Hatton Elementary School 2023-2024
Student Handbook



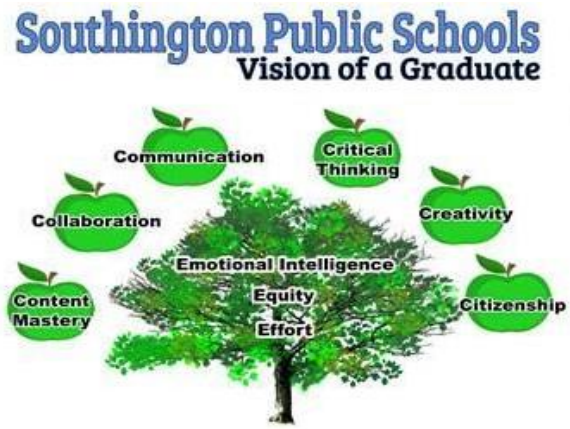
“Hatton School Rocks!”

A parent/staff partnership document

Southington Public Schools

Vision of a Graduate

Board of Education Approved 2018



A graduate of the Southington Public Schools will be college or career ready and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.

Character Counts/STEPS Program at Hatton

Southington's Town-Wide Effort to Promote Success (STEPS) is a community coalition of town agencies and leaders that initiated a coordinated response to risky behaviors in Southington/s youth. The group decided on the Search Institute's 40 Developmental Asset framework as the model to use to help build a safety net around Southington's youth. Assets are building blocks of human development.

The more assets students have the better.

Youth who have a higher number of assets are less likely to engage in risky behaviors.

What do children need to succeed? Adults who care.

The responsibility lies within all of us – parents, educators, community leaders – to build assets in kids. We are all very dedicated to work together to make Southington a better place for youth. Expected outcomes of our initiative:

- **Prevent and reduce substance abuse in the Southington Community**
- **Youth will build core competencies**
- **Youth will engage in healthy activities**
- **Our community will offer safe outlets for recreation**
- **Each month at HES, we focus on the Asset of the Month and coordinate activities to promote the asset.**
- **For more information, please visit http://southingtonsteps.org/**

Student Leaders/Town Meetings- At the end of every school year, fourth grade students have the opportunity to apply to be student leaders for their upcoming fifth grade year. These students are amazing examples of great character at Hatton School. Under the direction of our Teacher Advisors, student leaders help to organize and run our monthly Town Meetings. During these meetings, we celebrate the great work students are doing and focus on our Asset of the Month and ways to continue showing good character in the Hatton community.

Hatton Elementary School Staff

Principal: *Mr. Bob Garry*
Assistant Principal: *Mrs. Kelly Nichols*

Main Office: Head Secretary: *Brenda Carrier*
Pre-School Secretary: *Kari Pesce*
Attendance Clerk: *Joanna Green*
Nurses: *Brittany Allison*
Liz McQuatters

Teachers:	***Assignment:***
Mrs. Neagle	*Preschool*
Mrs. Stachowicz	
Mrs. Magnoli	*Kindergarten*
Mrs. Votino	
Mrs. Wagner	
Miss Anderson	
Mrs. Urciuoli	*Grade 1*
Miss Wrinn	
Mrs. Wrobel	
Mrs. DeBisschop	*Grade 2*
Mrs. Scalesse	
Mr. Thompson	
Mrs. Coviello	*Grade 3*
Mr. Fagan	
Miss Matyszewski	
Mrs. Gatto	*Grade 4*
Mrs. Padroff	
Mr. Rioul	
Miss Pyle	
Mrs. Buden	*Grade 5*
Mrs. Evenski	
Mrs. Pastick	
Mrs. Eleck	*Math Specialist*
Mrs. Barmore	*Literacy Specialist*
Mr. Ritondo	*Physical Education*
Mrs. Baldwin & Mrs. Pannell	*Art*
Mrs. Racine & Ms. Ferrall	*Music*
Mrs. Dalke	*Instrumental Music*
Mrs. Mauro	*Library Media*

