six. A focal point in the community since 1912, it was demolished and rebuilt on its original site in 1990 with a creative and flexible design to meet current and future educational needs. A talented team of teachers and support staff create a safe and nurturing learning environment for our children.

### **Classroom Observations**

Parents/guardians are welcomed to schedule classroom observations. Appointments must be made through the teachers and mutually agreed upon by school and home. All classroom visits must be announced and preplanned with the teacher's knowledge. The length of time should not impede instruction of the classroom.

### **Code of Conduct**

Each student, teacher and staff member is expected to demonstrate: Respect, Responsibility, and Safety to help promote a positive school climate. We use a Positive Behavioral approach (PBIS) to teach, reinforce, and expect these behaviors from each and every student. Students who follow the rules and expectations are rewarded. Students who break rules will be retaught and receive consequences for inappropriate or unsafe behaviors.

### **Computer Resources**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless a teacher approves the posting. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

### **Confidentiality**

Due to state statutes, school personnel are not allowed to give out the names, addresses or phone numbers of students to anyone who is not the parent or guardian. During the course of the school year, our PTO seeks volunteers to assist in special events for your children. If **YOU DO NOT WISH** to have your phone number given to the PTO, please notify the office **IN WRITING** and the information will be deleted.

### **Cough Drops**

Cough drops are permitted with a parent's note. All cough drops are to be kept by the teacher for distribution.

### **Crossing Guards**

Crossing guards are on duty at the corners of Chester St. and Church St., Dixwell Ave. and Church St., Church St. and Grandview and Church St. and Circular Ave. Please advise your children to cross at the corners where a guard is present to assist. Parents and children are not allowed to jaywalk due to safety concerns.



### **Cyber Bullying**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known, as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. The Safe School Climate Specialist will investigate all reports of cyber bullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must violate the publicized school policy. Such conduct includes, but

is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

### **Defibrillators in Schools (AED'S)**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies.

### **Discipline**

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) disciplinary actions may include using one or more discipline management techniques, such as 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 an 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.

### **Detention**

A student may be detained outside of school hours for not more than 2 hours on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

### **Expulsion**

A teacher may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.



Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board, Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

### **Suspension**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion should not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an

out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

### **Persistently Dangerous Schools/Victim of Violent Crime**

Students enrolled in a school identified as "persistently dangerous" by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

### **Dismissal**

Regular dismissal time is 3:04 P.M. Due to fire and safety regulations; parents are not allowed to wait for dismissal in the halls or inside entranceways. If you need to dismiss your child early please let your child's teacher and the office know that morning. Between the times of 2:50 P.M. to 3:04 P.M., during the bus dismissal process, **No one** is allowed to enter the building. If an early dismissal is needed, you must arrive prior to 2:45. You must report to the main office to sign out your child. Your child will then be called from the classroom to meet you by the office. For safety reasons, no child is ever dismissed from the classroom. If someone other than the parent is coming to pick up the child, please call the office ahead of time and let the person know we will ask for identification. This person must be on your emergency form. Call the office to send home a new form to update your information. Early dismissal is 12:34 PM. Any changes to that will be communicated to you. Please note that for emergency purposes (i.e. bad weather) dismissal times can change. It will be important to stay tuned to local radio and TV stations for further information. Please be sure the school has your most up-to-date methods of contact.

### **District-Wide Testing**

Students in grades 3, 4, 5, and 6 are required to take the SBAC (Smarter Balanced Assessment Consortium) test in the spring of each year. The SBAC assesses student knowledge in the areas of language arts and mathematics. In grade 5, students are also assessed utilizing the NEXT GENERATION SCIENCE ASSESSMENT. Students who do not achieve a certain standard in language arts and mathematics are identified as in need of remedial assistance. It is especially important that during testing children are getting plenty of rest and eats a healthy breakfast so students can perform to their optimal level. Please speak to your child about the importance of these assessments.

All students are also assessed three times per year (Fall, Winter, Spring) using a variety of assessments in reading, writing and mathematics. Please talk with your child's teacher regarding your child's strengths and needs.

### **Dress Code**

Church Street School recognizes that the way a student dresses is an expression of his/her identity. The school reserves the right, however to draw reasonable limitations if a student's appearance is distracting. Clothing should be neat and clean. Since the building is air controlled, we do not need to be concerned about extreme cold or heat. If a student's dress is deemed inappropriate by an administrator, a teacher, or a team, the student will be notified. It is expected that the issue will be resolved by the student changing into more suitable clothing.

