

Dunbar Hill Elementary School

Information Handbook

2019 – 2020



315 Lane Street
Hamden, Connecticut 06514

Telephone: 203-407-2025
Fax: 203-407-2027

Laura M. Rodriguez, Principal
Website: www.hamden.org

Hamden Board of Education

Jody Goeler, Superintendent
Christopher Melillo, Assistant Superintendent

Board of Education Members

Christopher Daur, Chairperson
Myron W. Hul, Secretary
Vic Mitchell, Dunbar Hill School Liaison
Lynn Campo
Melissa A. Kaplan
Gail Mitchell
Walter Morton, IV
M. Arturo Perez-Cabello
Melinda Saller

Dunbar Hill School PTA Executive Board 2019 – 2020

Sarah Morrill, Co-President
Geraldyn Vigliotti, Co-President
Vacant, Vice President, Programs
Vacant, Vice President, Ways and Means
Anne DiLeone, Vice President, Membership
Galen Green, Treasurer
Vacant, Corresponding/Recording Secretary
Vacant, PTA Council Representative

** Please contact Vice Presidents regarding vacant positions.*

Important Phone Numbers and Contact Information

Hamden Public Schools/BOE.....	203-407-2000
Dunbar Hill School	203-407-2025
<u>Extentions:</u>	
Main Office.....	1
Nurse.....	2
Whitsons/Café	3
Laura M. Rodriguez, Principal	4
Staff Directory	5
Dunbar Hill School Fax	203-407-2027
First Student/Bus Company	203-288-2887
Staff Email Addresses.....	firstinitiallastname@hamden.org (i.e., jsmith@hamden.org)



Laura M. Rodriguez, Principal

Welcome and welcome back, Dunbar Hill Families!

I am incredibly excited to begin my second year here at Dunbar Hill! This promises to be a year filled with golden opportunities for all of our students as we strive to find ways that we can be even better than we have before! We embark on this journey with a pledge to you, our students and parents, that this will be a year of engaging, meaningful and rigorous work in our classrooms, combined with special events and activities certain to encourage our Jaguars to be involved and stay connected!

Our staff of highly qualified professional educators and support personnel is committed to providing our students many opportunities both inside and outside of the classroom. We invite and encourage students and parents to work in partnership with us to seize opportunities in all facets of the educational process.

We look forward to a very positive and productive year together! We extend a special, yearlong invitation to our families to join us at school activities and PTA events whenever possible. We want and value your involvement and support in your child's education! Your active participation is key to the success of your child.

Please know that we highly value home/school communication here at Dunbar Hill. It is vital and plays an integral role in each student's success. We encourage you to contact us if/when the need arises, and to *stay in the know* about your child's studies, assignments, assessments, and school activities, as well as other events and happenings.

Again, we welcome you to Dunbar Hill and to our wonderful learning community. Our school is a place alive with *energy, enthusiasm, and a high standard of excellence!* It is, indeed, a place where opportunities abound! Here's to an AWESOME new school year!

Very Sincerely,

Laura M. Rodriguez
Principal

DUNBAR HILL SCHOOL

DUNBAR HILL PLEDGE

I pledge to be friendly and kind
I want to help others
I will share my ideas
I will care for those around me
I will listen to what others say
I pledge to be the best that I can be

BELIEF STATEMENTS

- ❖ We believe all students can learn and succeed in a productive, orderly, safe and challenging learning environment.
- ❖ We believe all students are active participants in the learning process as is evidenced in every classroom.
- ❖ We believe all students will benefit from a challenging, vibrant and enriching education that nurtures the unique talents of each individual student.

POSITIVE STUDENT CONDUCT

Students are expected to behave in a manner that supports a positive learning environment.

Be Respectful

Listen to adults and classmates
Be polite
Take care of school property and materials
Use quiet voices
Control your emotions
Practice good sportsmanship and fair play
Be kind

Be Responsible

Follow directions
Be in school
Be on time
Clean up after yourself
Be helpful
Do your best work

Be safe

Keep hands and feet to self
Follow rules
Dress appropriately
Remain seated on the bus and in the café
Share appropriately