Teachers:	***Assignment:***
Mrs. Pratte	*Special Education*
Mrs. DesSureault	*Special Education*
Mrs Mazzotta	*Special Education*
Miss DelSole	*SLC*
Mrs. Spagna	*CLC*
Ms. Adams	*TLC*
Mrs. Pellegren	*SLC*
Miss Spagnoletii	*SLC*
Mrs. Prior	*Speech*
Ms. Gustavson	*Speech*
Mrs. Sokoloff	*Speech*
Ms. Singarella	*Speech*
Mrs. Miller	*School Psychologist*
Mr. Ryan	*District Psychologist*
Mrs. Baum	*Social Worker*
Mrs. Gissis	*BCBA*
Mrs. O'Sullivan	*BCBA*

Note:
**SCL: Specialized Learning Center*
**CLC: Comprehensive Learning Center*
**TCL: Therapeutic Learning Center*

PTO Officers for the 2023-2024 School Year

President: Jessica Waters

Vice President(s): Brighid Thompson & Beata Percyz

Treasurer: Angela Cirillo

Recording Secretary: Anne Sharnick

Membership Secretaries: Amy Brix & Amy Gardner

You may contact any of the officers at the following email address: *hattonpto@gmail.com*

Our PTO meets monthly in our media center for about an hour. Our focus is supporting programs that will enrich every child's experience at Hatton. We encourage all of our families to join the PTO and appreciate whatever time you are able to give to help our great school!

Keep an eye out for information about monthly meetings and events, and feel free to reach out to any of our officers if you have a question of suggestion. Thank you!!

Hatton Elementary School at a Glance!

REGULAR SCHOOL SESSIONS:

- **AM Pre-K (8:35 – 11:15) / PM Pre-K 12:25 – 3:05**
- **Grades Kindergarten – Grade 5 (8:35- 3:05)**

Children are NOT permitted to enter the school building before 8:20. There is no supervision provided for students before 8:20. Our drop off area runs efficiently when all drivers follow the rules. It is important not to pass the car in front of you, as children may be exiting the car, and this creates a safety hazard. The safety cones will be used to help direct the flow of traffic. A staff member will direct all traffic and we ask you adhere to the signals and directions provided. Drivers are asked to PULL UP to the posted sign if they are the first car in the line. This allows multiple students to be dropped off at the same time.

PLANNED EARLY DISMISSALS:
When elementary schools are on a shortened day session (for conferences, holidays, etc.) the schedule is as follows:

- **AM Pre-K (8:35 – 10:25) / PM Pre-K (11:20 – 1:10)**
- **Grades K-5 (8:35 – 1:10)**

In the interest of safety, consistent travel arrangements each day are vital:

- Walkers **MAY NOT** ride on buses to go home after school with friends.
- Bus students **MAY NOT** change buses to go home with friends.

If there is a change in the normal dismissal procedure, you must send a note informing the teacher/office of the change in procedure so the staff can assist in following through the necessary adjustments to get your child to the appropriate destination. **IF YOU DO NOT SEND IN A NOTE, WE WILL CONTINUE WITH NORMAL DISMISSAL PROCEDURES. Student communication of change is not sufficient to make the change.** The office is very busy during dismissal time. We do ask that phone calls for dismissal changes only occur in rare instances in which a note could not be provided.

*****Please call BEFORE 2:30 p.m.*****

We teach students from 8:35 until 3:05 at Hatton!

Please try to avoid releasing your child early from school, unless, of course, it is an emergency or it's absolutely necessary. Early release of your child is a disruption to the entire classroom. Generally, during the last moments of the day the teacher is finalizing homework assignments, wrapping up a lesson, etc. This time is still considered valuable instructional time that should not be interrupted.