### **The following should not be worn:**

- Exposed undershirts/underwear, pajamas, slippers
- Tank tops or shirts with spaghetti straps, short shorts, short skirts, or midi tops (no exposed midriffs or low cut tops)
- See through clothing or clothing that is tight
- Shirts with derogatory or profane statements or pictures or which include advertisement for alcoholic beverages, tobacco, or drugs
- Hats, sweatshirts, hoods, do-rags, or bandannas, or any sort of chains or other items hanging from pants, belt loops, etc.

### **Students should wear:**

- Sneakers or athletic shoes in gym class. This is also recommended for recess as well.

### **Electronic Device Policy (includes cell phones)**

The use of electronic devices capable of taking and transmitting pictures are prohibited on school property and school buses. The use of beepers, hand held games, pagers and cellular phones, are prohibited. Student use of these items during the school day is subject to confiscation and/or disciplinary action by administration. Additionally, students are not allowed to bring laser light pens to school. These devices can cause possible harm to eyes and can be disruptive to the learning environment. The school is NOT responsible for the loss or damage to any of these devices.

#### **Electronic Devices Violations**

1st Incident – Confiscation of Device with Student Pick-up from Classroom Teacher

2nd Incident – Confiscation of Device with Student Pick-up from Principal

3rd Incident and beyond – Confiscation of Device with Parent Pick-Up from Principal

### **Family Resource Center**

Our Family Resource Center helps to expand the services and educational opportunities for our children and families. Programs include a pre-K readiness/daycare program, parent and child playgroups, and after-school programs.

The Family Center serves a variety of functions in our community. It is located on our first floor. A lending library of parenting books and videos are available, as well as activities for families to enjoy together at home. The room is also used as a place for families to gather and talk, use the computer, or telephone. The FRC also provides opportunities for families to bring in and/or take home gently used clothes, toys, and books. The services provided by the FRC change with the needs of families. Parent

workshops, adult education, support groups, toddler playgroups, referrals, volunteering opportunities and consultations are all available on an as needed basis. Contact Guadalupe Kuilan at 203-407-3111.

### **Field Trips**

Field trips must be directly linked to the curriculum and planned by the teacher. A limited number of parent chaperones help supervise the students during the trips. If you are asked to help out, you will need to ride the bus with the class. Younger siblings are not allowed on field trips.

### **Financial Assistance**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

### **Fire and Emergency Drills**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis lock-down will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

### **Hamden Public Schools Homework Policy**

The philosophy of the Hamden School System concerning homework revolves around two basic elements:

1. Homework is used as a method of reinforcement of concepts introduced in school.
2. Homework is enriching in nature. It helps students to develop self-direction, self-reliance, and a sense of responsibility.

Homework is an integral part of a student's school experience from elementary school through high school and college. The purpose of homework is to develop a student's responsibility while honing their skills and developing methods of independent study. Homework during a student's school experiences includes many kinds of learning activities. Two types are essential to an adequate program.

They are as follows:

1. **Short-term assignments** – These are to be completed within a day or two of their assignment. They are intended to reinforce academic learning that has been presented in class or prepare for future class activities.
2. **Long-term assignments** – These are completed over a number of days or weeks. They include I-searches from their Thematic Unit, social studies research, science projects, creative writing, extended reading of novels, etc.

Suggested Time Guideline:

<u>Grades</u>	<u>Average Daily Time</u>	<u>Frequency</u>
1 <sup>st</sup> and 2 <sup>nd</sup>	15 – 20 minutes	two-four times a week
3 <sup>rd</sup> and 4 <sup>th</sup>	20 – 30 minutes	three-four times a week
5 <sup>th</sup> and 6 <sup>th</sup>	45 – 60 minutes	four times a week

**Students are also expected to read for a minimum of 30 minutes per night and record their progress on a reading calendar.**

**Students that continuously do not have their homework will receive consequences up to and including detention.**

Make Up Work:

Any student, who is absent from school because of illness, suspension, or religious holiday, must be provided the opportunity to make up missing work. Individual differences of student performance levels will be considered in the assignment of homework.

**Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if the nurse or building administrator grants permission. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

**Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

### **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. Contact Kim Cappella, Director of Special Education (203) 407-2220 for further information.