Dunbar Hill Elementary School Staff
2019 – 2020

Laura M. Rodriguez, Principal

KINDERGARTEN	Janet Manukas.....	Room 5
GRADE 1	Lori Maslowski	Room 7
GRADE 2	Patricia Aitable	Room 3
	Jennifer Methot.....	Room 2
	Sara Scasino.....	Room 17
GRADE 3	Lisa Monahan	Room 15
	Heather Page.....	Room 12
	Christine Patafio.....	Room 13
GRADE 4	Chris Prevost	Room 18
	Tyson Smith	Room 19
GRADE 5	Allison DiCrosta.....	Room 11
	Jennifer Wassmer	Room 8
GRADE 6	Jeff Chudoba	Room 9
	Lauren Chudoba.....	Room 10
SCHOOL READINESS	Naseera Ibraheem.....	Room 6
	Meagan King.....	Room 6
	Shannon Prevost.....	Room 6
TEACHER'S AIDE	Charlene Beatty	
RESOURCE AIDES	Marilou Arendt	
	Karl Borne	
	Ruth Gibson	
	Carrie McManus	
	Betty Murray	
	Karen O'Connor	
	Eve Sansone	
	Dawn Sardi	
	Tim Skomro	
	Rosemarie Spino	

TUTORS	Lois Backer Bonnie Rice Jessica Sparago Nelly Poma/ELL Tutor
SRBI COORDINATOR	Emily McClain
ELL SPECIALIST	Marcelo Sousa
LITERACY SPECIALIST	Ellen D'Amore
MATH SPECIALIST	Alaine Brittell
MEDIA SPECIALIST	Jackie Church
MUSIC	Deanna Broga
INSTRUMENTAL MUSIC	Laura Choquette
ART	Elisa Vegliante
PHYSICAL EDUCATION	Tom Cottiero
PUPIL PERSONNEL	Natalie Bachinelo – Psychologist Mark Marrantino – Social Worker Alexandra Marini – Speech/Language Priscilla Berlepsch – Resource Teacher Maria Sol Rachi – Resource Teacher
STUDENT SUPPORT	Sandra Demanchyk Georgianna Petrillo
NURSE	Jill Day
SECRETARY	Kathy Pommer
CUSTODIANS	Eric Richo, Head Custodian Jim McHugh, Area Custodian
CAFETERIA	Andrea Fischer

WELCOME BACK PICNIC
Friday, September 6, 2019
5:30 – 7:30 PM

~ ~ ~ ~ ~

OPEN HOUSE
Tuesday, September 17, 2019
6:30 – 8:00 PM

PTA MEETING SCHEDULE 2019 – 2020 School Year
Time ~ 6:30-7:30 PM Media Center

Second Wednesday of the month

- September 11
- October 16
- November 13
- December 11
- January 8
- February 12
- March 11
- April 8
- May 13

SCHEDULED EARLY DISMISSAL DAYS
(Early Dismissal Time @ 12:30 pm)

- October 24
- November 22, 26, and 27
- December 12
- January 30
- February 27
- March 19
- March 26 and 27
- April 23

June 9 – Anticipated Last Day of School (*subject to change*)

SCHEDULED DAYS OFF

- Labor Day ~ September 2
- Professional Development ~ September 27
- Rosh Hashanah ~ September 30
- Yom Kippur ~ October 9
- Columbus Day ~ October 14
- Election Day ~ November 5
- Thanksgiving Recess ~ November 28 – 29
- Holiday Recess ~ December 23 – January 1
- Martin Luther King, Jr. Day ~ January 26
- Winter Recess ~ February 17 – 18
- Good Friday ~ April 10
- Spring Recess ~ April 13 – 17
- Professional Development ~ April 28
- Memorial Day ~ May 25

Informational Items

ABSENCES

If your child is going to miss school, please call 203-407-2025 (ext. 1) to report the absence before 9:00 am and give your child's name, teacher's name, reason for absence and the name of the person calling. If we do not hear from you, a call will be made to notify the parent/guardian that the child is not in school. If we are unable to reach you, a letter will be sent home inquiring about the absence.

Daily attendance is critical in order for children to benefit fully from teacher instruction. Only absences due to a documented illness are considered to be "excused absences". Please note that vacations and doctor's appointments scheduled during school days are considered "unexcused absences". Also, if a child misses more than half of a school day (the equivalent of 3.5 hours), he/she will be considered absent for the day, and this will count as an unexcused absence. **According to Connecticut State law, a student is truant if he/she has 4 unexcused absences in a month or 10 unexcused absences in a school year. Excessive absence, tardies and early pick-ups will be reported to the Department of Children and Families as educational neglect.**

Homework for an absent child must be requested at the time when the child's absence is reported. Requests received after 9:30 am will not be ready until the following morning to allow teachers sufficient time to gather materials.