Students being picked up for early dismissal will ONLY be released to a person authorized by the parent on the emergency card and over the age of 18. **Photo identification is required of all guests to Hatton.** Students will only be released from the office. No teacher or staff member is permitted to release your child to an adult. This is for security reasons.

Our students' safety is our highest priority.

Handbook 2023 - 2024

Important Information

SCHOOL DAY SCHEDULE

Early School Times
**** Hatton Elementary ****

(…also Flanders, Plantsville, South End, and Thalberg)

Regular Day
- 8:20 AM Buses Unload
- 8:35 AM School Starts
- 3:05 PM School Dismissal

Early Dismissal
- 8:20 AM Buses Unload
- 8:35 AM School Starts
- 1:10 PM School Dismissal

Emergency Dismissal (Weather Related)
- 8:20 AM Buses Unload
- 8:35 AM School Starts
- 12:10 PM School Dismissal

2-Hour Delay
- 10:20 AM Buses Unload
- 10:35 AM School Starts
- 3:05 PM School Dismissal

3- Hour Delay
- 11:20 AM Buses Unload
- 11:35 AM School Starts
- 3:05 AM School Dismissal

Regular Day:
- 8:40 AM Buses Unload
- 8:55 AM School Starts
- 3:25 PM School Dismissal

Early Dismissal:
- 8:40 AM Buses Unload
- 8:55 AM School Starts
- 1:30 PM School Dismissal

Emergency Dismissal (Weather Related):
- 8:40 AM Buses Unload
- 8:55 AM School Starts
- 12:30 PM School Dismissal

2-Hour Delay:
- 10:40 AM Buses Unload
- 10:55 AM School Starts
- 3:25 PM School Dismissal

3- Hour Delay:
- 11:40 AM Buses Unload
- 11:55 AM School Starts
- 3:25 PM School Dismissal

For additional info:
Late School Times
(Derynoski, Kelley, and Strong)

Emotional Intelligence

Emotional intelligence is about what we "do" with our emotions. It provides a framework for enhancing our attitudes and mindset about the role of emotions, the knowledge or information we have and can learn from our emotions, and the skill with which we can attend to and manage emotions.

The Yale Center for Emotional Intelligence developed a research-based approach to help our schools, families and community achieve emotional well-being. The RULER approach is both a prevention and intervention program. The RULER approach is built upon the notion that emotions drive psychological and social functioning at both home and school. RULER infuses social and emotional learning into schools by enhancing how administrators lead, educators teach, students learn and families parent. It's a culture of respect and consideration of each other's emotions. It is using common consistent language and tools to develop appropriate coping skills when responding to daily life stressors. Furthermore, it is a commitment from the entire school community to create a culture of social/emotional understanding and support.

The RULER approach has proven to assist staff and students in becoming more emotionally intelligent which leads to less stress, a greater ability to regulate their emotions, a greater sense of well-being and a physically and emotionally healthier self. Research has shown that RULER boosts academic performance, decreases school problems like bullying, enriches classroom climates, reduces teacher stress and burnout, and enhances teacher instructional practices.

At Hatton School, we our work with social-emotional learning is a priority. With the continued implementation of the RULER Program students grow their emotional intelligence. Parents are provided information on this program at Kindergarten Orientation and throughout the year in the Principal's Weekly Update. To establish positive classroom communities, individual classroom charters are developed by students and teachers. Lessons are implemented for all components of the RULER program. These lessons provide students with the skills to recognize, understand, label, express and regulate emotions.

TELEPHONE DIRECTORY

- Main Office Number: (860) 628-3377
- Fax Number: (860) 628-3210
- School Nurse/Absentee Line: (860) 628-3303
- Southington Public Schools Central Office: (860) 628-3200

WEBSITE

Hatton School: *currently accessible from the SPS Main Page
Southington Public Schools: https://www.southingtonschools.org/

ACADEMIC INFORMATION

Report Cards and Parent/Guardian Conferences:

The Southington Public School system values the partnership between home and school to support the successful development of each child. Ongoing communication between teachers and parents is essential. The standards-based report card is another tool to promote communication between school and home.