### **Injuries or Illness in School**

When minor injuries occur at school, trained school personnel will give First Aid treatment. Parents will be called if there is a serious injury. Parents will also be called to pick up students who have a temperature above 100 degrees, diarrhea, vomiting, or a contagious disease. **Please be sure the school has your daytime phone number and at least one emergency phone number.**

### **Library/Media Center**

Students are invited to use the books, magazines, newspapers, filmstrips and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

### **Literacy Specialists**

The literacy specialist works with the Church Street teachers in all areas of reading and language arts. They coordinate with the other district literacy specialists on all aspects of literacy program and plan town wide staff development. They work directly with students and help the teachers implement new programs. Literacy specialist also oversees and orders supplies and materials necessary for the teachers to implement the language arts curriculum.

At times, the literacy specialist helps teachers evaluate their new students for placement in an appropriate instructional reading program.

The most important part of the literacy specialist's job is working with individual teachers and on improving their language arts instruction.

The literacy specialist is an integral member of the Church Street Community. Collaborating with teachers, being aware of and evaluating extension programs, staff development and working directly with students are all-important aspects of the literacy specialist's position.

### **Lost and Found**

Any articles, which are found in the school or on school grounds, should be turned in at the main office. There is a lost and found rack located in stairwell AB. Please remind your children to look for lost items. There will also be periodic announcements to remind students to look for lost items. Unclaimed articles will be disposed of in March after parent-teacher conferences and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

### **Lunch Charging**

Charging is not encouraged by the District but on those occasions that a student does not have money, they will allow charging up to a \$8.00. Lunch charge notices are placed in your child's backpack on Friday's each week. Money owed must be paid in order for your child to receive report cards and other pertinent information.

### **Math Specialist**

The math specialist works with the Church Street teachers in all areas of math. She coordinates with the other district math specialists on all aspects of math program and plan town wide staff development. She work directly with students and helps the teachers implement new programs. Math specialist also oversees and orders supplies and materials necessary for the teachers to implement the math curriculum.

At times, the math specialist helps teachers evaluate their new students for placement in an appropriate instructional reading program.

The most important part of the math specialist's job is working with individual teachers on improving their math instruction. They also coordinate our math SRBI intervention program.

The math specialist is an integral member of the Church Street Community. Collaborating with teachers, being aware of and evaluating extension programs, staff development and working directly with students are all-important aspects of the math specialist's position.

### **National Assessment of Educational Progress (NAEP)**

The federal No Child Left Behind (NCLB) Act requires selected schools to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments. If our school is chosen, you will be notified.

### **Nondiscriminatory Policy**

The Hamden Board of Education is an affirmative action/equal opportunity employer and it does not discriminate on the basis of race, religion, sex, age, national origin, sexual orientation, and physical or mental handicaps.

For further information contact: Gary Highsmith, Personnel Director

### **Parent Teacher Organization (PTO)**

#### **What does the PTO do?**

The PTO provides support and enrichment to the whole school: teachers, families, and all students. The PTO is managed by a smaller group - the Board. The Board is comprised of parents, teachers! Each Board member has a specific role. Board members

vote on event ideas, spending decisions and generally help to manage and guide the PTO by keeping in close contact with the Church Street administrator and staff. The Board then executes all the projects and fundraisers decided upon – we support the students by funding field trips, educational events and enrichment activities and we support the teachers by funding much needed supplies and strengthening the Church St. community and connection between school and home.

With such a great responsibility we can't do it by ourselves. The PTO needs you! Your children need you and the school needs you! There are many different ways you can be involved; you can attend PTO meetings, become a room parent, contribute ideas, volunteer at events, participate in fundraisers and much, much more.

Who can join the PTO? Church St. PTO is open for any parent, teacher, family, student or community member. Anyone is welcome to join at any point in the year: \$5.00 for an individual or a family. Please encourage grandparents, and other family to support our children by joining the PTO!

We encourage you to reach out to any Board member at any time if you have any questions or want to get involved. **Please direct any inquiries to churchstpta@gmail.com.** You can contribute as much or as little as you want, we are friendly and welcome any support with open arms – it takes a village!

### **2018-2019 PTO Board**

President: (Open)  
Vice President: (Open)  
Treasurer: (Open)  
Secretary: (Open)  
Ways and Means Chair: (Open)  
Membership Co-Chairs: (Open)

### **List of Meeting Dates for the 2018-2019 School Year** **All Meetings are held on Tuesday evenings at 6:00 PM at Church St. School**

**Tuesday, September 11**  
**Tuesday, October 9**  
**Tuesday, November 13**  
**Tuesday, January 8**  
**Tuesday, March 13**  
**Tuesday, May 8**

### **Parking**

Parking is available in our parking lot. We have a clearly marked area for drop off on Chester Street on the school side. Please drop off and then proceed. Don't turn around on Chester.