ADDRESS CHANGE

Report changes of address, home/cell/work phone numbers, email addresses and emergency contacts promptly to keep emergency information current. If we have an emergency and need to contact you, it will save precious minutes if we have correct information.

ANIMALS

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

ARRIVAL & SCHOOL DAY HOURS

Children are not permitted in the building before 8:00 am and, therefore, should not be dropped off prior to that time since there is no adult supervision before that time. If a child arrives tardy (after 8:15 am), the child must sign in at the Main Office before reporting to their classroom.

If you are dropping off your child at school, please adhere to the following procedures:

- Lane Street: You may drop your child off across the street with the crossing guard at the corner of Lane Street and Sandquist Circle. The crossing guard will supervise the children safely at the designated crosswalk. There will be no parking permitted in the Lane Street parking lot between 7:50 – 8:30 am. No children may be dropped off in the bus loop.

- Benham Street: Children can be dropped off in the Benham Street parking lot. You may allow your child(ren) to exit the vehicle once you have pulled up alongside the sidewalk by that entrance. Children will be ushered in by our staff.

SCHOOL HOURS

- Doors open:** 8:00 am
Instruction begins: 8:15 am
Dismissal time: 3:04 pm
Early dismissal time: 12:34 pm
(conferences/professional development/holidays)

BICYCLES

Students in grades 4, 5, and 6 are eligible to apply for permission to ride a bicycle to and from school. Permission notes will be sent home and must be returned signed by the student and parent/guardian. Students must abide by rules for safe riding, wear a helmet and use a chain and lock for the bicycle. Bicycles should never be left overnight. Failure to obey the rules will result in loss of privileges. **The school is not responsible for theft or damage to bicycles while on school property.**

BIRTHDAYS

We enjoy celebrating your child's birthday with you. A Birthday procedure will be implemented in conjunction with the District's Health and Wellness Policy.

- If you send in something to share, **please bring healthy snacks that do not contain peanuts or tree nuts.** Please do not send in any type of candy, balloons, flowers, gifts or other items that will interrupt learning. **They will not be allowed to be brought to the classroom.**
- If you have questions, please speak with your child's teacher in advance to determine what will be appropriate for his/her classroom.
- Birthday party invitations will not be distributed at school unless every child in the class is included.

BULLYING

The bullying of any student in the Hamden Public School system is strictly prohibited and such conduct may result in disciplinary action including, but not limited to, suspension and/or expulsion from school. **"Bullying", is defined as the repeated use by one or more students of written, verbal, or electronic communication, directed at or referring to another student attending school in the same school or district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school or district that causes physical or emotional harm to such student or damage to such student's property; places such student in reasonable fear of harm to himself/herself or of damage to his/her property; creates a hostile environment at school for such student or substantially disrupts the educational process or the orderly operation of a school.**

Reports of bullying behavior are taken seriously and will be addressed immediately, in accordance with the State of Connecticut law on Anti-Bullying. 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 and parent notification of the outcome will be given within 48 hours after completion of the investigation. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process under Board of Education policy.

BUS RIDERS & SAFETY

Students are assigned to a bus based on their street address. Students must wait for their bus at their designated stop. If you live in a private condominium complex, there will be an assigned bus stop at the entrance of the complex.

Students are not allowed to arbitrarily change their bus stop since buses going to and from school carry a full capacity daily. If a situation should arise in which your child will need to take a bus with another student that he/she is not assigned to, your child **must** have a note stating what bus number they are taking and who they are going home with. The student your child is going home with **must** also have a note from their parent/guardian as well.

Students must follow the instructions of the bus driver and remain in their seat while the bus is in motion. The bus driver may assign students a seat. This measure is in the best interest of the children. Eating or drinking is not allowed on the bus.

Parents should supervise their children at the bus stop for safety. If a child misbehaves on the bus or at the bus stop, the child may lose bus privileges and the parent will have to transport the child to and from school. **Parents are not allowed to board the bus!**

Any student not taking a bus home (i.e., being picked up) must have a note from his or her parent/guardian. Without a note, the student will be sent home in his/her normal manner.

The Board of Education Transportation Safety Committee suggests that principals share the following information with parents/guardians, students and staff:

- School bus drivers have requested that adults who are present at bus stops carefully supervise younger children. Toddlers who wander away from adults present potentially serious safety problems.
- Please do not allow children to bring balls to bus stops or engage in games that involves chasing.
- In the event of bus problems or incidents, please call the following numbers:
First Student Bus Company203-288-2887
Dawn Albizu, Transportation Supervisor, Hamden Public Schools203-407-2423
Dunbar Hill School203-407-2025

CELL PHONES

It is highly recommended that cell phones remain at home. If brought to school, all cell phones are to be **turned OFF and should be left in the student's backpack**. The use of cell phones should be for emergency use ONLY and in presence of a staff member. Cell phones will be confiscated and turned over to the parent/guardian if the cell phone is seen or heard for any reason other than an emergency.