Standards-Based Report Cards:

- Measure what a student should know and be able to do at each grade in each learning area.
- Identify the concepts and skills in each learning area based on these standards
- Indicate what skills students have learned, as well as their strengths and areas for growth.
- Measure how well your child is doing in relation to the grade level standards' not the work of other students.

Why are they important?

- They align the national and state standards with the Southington Public Schools curriculum.
- They indicate clearly what the standards of success are.
- Students, parents, and teachers work together toward shared goals to ensure that students make progress each year.

Conferences:

Parent/Teacher Conferences are held after the first and second marking periods. The conference times have been set so you can meet with your child's teacher to discuss academics and social progress made during the marking period. It is important that you attend the conferences. The conference dates are set in the Southington Public Schools calendar. Exact conference times will be provided by your child's teacher.

Band/Orchestra/Chorus:

Third Grade:

- Students in third grade play the recorder during their weekly music lessons. By having the students learn the recorder, we open up the opportunities for the students to learn to read sheet music and play an instrument.

Fourth & Fifth Grade:

- Students in fourth & fifth grade continue vocal music lessons during their weekly music time. The students perform a grade level music concert for students and families during the school year.
- Students interested in taking instrument lessons may sign up for their instrument of choice. Students will receive weekly lessons that rotate time each week, so the students are not consistency missing the same subject for each lesson. In addition, weekly whole band/orchestra rehearsals take place for one hour (half hour of recess and half hour of instructional time). The students will have the opportunity to perform for the school and families during the school year.

Concerts/Special Performances:

Our students have the opportunities to perform for an audience. Most concerts are held both in the day and evenings. Typically, the day performances are for students and staff and evening performances are for family members. We enjoy having our students showcase their talents but are limited on capacity.

Homework:

Homework is an important part of your child's learning. Through meaningful assignments, students are able to practice self-discipline and enables students to function as individuals. Homework should be a review and practice for your child. If you are finding your child is frustrated with the work, please contact your child's teacher. This is important information for shaping teaching decisions.

- Kindergarten: 15 minutes (when homework is assigned)
- Grade 1: from 15-20 minutes
- Grade 2: from 20- 30 minutes
- Grade 3: from 30 - 40 minutes
- Grade 4: from 40 – 50 minutes
- Grade 5: from 50 – 70 minutes

In addition, children should be reading regularly at home. It is important for your child to read at least 20 minutes daily.

Field Tr ips:

Field trips support and enhance the curriculum for our students. Field trips are school trips and are an extension of the school; therefore, the school rules apply beyond the school building. Chaperones are sometimes needed in order to provide adequate adult supervision. The classroom teachers are responsible for assigning chaperones as well as the overall supervision of the students on the field trip. All students must have a signed permission slip in order to attend the field trip. If we do not have your written permission on file, your child will miss the field trip experience. Any special circumstances or considerations must be brought to the attention of the building principal at least 24 hours in advance of the field trip.

STUDENT EXPECTATIONS

A. **Behavior**

Our behavior plan for Hatton elementary is designed to ensure that children are free from physical and emotional disturbances anywhere in our school. Whenever necessary we will take the appropriate action that will make all areas of our school a place where your child is respected and safe. If your child's behavior is inappropriate to the point where it warrants a visit to the principal, we will work to have the child understand the reason for the visit and follow up with a call to our families. In some situations, a Discipline Notice is sent home to parents/guardians. Our wish is to have all children assume greater responsibility for their own actions, which means accepting the consequences for any inappropriate behaviors. We are confident you will work together, in partnership with us, to support this position.

In Southington, our students are expected to:

1. Be honest.
2. Be courteous and respectful to yourself, others and property.
3. Use good manners at all times.
4. Use appropriate, respectful speaking voices and tones.
5. Walk quietly and safely in hallways.
6. Keep hands, feet, and belongings to yourself.