Please do not park at the curb in front of the school or leave your car running when you come in, as this is a designated fire emergency lane and reserved for our buses. Please leave the "reserved" spot for the principal and designated office staff.



Double parking is also a safety hazard. Please park in the side parking lot and walk your child to the entrance for safety. There is a crosswalk near the flagpole with adult supervision from 8:00-8:15 AM and 2:50-3:05 PM daily. Please remind your children never to walk in between our buses.

### **Planning and Placement Team**

Individual Education Plan (IEP) – The Planning and Placement Team (PPT) designs an IEP for students needing special services or individual attention. This includes seeing a social worker, a speech therapist, or any other support staff member.

The members of the Church Street School Planning and Placement Team (PPT) include the following:

Parents/Guardians	
Stacie D'Antonio	School Principal
Laura Rodriguez	Associate Principal
Nicole Seicol & Jim Young	School Psychologists
Leslie Salamack & Christina Hodder	Social Workers
Alison Austin & Jennifer DiSorbo	Speech and Language Clinicians
Sarah Pannone	Special Ed. Resource Teacher
Linda Larkin	Special Ed. IIC Teacher
Tammy Pearl	School Nurse
Lauren Gejda	School Literacy Specialist
Diane Melillo	School Literacy Specialist (Reading)
Kelly Sullivan	Math Specialist
(Open)	SRBI Coordinator
Jeanne Harwood	Special Ed. Resource Teacher
Diane DeBrizzi	Special Ed. Resource Teacher
(Open)	Special Ed. Resource Teacher

The child's classroom teacher will also be invited to attend each PPT. Through observations, discussions with teachers, and informal interactions with students, PPT members may recommend appropriate classroom modifications to address specific problems or needs.

### **Problems/Chain of Command**

Hamden Board of Education policy urges parents to seek early solutions for school-related concerns and to begin their attempts by contacting the staff member most closely involved.

If you or your child is experiencing a school-related problem, please let your child's teacher know. Call our office at 203-407-2020 and leave a message with the secretary. Please remember that all staff are involved with teaching and cannot be interrupted during the school day. **Speak with the classroom teachers and/or support services who work with your child first before contacting the principal.**

Individual Education Plan (IEP) – The Planning and Placement Team (PPT) designs an IEP for students needing special services or individual attention. This includes seeing a social worker, a speech therapist, or any other support staff member.



### **Progress of Students' Success**

Report cards will give parents a broad view of a student's progress in school. Parent-teacher conferences give teachers the chance to give parents detailed and specific information and provide parents a time to ask specific questions regarding their child's progress. Before attending a conference for your child, below are a few guidelines that you may find helpful in preparing for a conference:

- Be prepared. Make a list of questions you may have or things you would like to discuss.
- Talk with your child before you attend.
- Be on time. After all, fifteen minutes is not a lot of time!
- Take notes to help you remember to discuss key points with your child when you get home.
- Stress the positives when you return home. Discuss possible suggestions for improvement and setting new goals.

Elementary report cards are issued three times a year: November, March and June. Conferences will be held in December and March only.

### **Returning School Materials**

Church Street School invests money in materials and equipment and we all need to care for these resources. Children will be loaned materials and equipment: ranging from a library book to a textbook to a musical instrument. Our expectation is that when materials are lost or damaged it becomes the responsibility of the family to replace the item or to reimburse the school for that item. If the school is not reimbursed, the school may withhold records and/or summary reports until complete payment is made.

### **Safety**

All schools in Hamden have video surveillance and locked doors for the safety of students and staff. For entry, please ring the doorbell and wait until someone is available to answer. You will be asked for your name and reason for entering. Once the door is unlocked for you, please come to the office for assistance. If anyone else comes in as you enter, please ask them to ring the bell.

The secretary is here from 7:30 AM until 3:30 PM. If you have an appointment with a teacher after 3:30 PM, please be sure to remind the teacher to meet you at the front door. As you leave our school, please make sure the door closes securely behind you.

Please drop off forgotten items, lunch money and messages in the main office. We will make sure your child receives these items as soon as possible. Children are not permitted to return to their classrooms after dismissal for forgotten items. Until 3:30 PM, they can come to the office for assistance.