CHAPERONING A FIELD TRIP

Parent chaperones usually accompany classes. If you wish to volunteer, please contact your child's teacher. For many trips, there are a limited number of chaperone tickets and we need to have a definite list for organizing trip details. You will be asked to sign a chaperone agreement to acknowledge the responsibilities of a chaperone.

CHILD ABUSE

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses 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 receive 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.

CLASSROOM SNACKS

In the interest of healthy eating, we encourage parents to pack a healthy snack for their children. Healthy snacks are considered to be fruit, fresh vegetables, yogurt, cheese, pudding, granola/protein bars, baked potato or corn chips. Candy, sugary baked sweets and soda **are not** considered healthy snacks for the classroom. Additionally, in an effort to support families and properly manage medical and/or food allergy concerns, we may ask that some foods not be brought into classrooms and ask you to respect those guidelines. If you have any questions, please speak with your child's teacher to determine what is appropriate.

CODE OF CONDUCT

Each student, teacher and staff member is expected to demonstrate:
Respect, Responsibility, Kindness and Safety to help promote a positive school climate.

COMMUNICATING CONCERNS

If you or your child is experiencing a school-related problem, please let the school know. Call our office at 203-407-2025 and leave a message with Ms. Pommer, the school secretary. The appropriate school personnel will get back to you as soon as possible. Please remember that all staff are involved with teaching and cannot be interrupted unless there is an emergency and we can get someone to cover their class. The appropriate staff member will return your call within 24 hours of receiving your message.

COMPLAINT & GRIEVANCE PROCEDURE

The district has adopted a formal complaint and grievance procedure. The school principal and/or the Title IX Officer, Gary Highsmith, who may be reached at 407-2059, will handle questions, complaints and other matters concerning sexual harassment. Gary Highsmith is also responsible for compliance with Title VII of the Civil Rights Act of

1962 and Title VI. Additionally, complaint forms are available upon request from each Hamden Public School.

COMPUTERS/SOCIAL MEDIA

Computers provide another instructional tool that students may use as part of a teacher's plan for instruction. All students must have an Acceptable Use Policy (AUP) form signed by the parent/guardian and the student on file before using any school computer. Students are also expected to have their own personal set of inexpensive, over the ear headphones designed for children, with a built in volume limiter and standard 3.5 mm jack. Headphones should be sent in a clear plastic zip top bag and will be stored in the classroom for the year.

Inappropriate use of or damage to a computer or other equipment will result in a consequence and the need for possible financial reimbursement to the school district. Students and parents should be aware that email communications and social media sites (Facebook, YouTube, etc.) should be used responsibly at home. Misuse of media at home, if found to seriously impact the learning environment, can result in school consequences.

CONFIDENTIALITY

Due to state statutes, school personnel are not allowed to give out the names, addresses or phone numbers of students. During the course of the school year, our PTA seeks volunteers to assist in special events for your children. If you **do not** wish to have your contact information shared with the PTA, please notify us **IN WRITING** and the information will not be shared.

CROSSING GUARD

The Hamden Police Department provides a crossing guard on Lane Street. Please advise your children to cross where the guard is present to assist.

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

According to Board of Education Policy #6162, students will be assessed full replacement cost of lost or destroyed items and a proportionate amount for damaged materials.

Payment must be made before the end of the school year or the student will be denied their report card, transcript and copies of records and recommendations.

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.

DELAYED OPENING/EMERGENCY SCHOOL CLOSING

A delayed opening or emergency closing for the day may occur at any time during the school year. These are done for emergency reasons that can be the result of, but are not exclusive to inclement weather. When school is closed for the day, all evening, afterschool and athletic activities are cancelled except when special permission is granted by the Superintendent.

On the television and radio, the delay, early dismissal or closing information is announced as **"Hamden Public Schools"**. Parents may also check the Hamden Public Schools website for information.