B. School Sponsored Transportation

The safety of all children on the school bus is a priority. Bus transportation is a privilege extended to students conditional upon satisfactory behavior. Video cameras may be used on school buses to monitor student behavior (Policy #5131.1, Regulation #5131.11). School buses provide a safe means of transportation for many students for many students. All students are expected to follow bus safety rules including:

1. Walk to their bus safely.
2. Board buses in an orderly fashion and take a seat quickly.
3. Share seats with others and remain seated until designated stop.
4. Show respect to others at all times by using appropriate language and respectful speaking voices while riding the bus.
5. Keep hands, feet, and belongings inside the bus and to yourself.
6. Follow directions and be respectful of the bus driver.

C. Behavior - Cafeteria

Lunch is a time for eating with friends. Students are expected to:

1. Use good table manners.
2. Listen to all adults.
3. Stay in their seats at all times while eating.
4. Use appropriate quiet speaking voices at their table.
5. Keep hands, feet, and belongings to yourself.
6. Listen quietly to directions.
7. Eat food appropriately.
8. Clean up after yourself when finished eating.
9. Enter and exit the cafeteria by walking safely and quietly.

D. Behavior - Classroom

Appropriate classroom behavior ensures a safe, positive learning environment for all students. Teachers have the authority and responsibility to maintain discipline in the classroom. Your child's teacher will inform his/her students of the class expectations. Students are expected to:

1. Respect teachers and other adults.
2. Respect themselves and classmates.
3. Use good manners.
4. Come to school ready to learn.
5. Respect the property of Hatton Elementary School and of others.
6. Use appropriate speaking level for the activity of the classroom.
7. Take care classroom materials, for example, books, calculators, and computers.

E. Behavior - Dismissal

The dismissal of children is safe, efficient, and orderly. Students are expected to:

1. Walk to the assigned dismissal area and wait quietly in line.
2. Remain in line until their class or bus is dismissed.
3. Use quiet voices.
4. Listen carefully to teachers on duty.

F. Behavior - Hallway

While in the hallways, students are expected to:

1. Listen to the directions of the teacher.
2. Walk at all times.
3. Stay in line behind the person in front of them.
4. Keep their hands, feet and belongings down by their sides.
5. Remain quiet - respectful of other classes engaged in learning activities.

G. Behavior - Recess

Recess is a time to socialize with friends and classmates. Students are expected to:

Outdoor Recess:

1. Listen to all supervising adults.
2. Respect other students on the playground.
3. Walk to the playground in a safe and orderly manner.

4. Follow the playground safety rules.
5. Ask supervising adults for help when needed.
6. Stay on school grounds.
7. Actively participate in appropriate activities.
8. Re-enter the building safely and quietly.

Indoor Recess:

1. Listen to all supervising adults.
2. Show respect to teachers and students and all times.
3. Walk at all times.
4. Speak quietly with friends.
5. Ask a supervising adult for permission to leave the classroom.
6. Actively participate in appropriate activities.

H. Behavior Consequences

Students are responsible and accountable for their behavior. Incentives and consequences are used to mold and shape appropriate behaviors. Corrective action is taken when a student does not follow one of our school rules. Attempts are made to match the inappropriate behavior with the consequence. For example, destruction of school property or the property of any student may result in the need to replace the damaged item. The teacher may conference with the student and/or parent/guardian. The situation may be referred to the school counselor and/or principal.

Based on the nature of the rule violation(s), any number of the following consequences may be issued by the teacher or administrator:

- ❑ Warning
- ❑ Behavior Reflection
- ❑ Parent contact/conference
- ❑ Reparation
- ❑ Time out
- ❑ Loss of privilege
- ❑ School-based community service
- ❑ Lunch or After-school detention
- ❑ In or out of school suspension

A. Safe School Climate

CT Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws, was signed into law in 2011. The new legislation takes comprehensive steps to prevent bullying and ensure every child the right to learn in public school without fear of teasing, humiliation, or assault.