### **School Based Health Center at Church Street:**

The Church Street School-Based Health Center is OPEN! This is a wonderful resource for our students and their families. I encourage all of our families to take advantage of the services available. Services include:

- Sick Visits (flu, fevers, rashes, injuries, asthma and more!)
- Medication Management
- Physical Exams
- Vaccinations (including flu vaccines)

- Nutrition Counseling
- Mental Health Counseling (including family, individual, & group therapy)

Some parents have asked questions about this new health center and I wanted to make sure that you are aware that:

- The health center does not replace your child's doctor but it is a great place to go when you cannot get an appointment with your pediatrician or want your child to be seen right away. Angela Nardecchia, our APRN, is happy to communicate with your doctor about any treatment at the health center.
- Services are free to you – if you have insurance, the health center will bill your insurance. But if you don't have insurance that is okay.
- Services are confidential – health information is only shared with the school if you give the health center permission to share this information. If you would like, we can share information with your child's doctor.

In order to be eligible to use this service, your child must be attending Church Street School. You must fill out a registration form as well.

The numbers to contact health center staff is as follows: Angela Nardecchia, APRN – 203-407-4379. The fax number for the center is 203-407-4362.

Please feel free to call the health center with any questions. We look forward to their partnership with the Church Street School Community.

### **School Governance Council:**

School Governance Council serves in an advisory capacity and shall assist the school administration in the areas listed below:

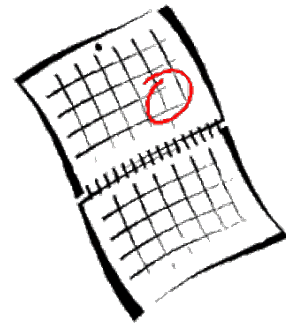
- analyze school achievement data and school needs as they relate to the school's improvement plan;
- assist the principal in making programmatic and operational changes to improve the school's achievement;
- develop and approve a written school parent involvement policy that outlines the role of parents and guardians (Note: Schools that receive federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. A school's Title 1 parent involvement policy can serve the purpose of the policy required under this section.); and
- work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school's goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. (Note: Schools that receive federal Title 1 funds are required to have a school-parent compact, developed with parents. A school's Title 1 compact can serve the purpose of the compact required under this section.)

### **School Governance Council Membership and Election Process**

The councils consist of 14 voting members plus up to three nonvoting members depending on the type of school involved. (5 staff, 7 parents, and 2 community members)

## School Hours

The instructional day is from 8:00-3:04 P.M. The doors open at 8:00 A.M. There is no supervision inside or outside the school until then, regardless of the weather. The YMCA runs an after-school program from 3:00-6:00 P.M. for Church Street students in our school. Contact the "Y" at 203-248-6361 for fee schedules. The town runs an after-school program at the Keefe Center with bus transportation from our school. Call 203-772-2610 for information.



## School Messenger

School Messenger, is Church Street School's automated phone/email system. It allows the school to reach you in a matter of minutes. In case of inclement weather, late buses or school-sponsored events, the School Messenger system will call you and email you with the important information. School Messenger allows us to contact two phone numbers, send a text and one email address per household. All parents and guardians of Church Street School are automatically enrolled for the coming school year. **It is important to contact our office if your contact information or address has changed.** For up to date information we will use our School Messenger system to contact families via, e mail, text messaging and phone calls.

## Scientifically Research Based Intervention (SRBI)

The SRBI Team is comprised of the principal and members of the professional staff representing all grade levels and members of the PPT Team when appropriate. This program provides an intervention for a student who is below grade level in reading or mathematics or dealing with short-term issues such as: death, divorce, academic issues, etc. The teacher of the student or another concerned adult in the building makes referrals.

## Services to Children (Direct/Indirect)

### School Psychologist

1. Individual/group counseling
2. Parent consultation
3. Coordination of group testing
4. TAG screening
5. Class meeting

### School Social Worker

1. Individual/group counseling
2. Socialization groups
3. Class meeting
4. Referral to and liaison with outside agencies
5. Crisis intervention
6. Parent consultation



### Speech and Language Clinician

1. Articulation therapy
2. Therapy for fluency problems
3. Therapy for hearing impaired
4. Auditory perception training
5. Parent consultation
6. Language therapy

### Special Education Resource Teacher

1. Corrective and/or remedial instruction for identified students on a one-to-one basis, in small group activities or in the classroom.
2. Consultation with classroom teachers regarding the development of child management systems and modifications.
3. Support to classroom teachers in curriculum development.