In case of an emergency closing, children will not be allowed to phone home because we need to keep the phone lines clear for emergency communications. Please make provisions for your child(ren) in the event of an early closing. Each child should know where he/she is to go in case school is dismissed and you are not home. **Emergencies are not planned, but planning or an emergency is necessary to avoid confusion!** For your convenience, a form will be sent home for you to indicate any changes in your child's dismissal procedure in the event of an emergency closing. *Please keep a copy for your records!*

Delayed Opening

A delayed opening means that school will open later than usual. You should plan on going to school UNLESS you see that the delayed opening has been changed to school closing.

Bus Service During a Delayed Opening

During a delayed opening, school busses will pick up your child at the normal time **plus** the time of the delay. For example, if the bus normally picks up your child at 7:45 am, and there is a 90 minute delay, the bus will pick up your child at 9:15 am.

Emergency Closing

There is no set time to dismiss school for an **emergency** school closing. However, the district will make every effort to dismiss in the following order:

1. Early Elementary Schools (Church Street, **Dunbar Hill**, Helen Street, Shepherd Glen)
2. Late Elementary Schools (Bear Path, Ridge Hill, Spring Glen, West Woods)
3. Hamden Middle School
4. Hamden High School

In the event of an emergency school closing, the dismissal times will be listed only on the Hamden Public Schools website (www.hamden.org). Television and radio stations will not post emergency dismissal times. An automated call and/or text message will be made from the school in the event there is an emergency closing. So, it is imperative that we always have current contact information.

DISMISSAL

If you plan to pick up your child at the end of the school day, please follow the guidelines we have established. Benham Street student pick-up will be dismissed first. The only students permitted to enter and be dismissed from the Lane Street doors are students who take the bus and walkers who are assisted by the crossing guard on Lane

Street. Students that are dropped off or picked up by car will do so in the Benham Street parking lot.

Please note: No Kindergartener is allowed to walk home from school, unless accompanied by a responsible older sibling.

Picking Up Students Early

On **occasion**, where it is necessary to pick up your child prior to regular dismissal time, please adhere to the following procedures:

- Please send a note in to your child's teacher that day. This will ensure your child has obtained all necessary assignments before leaving for the day.
- If someone other than a parent/guardian is coming to pick up your child, please include that in your note, or call the Main Office.
- When picking up your child early, you must sign them out in the Main Office. The Secretary will call your child out of class. You must also sign them back into school in the Main Office if they are returning during the school day.

****Additionally, students frequently picked up 10 minutes or more after dismissal time may be referred to the Department of Children and Families.**

DISTRICT-WIDE TESTING

Students in grades 3, 4, 5, and 6 will take the Smarter Balanced Assessment Consortium (SBAC) test in the spring of each year. This testing is administered online for a little over three weeks typically in April and May.

The Smarter Balanced Assessment System will give parents and students more accurate and actionable information about what students are learning. Because these assessments are computer adaptive, they will also provide better information about the needs and successes of individual students. Students who do not achieve a certain standard in reading, mathematics, and writing are identified as in need of remedial assistance. Please speak to your child about the importance of this test.

DRESS CODE

Students are expected to dress appropriately and safely for school. We want children to be comfortable in school, but we do not wish for a child's attire to be distracting or to take away from the learning process. Parents may be called to bring a change of clothing to the school, if a student is wearing inappropriate clothing. Clothing that should not be worn during the school day:

- Hats, hoods or any head cover (scarves, bandanas, do-rags) not religious in origin
- Jackets/coats
- Excessive jewelry, including facial or body piercings
- Flip-flops, wheelies or unsafe footwear
- Clothing/accessories with profanity or improper designs
- Clothing that exposes midriffs
- Short shorts/skirts or low-rise pants worn below the waist
- Strapless or spaghetti strap tops or dresses
- Tight or see through clothing

EMERGENCY OPERATIONS PLAN – What parents need to know

Fire and safety drills, in accordance with the law, are held periodically to practice leaving the building safely in the event of an emergency. It is essential that when the fire alarm sounds or a directive is given, students follow their teacher's directions in a quiet and quick manner. All children's safety is our utmost concern and in the event of an actual emergency, our first priority is to ensure safety, account for all students and staff, and then, reunite students with families. In the event of an emergency where our school needs to evacuate for any length of time, students will always be accompanied by staff to the location we evacuate to.

- Please do not attempt to come to or contact the school. Watch the local news or check the district website for updates.
- Wait for the automated message and listen to the entire message for further instructions.
- In the even children need to be picked up, please keep in mind that the parent/guardian or emergency pick up person must show a photo ID for verification. Parking on site may be limited or not available. Specific details will not be shared at the site.