Bullying is a direct or indirect act that is severe, persistent, or pervasive which: • causes physical or emotional harm to an individual. OR • places an individual in reasonable fear of physical or emotional harm. OR • infringes on the rights or

opportunities of an individual school.

The law also prohibits bullying which occurs outside of the school setting. Bullying may be in written, oral, or electronic communication. Bullying may occur at school, on the bus, at a school activity, online, through a text message or social media.

The law states schools MUST investigate any reports of bullying, even if the report is anonymous.

Consequences for bullying can include and are not limited to: • Detentions or Suspensions (in or out of school) • Expulsion • Referral to Police

(Policy and Regulation #5130).

I. Student Dress

Our guiding principle in determining the appropriateness of dress and grooming is based upon standards that are acceptable for a public-school environment. Keeping in mind that school is more formal than informal, clothing that may be distracting to the learning process or disruptive to a classroom will not be permitted. Specifically, articles of clothing that advertise inappropriate topics should not be worn. Appropriate footwear should be worn to ensure safety during physical education classes and recess. Sneakers must be worn to participate in physical education classes. The building administrators are the sole judge of a student's' dress and/or grooming (Policy and Regulation #5132).

Students should be dressed appropriately for the season/weather. The expectation is that we will be outdoors for recess as long as the "feels-like" temperature is above 28 degrees.

J. Electronic Devices and Personal Items

Electronic games and personal items should be left at home. The school cannot be responsible if these items are broken, lost, or stolen. These items can also be a distraction to students and interfere with classroom instruction.

Students are not permitted to use cell phones, i-Pods, i-Pads, MP3 players, or other electronic devices while at school or on the buses, unless they are to be used for educational purposes as deemed appropriate by the teacher and/or administrator. Electronic devices not used for educational purposes will be returned to the students' parents/guardians.

SUPPORT SERVICES

A. Nurse:

The school has the services of a registered nurse. If it is necessary for your child to take medication during the school day, the *medication administration form* (Click here to access Health Forms) must be brought to school nurse with the doctor's signature and

medication information. The school nurse must administer all medications during the school day.

If a child does not feel well, the school nurse will assess the child's condition and determine if the child should be dismissed from school. Students that are dismissed for medical reasons should be picked up as soon as possible. Parents are asked to keep students home for 24 hours after a fever or vomiting subside.

Our school nurse makes every attempt to contact you in the case of an "emergency". If you cannot be reached, the emergency contact person will be called. It is very important that your child's emergency information is current and accurate. During the year, if your family's emergency information changes, please notify the main office so the emergency information can be updates.

If your child will be out for any reason, please contact the school nurse at *(860) 628-3303.*

B. Scientific Research-Based Instruction (SRBI):

During the school year, your child may need to access intervention and support services. The school based SRBI team regularly reviews the progress of the students in the building. The SRBI team consists of classroom teachers, special educators, literacy and math specialists, counselors and building administrator(s). Students who demonstrate academic and/or social difficulty in the classroom may receive additional support as determined by the school based SRBI Team. Parents/Guardians will be notified by the team in the event your child needs SRBI supports. For further information please refer to the CSDE link (http:/www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=322020)

C. Social/Emotional Resources:

The school's counselor, psychologist and/or social worker may provide support to assist students in meeting their social, emotional and/or academic needs in the school setting through individual and small group sessions.

D. Special Education:

Special education services are available to all children qualifying for such services under federal and state guidelines. The decisions regarding special education identification and supports are made by a team that must include parents and school personnel (A Parents Guide to Special Education).

Special education laws and regulations are meant to protect a student with a qualifying disability to ensure that he or she receives the services and assistance that may be necessary to make meaningful progress in his or her education program.

E. Section 504:

Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

An impairment as used in Section 504 may include any disability, long-term illness, or various disorder that "substantially" reduces or lessens a student's ability to access learning in the educational setting because of a learning-, behavior- or health-related condition. The child may receive accommodations and modifications that allow him/her to better access their education.