### School Nurse

1. Medical Care
2. Vision Screening
3. Hearing Screening
4. Height and Weight Measurement
5. Health Classes
6. Parent Consultation

### **Sexual Harassment Policy**

The Board of Education prohibits sexual harassment or intimidation of its students and employees. Any student or employee who believes he or she has been the subject of sexual harassment should contact the district's Equity/Title IX Coordinator or Gary Highsmith at 203- 407-2000.

### **Suspension Policy**

We must establish rules and regulations to ensure the welfare and safety of students and staff within our school community. The students must be aware of the rules and they must be enforced under a consistent and fair procedure. In order to accomplish this, Church Street School has established guidelines in which to carry out this policy.

1. A teacher or principal may remove students from class when they deliberately cause a disruption to the educational process.

2. The principal may suspend students for conduct that violates district policy, a school rule, endangers person or property, or is seriously disruptive to the educational process.

- "Removal" from class means exclusion from a classroom for part of the school day.

- "In-school suspension" means an exclusion from regular classroom activity. It may last for not more than five (5) consecutive school days.

- "Suspension Out of School" means an exclusion from school privileges by the principal. It may last for not more than ten (10) consecutive school days. A copy of the suspension form will be in the students' cumulative file until the student graduates from high school.

## **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.

## **TITLE I Parental Involvement**

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

## **SRBI Tutors**

Church Street School has been designated as a Title I school. Title I funding, along with local funds, enables us to provide a full staff of tutors to help meet the needs of our students.

Although tutors fall into different categories based on the funds used to employ them, all the tutors work together under the direction of the classroom teachers, Data/SRBI Specialist, literacy and math specialist to provide the services necessary to assist students who are not meeting grade level expectations in reading or mathematics. Tutors work with small groups of children in the subject areas according to their area of need or weakness. The purpose of this additional instruction is to close the gap between where the student is currently performing independently and where Common Core State Standards (CCSS) are set for the grade level.

We also have an English Language Learners (ELL) tutor who provides services to students from non-English speaking homes. Very often, the classroom teacher identifies these children as Title I students due to language difficulties during standardized testing or by referral. The ELL tutor works closely with Title I tutors and local tutors to provide the extra assistance those children need to overcome language barriers.

We are very fortunate at Church Street to have an excellent team of well-trained and dedicated tutors. All of our tutors bring their experience and dedication to the students and classroom teachers at Church Street.

## **Valuables**

Students should not bring toys and other valuables to school such as sentimental jewelry, cameras, video games, iPods, cell phones, CD/DVD players, etc. The school is not responsible for loss or damage of any items. In addition, any student caught using cell phones, video games or iPods during the instructional day will be subject to disciplinary action.



## **Visits**

You are encouraged to visit the school and play an active role in your child's education. In order to ensure a safe, secure educational environment with a minimum of distractions, you are requested to come to the office to drop off forgotten items, request a teacher conference or pick up your child for early dismissal. Visitors must follow school policy and demonstrate appropriate behavior. If you are volunteering or participating in

a class activity, a "Parent Pass" will be given to you to wear during your visit. You must sign in at the office to receive the Pass. Please do not "drop in" the classrooms to talk to the teacher as this interrupts instruction. The teacher's first responsibility is to the supervision and instruction of all the students. If you need to talk to the teacher, you can leave a message in the office and the teacher will contact you as soon as possible. All classroom visits must be announced and preplanned with the teacher's knowledge. The length of time should not impede instruction of the classroom.

### **Weapons**

Students are only to bring to school items that are needed for instruction. Students are NEVER to bring weapons (real or fake), guns, toy guns, water guns, cap guns, knives, nail clippers, Swiss army knives or any other item that may cause a distraction or harm another person. Severe consequences result if weapons are brought to school, including possible expulsion from school. If a weapon is found on the way to school, it must be given to an adult immediately.

### **Wellness Policy**

The Wellness policy adopted the summer of 2017 prohibits celebrations with food. All birthday and holiday celebrations will be celebrated with nonfood items and special activities. Please do not send treats to school. Parents can participate by:

- Sending in special treats like erasers or pencils
- Coming in to play a special game, activity or craft

Grade levels will hold monthly celebrations with special activities to honor each student with a birthday within that month. Please contact your child's teacher to find out the date.

### **Wellness**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.