ENRICHMENT OPPORTUNITIES

Enrichment

One hour a week is set aside for a language arts enrichment session in all 8 elementary schools. The TAG (Talented and gifted) teachers teach this class, which is comprised of those students identified as talented and gifted and other above grade level students selected by classroom teachers in Grades 3 and 4. There are three sessions of enrichment per year. Students in enrichment groups rotate and attend one session per year (identified through the District's process). Enrichment will be held at Dunbar Hill this year on A day beginning at 1:45 pm.

TAG

Identified fifth and sixth grade students are invited to participate in a one day a week pullout in the TAG Resource Center located at Alice Peck School. Hamden uses multiple criteria to identify academically gifted students in Grades 5 and 6. Scores from District and State assessments are used along with teacher nomination and performance task completion to form a pool of students to be considered. District and State Assessments, enrichment assessment, a portfolio review and teacher rating scale provide the information for identification. TAG day for Dunbar will be C Day this year. For more information, see TAG @ www.hamden.org.

FIELD TRIPS

During the school year your child may go on school sponsored field trips. These trips are directly related to the curriculum and are planned by the teacher. Specific objectives are determined in advance and activities are planned both prior to and after the field trip. It is expected that students follow the same standards of behavior on field trips as they do while in school. **A signed permission slip from a parent/guardian is required each student in order for them to participate in any field trip.**

If a student demonstrates inappropriate or unsafe behavior in school, the student may be excluded from the field trip or we may require that a parent/guardian attend the field trip to supervise his/her child.

HEALTH/ILLNESS

Our school nurse has asked for your help in several areas regarding the health of our children.

Changes in your child's health status should be reported to the school nurse as soon as possible. This will ensure that accurate and up-to-date health information is on file for your child in the school health office.

Medication may be prescribed for a period of time for your child by your doctor. In order for your child to receive the medication during school hours, the doctor and parent/guardian must fill out a special form provided by the nurse. We cannot administer any medication, including "over the counter" medications without proper authorization.

The parent/guardian, or an adult designated by the parent/guardian, should bring medication in a properly marked container from the pharmacy to ensure the proper dosage is administered to your child. Any "over the counter" medication must be delivered to school in a new, sealed package/bottle.

Cough drops are permitted with a parent/guardian note. All cough drops must be brought to school by a parent/guardian or an adult designated by the parent/guardian. The cough drops are to be kept by the nurse in her office.

Student illness: If a student becomes ill during the school day, the school nurse or principal will assess the child and determine the best course of action. If the child is too ill to return to class, the parent/guardian will be notified to make arrangements for the student to be taken home.

Parent(s)/guardian(s) must be available to school personnel AT ALL TIMES in case your child becomes ill or injured at school. Unlisted telephone numbers or a reliable alternate number must be provided to school officials for confidential use in case of illness or accident. Cell phones are an excellent resource. Alternate persons listed for emergency purposes must be able to provide transportation home from school. Alternate persons must have a picture ID in order to have your child released to them. This simple measure is paramount to our student's safety.

Students out ill for more than five (5) consecutive days must see the school nurse before returning to the classroom.

HOMEWORK TIPS

Teachers will follow the Hamden Board of Education Homework Policy Guidelines as follows:

1. Homework assignments have an authentic and meaningful focus that is relevant to the learning experiences that take place in the classroom. It is important for students to have a high level of commitment to their homework. Assignments are often used in class the following day as part of the lesson. In the case of incomplete homework assignments, the teacher will use discretion as to the appropriate and reasonable consequences that the student will serve to complete the work.

2. With the exception of reading, long term projects (i.e., book reports, research reports, make up work) or other activities requiring a longer process to complete, students will *usually* not be assigned homework over the weekend.
3. Students in Grades 3 – 6 will not be given tests or homework assignments during the time when the Smarter Balanced Assessment (April) is being administered. Students are expected to use this time to read and focus on test taking strategies.
4. Every attempt will be made to avoid administering any tests on a day following a weekend or a holiday vacation.

INAPPROPRIATE ITEMS

Students are to bring to school only items that are needed for instruction. Students are not allowed to bring **non-educational electronic devices to school**. Additionally, fidget spinners and other fidget devices are not permitted.

According to the Hamden Board of Education Policy, **under no circumstances may a student bring a toy or real weapon to school**. Additionally, possession of items that can potentially endanger others are not permitted. Such examples include real guns, toy guns, water guns, cap guns, laser pointers, knives, nail clippers, Swiss army knives, fireworks, matches, lighters, drugs, alcohol or cigarettes. Possession of items such as but not limited to these can lead to severe consequences.