F. Speech/Language:
Students who speech/language is impacting academic progress are identified through the school referral process. When a student qualifies, the school speech/language pathologist works with the identified child individually, and/or in small groups.

G. English Language Learner Program (EL):
The district wide EL program provides support services to all eligible students in schools. Each EL student is initially screened for eligibility (utilizing the LAS links assessment) and is reevaluated each year.

GENERAL SCHOOL INFORMATION

Arrival
Student arrival begins at 8:20 AM. Students should not arrive prior to 8:20 AM as supervision is not available at that time.

When dropping your child(ren) off in the morning at the car drop off lane, be sure to pull up to the sidewalk and have your child(ren) exit your vehicle on the passenger side only. This will ensure that students do not cross in front of vehicles that are exiting this area during a very busy time of our school day. Do not park along the curb when you need to enter the building, so that the area in front of the sidewalk is kept clear and cars can pull up to the curb for student drop off. Drop off should be quick so that all parents/guardians are able to pull forward and do not have to back up. If you need to have a conversation with your child, please utilize one of our parking spaces. Please make sure that you drive in only one lane of traffic. Although this procedure may mean a few minutes of wait time for you, we ask that you have patience and follow this procedure so that we can keep everyone safe.

Tardy
It is the responsibility of every family to get the child(ren) to school on time every day. School begins at 8:35 AM. Students should arrive to school on time as they may miss assignments, directions, and special announcements, etc. that are made at the beginning of the day. A child is considered tardy after 8:35 AM. Any student arriving after 8:35 AM must report to the office with his/her parent/guardian to sign in and get a pass before going to his/her classroom.

Dismissal
The dismissal of children is safe, efficient, and orderly. Dismissal is at 3:05 PM. Children assigned to a bus must ride to and from school on their assigned bus. Students may not ride any

bus other than the one to which they are assigned. Requests for transportation to an established alternate location must be made directly to the school and Transportation Department.

Bus riders will be dismissed by their teacher to the main lobby where they will wait for their bus to be called.

Car Riders will be walked in a line by their classroom teacher to the East Entrance to our car rider pickup areas. Kindergarten through grade 2 will dismiss first, followed by Grades 3-5. Students will be dismissed to their parents/guardians once teachers have confirmed that the appropriate party is there to transport the child.

Children living within walking distance will be dismissed as walkers from our main entrance. All children must walk on the sidewalks and cross at a crosswalk. No one should cross between parked buses or cars.

Children attending YMCA After-Care will report to the designated areas at the end of the day.

Requests for Early Dismissal

Students are expected to be in school all day. Early dismissals should be requested only in emergency or unusual situations. Requests for early dismissal must be in writing and signed by a parent or legal guardian. Such requests shall be subject to the approval of the building principal. In an emergency, telephone requests for early dismissal will be approved. All early dismissal requests must be made by 2:45 PM. Requests can be disruptive to students and classroom teachers who are completing the end-of-the-day activities, as well as to office staff preparing for school dismissal. After 2:45, all students will be dismissed following our regular procedures.

When picking up your child early parents/guardians are required to go to the office and to sign their child out. Only those listed in PowerSchool will be allowed to pick up your child unless a change is made in writing with a parent/legal guardian signature. Office staff will ask for photo identification.

Parents must wait in the office for their child. The student will be called to the office when the parent arrives. Please do not go directly to your child's classroom or make the request while your child is waiting in the bus line.

Although we do realize that emergencies occur, we ask that whenever possible, you schedule doctor and/or dentist appointments and other commitments for your children after school and not during school hours. Each early dismissal request we receive results in a classroom disruption for all students.

Attendance and Tardy (Policy 5113)

Regular attendance is essential for an effective school experience and necessary for annual promotion. The responsibility for regular attendance rests with the parents or guardians of the student. If your student will be absent from school please notify the school nurse or attendance secretary in the morning.

We maximize our instructional time with students to ensure their success, therefore it is important that students arrive on time for their day. Delayed arrivals impact the individual student and are disruptive to the learning environment. Please make every effort to get your student to school on time and ready to learn.

Safety at Arrival/Dismissal

For the safety of all students, please follow all posted traffic patterns. Please be cautious of pedestrians and bike riders along walkways and in the parking lot. All bicycles are to be walked until off school property. Pets are not allowed on school grounds out of consideration for everyone's safety.

Birthdays and In-School Celebrations

Students should not bring in food items for birthday celebrations. You are welcome to bring in pencils, erasers, stickers, etc.… to share with other students. Goody Bags should not have candy or food included. Please check with your child's teacher prior to sending in birthday goodies. Thank you for your continued support for our students' health and sensitivity to allergies.

Food Safety

In collaboration with our school nurse, tables may be provided in the cafeteria to ensure safety for those with allergies. Students may invite a friend to join them who is purchasing hot lunch from the cafeteria as school lunch meets the allergy guidelines. Additionally, some classrooms will be determined allergen free by the school nurse.

Fire, Lockdown and Shelter in Place

Drill routes and procedures are reviewed and practiced with the teachers and students. School-wide drills are conducted once each month.

Lunch Program Procedures

All students are eligible for free breakfast and lunch for the 2021-2022 school year. (Grant Funded)

Appropriate Use of School Materials

Students must be respectful of all materials belonging to the school. When borrowing books from the school or classroom library, it is expected they will return in the same condition. If a book is lost or damaged, it is the responsibility of the student to pay for or replace the book. Report cards will be withheld for outstanding library books/fees.

Notices and Emails

Communication from Hatton School often comes electronically through School Messenger as well as Parent Square. Please be sure all of your contact information is accurate in Power School at the start of the school year and notify the main office of any changes throughout the school year.

In addition to electronic communication, paper notices may be distributed as well. Please be diligent in checking your child's backpack for these important notices.

Photography and Videotaping

From time to time, photographs or videos are taken of classrooms "in action" to demonstrate a particular aspect of a curriculum or the implementation of a specific program. These photographs or videos are sometimes used in a presentation to the Board of Education, teachers, parent groups, and community groups. On occasion, photographs of students are placed in newspapers concerning events at school.

Any parent or guardian who objects to a photograph or video of his or her child used in the manner described should complete the district form requesting your child not be photographed/videotaped. Students are prohibited from taking picture videos at school or school functions without the subject's knowledge.

PTO

The Parent Teacher Organization of (Insert School) is a very strong advocate for our school. Through the efforts of the PTO, our students enjoy educational cultural arts programs, family fun, enhanced computer technology, etc. The list is almost endless. The PTO meets monthly. Your support through membership and participation will help the PTO continue to enrich your child's education.

Visitors and Volunteers in School

Visitors are welcome at Hatton School. Visitors are to abide by the established administrative regulations governing their arrival, presence, and departure so that the learning, welfare, and safety of the students in the school are not compromised. All visitors, including parents/guardians, are required to report to the school's Main Office before walking through the halls or visiting classrooms, the cafeteria, etc. They are required to have a valid photo identification and must legibly sign in and out of the Visitor Register. They also need to wear a "Visitor's Identification Tag" while they are in the school.

THE HATTON HANDBOOK

Parent Read Receipt:

I have read the *Hatton Handbook*. I understand the expectations for my child as a student and myself as a visitor to the school.

I received my handbook via: (please check one)

___ Email
___ School Website
___ Paper Copy

Please retain the *Hatton Handbook* for your reference and only return this page with your child to his/her classroom teacher.

Student's Name: _____

Student's Grade Level: _____

Student's Homeroom: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

* Any questions or concerns should be directed to our principal, Robert Garry at 860-628-3301 or rgarry@southingtonschools.org