LIBRARY/MEDIA CENTER

The school library/media center is a place for information and research. The collection of books, magazines and audio/visual, technological and research materials are available to all students. The library media specialist is there to direct and assist students. In order to operate efficiently, guidelines must be followed:

- The library/media center opens and closes with the school day, unless other arrangements have been made.
- A replacement fee will be charged for books lost, destroyed or not returned.
- Students must have a pass from a teacher to visit the library/media center.
- Failure to return borrowed items, or make restitution, may affect a child's ability to borrow books and/or may result in the report card being held at the end of the school year until the obligation to the school is met.

LOST AND FOUND

Lost and found items are located in the Benham Street foyer. Eyeglasses, house keys and other "valuable" items are kept in the Main Office. To avoid the loss of personal items, it is important to make sure your child's belongings are clearly marked with his/her name. The lost and found **will be cleaned out on the last day of each marking period**. Usable items, not bearing a student's name will be donated to a local charity. Unclaimed items will be donated one week after the last of school in June.

LUNCH AND MILK INFORMATION

School lunch is available for students for \$2.75 per day and includes milk. Additional milk/juice is available for .50¢. Breakfast is served daily in the classroom at 8:30 am. You may purchase breakfast in one week increments for \$1.15 per day. The money for breakfast must be received on the Thursday prior to the week you choose to order breakfast in.

Reduced price breakfast (.30¢ per day) and lunch (.40¢ per day) or free breakfast and lunches are available to children whose families meet eligibility guidelines. The application for free/reduced price lunches has been sent home. If you feel you qualify, please fill the out the application and return it as soon as possible. All applications will be processed immediately. **Each school year you must reapply even if you were eligible last year.**

Menus are sent home monthly. Parents are encouraged to pay in advance for meals online through www.MySchoolBucks.com, or by sending in cash or a check made payable to "Hamden Lunch Fund". Please be sure that any payments that you send in are in an envelope which is clearly marked (see below).



Student's Name
Teacher's Name
Amount \$_____ for # of days
For _____ (indicate lunch or breakfast)

PPT (Planning and Placement Team) COORDINATOR

The PPT coordinator is our school psychologist, Donna Nolan. Please call her if you have concerns about your child's education that have not been resolved by his/her classroom teacher.

PTA (Parent Teacher Association)

The PTA is the collaborative of parents, teachers and administration that exist for the sole purpose of enhancing the educational experience for all children. The PTA works year round to raise funds for field trips, cultural enrichment, year end activities, teacher appreciation, scholarships, academic awards, etc. Your commitment to the PTA sends a strong message to students, teachers, administration, and the Board of Education and Town officials about the strength of united efforts on the behalf of our students. The Dunbar Hill PTA meets generally on the second Wednesday of every month from 6:30 – 7:30 pm. (Dates in Handbook)

PROBLEMS

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. This means usually contacting the teacher first and then the principal if needed. Besides the teachers and principal, you may call the school psychologist, the social worker, the speech and language clinician, and the resource teacher.

If you or your child is experiencing a school-related problem, please let the school know. Call our office at 203-407-2025 and leave a message with the secretary. Voice mail is available for your convenience. The appropriate school personnel will get back to you as soon as possible. Please remember that all staff are involved with teaching and cannot be interrupted unless there is an emergency and we can get someone to cover their class. The principal will return your call within 24 hours of receiving your message.

RECESS

Recess is an important time where students can socialize with their peers. During this time, students learn many new skills that focus on cooperating with others, organizing or creating games and activities and conversing with friends. Recess occurs daily before lunch. Students go outdoors, except for when the weather is inclement. Recess is semi-structured to allow adequate supervision in specific areas: playscape, kickball fields and basketball courts.

- **Please make sure your child is wearing appropriate clothing and footwear. Be sure these articles are clearly labeled with your child's name.**
- **In order to avoid damage, loss or theft of personal property, students should not bring any toys, games, sports equipment, electronic games or other devices to school for recess.**
- **Students are expected to follow the directions of the lunch/recess teachers, walk quietly in hallways and play safely.**
- **Students are expected to immediately report any incidents or injuries to the lunch/recess teachers.**
- **Loss of recess or silent lunch are not used as consequences. However, alternative recess or assigned lunch seating is used when appropriate.**

REPORTING YOUR CHILD'S PROGRESS

Standards Based Report Cards

Report cards give parents a broad view of a student's progress in school. Hamden Public Schools report cards are directly linked to the Common Core State Standards (learning expectations) for your child's grade. The statements on your child's report card are meant to briefly summarize and explain what your child should know and be able to do. Please note that these statements reflect multiple standards that are assessed, as it is not feasible to list every individual standard on the report card. Your child's teacher will take into account your child's performance on various learning tasks and assessments to determine your child's progress towards mastery of a given standard during the marking period. Elementary report cards are issued three times a year: November, March and June.

Parent-Teacher Conferences

Parent-teacher conferences give teachers the chance to provide parents with detailed and specific information about their child. Depending upon the grade level, students may be part of the conferencing process. Although parent-teacher conferences are officially held in November and March, parents are encouraged to ask a teacher to meet if concerns develop that need additional conversation. Teachers will try to accommodate you as best as they can to find a mutually agreeable time to meet.

ROOM PARENTS

The PTA and teachers will select two room parents to act as a liaison for class parties, phone communications, etc. The room parents may be asked to chaperone a field trip or call other parents to chaperone or help in other ways. Please contact the PTA for more information.

SCHOOL-HOME COMMUNICATION

Dunbar Hill School is committed to communicating regularly with families about children's learning. Please make sure you check your child's backpack every day and remember to return forms/notices in a timely manner. Some of the ways you can expect us to communicate are:

- Thursday is notice day. Flyers/notices about school related activities/events are sent home on Thursdays.
- Monthly calendar and newsletter is sent home by the PTA each month.
- Parent-teacher conferences take place in November and March. Teachers will make arrangements to meet with you.
- Automated telephone and text messages.

SRBI (SCIENTIFIC RESEARCHED BASED INTERVENTION)

SRBI is a grade and building level interdisciplinary team comprised of teachers and related service professionals. Its purpose is to provide aid and support to students experiencing academic and/or behavioral difficulties. Please call Laura Rodriguez or Emily McClain with any questions about the SRBI process.

STUDENT CONDUCT

Learning occurs best in an orderly environment. All students are expected to adhere to appropriate rules of behavior while in school. Our teachers strive to create a school climate, which encourages acceptable school behavior by pupils within a framework of self-control and respect for others. When students exhibit inappropriate behavior or pose serious disciplinary problems, the teachers attempt to assist the students in modifying their behavior. Should this process be unsuccessful, the student is referred to the administration. The administration will then take such action, as is deemed necessary to correct the inappropriate behavior for which the student has been referred. Students may receive a Code of Conduct which means the matter was handled within the classroom setting. It will be noted if a child is sent to administration. Please sign and return to school should your child receive a Code of Conduct.

VALUABLES

Common sense and consideration are the best guide in determining whether or not to bring personal possessions to school. The school administrator and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, leaving them in the main office can safeguard these items.

VISITORS

To ensure the safety of all children, **anyone entering the school building must sign in at the Main Office.** A visitor's badge will be issued to you and it must be worn while in the building. Staff will direct you to the Main Office if you do not have one. We ask parents to adhere to the following guidelines:

- Consult with your child's teacher to establish a day/time or call to make an appointment, rather than just drop by the school. Of course, visits are always welcome, but we want to ensure you will be coming at a time when the class will be in their classroom or when the staff member is available.

- To ensure that instruction is not disrupted, parents are asked not to conference with the teacher during these visits.
- When entering/exiting the building, please do not hold or open the door for other visitors. This may seem impolite, but it is necessary to ensure security.
- Visitor will not be allowed to access to the building prior to or after school hours unless there is a specific event or meeting.
- Visitors must also sign out so we can properly account for everyone in the building in the event of an emergency.

When visiting the school, please park in the Lane Street parking lot and enter through this entrance only. Do not park in the bus circle as this interferes with buses that arrive during the school day.

WELLNESS POLICY

At any school function (parties, celebrations, receptions, sporting events, etc.) healthy food choice options should be available to students. Some suggested foods are:

- Raw vegetable sticks
- Fresh fruit and 100% fruit juice
- Low-fat meats and cheese sandwiches
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Low-fat granola bars
- Flavored yogurt
- Low-fat pudding cups
- Low-fat yogurts
- Low-fat and skim milk products
- Water

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.

AMERICANS WITH DISABILITIES ACT

Questions, concerns or complaints regarding the Americans with Disabilities Act 1991 should call Gary Highsmith at 203-407-2059 for matters involving students and Laura Rodriguez at 203-407-2025 for issues involving staff or other adults.

SEXUAL HARRASSMENT 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 Gary Highsmith at 407-2059.

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.

Welcome Back!!

