

Hamden Public Schools

Elementary School

Student & Family Handbook

2025 - 2026

Church Street School



PREFACE

The material covered within this 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 subjected to unilateral revision or elimination from time-to-time without notice.

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

MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome to Church Street School where your children's learning and well-being are our top priorities. With a diverse population of approximately 320 students, Church Street School is characterized by a strong sense of community and high expectations in all that we do. The primary mission of our school is to provide learning experiences that support, challenge and inspire our students to meet or exceed academic standards. It is our goal to accomplish this in a caring and collaborative environment involving staff, students, parents and the community of Hamden.

As we approach a new year, our school-wide theme is "building comm-UNITY" as we continue to provide a robust learning environment that engages and supports all learners. This year, our academic goals include providing targeted literacy instruction for success in Reading, building thinking classrooms in Math and deepening classroom conversations to strengthen learning (academic discourse) across all content areas. Of course, ensuring our students are "ready to engage in learning" remains a top priority! We will continue our use of the Second Step curriculum to develop social-emotional skills and Positive Behavior Intervention and Support (PBIS) practices to help our children be their best selves every day!

Feel free to reach out to me or your child's teacher to learn more about what learning looks like in action. Teachers utilize student folders, Parent Square, email and telephone to contact parents as often as needed; and throughout the year, there will be plenty of opportunities for families to partner with us in support of their children's growth and development. We encourage family engagement because we know the best outcomes for children happen when the school and families work together! Please stay connected with us, check our website frequently, attend school events and become an active member of our PTA. If there ever is a question or concern, please don't hesitate to contact me or your child's teacher. We look forward to working together to make this year a positive and successful year for our students.

Best wishes for a wonderful school year!

Ms. Butler

klbutler@hamden.org

HAMDEN PUBLIC SCHOOLS MISSION

In Hamden Public Schools, we are deeply committed to providing high-quality, equitable, and ambitious instruction for each and every Hamden Public School student so that they not only learn, but excel. Our schools foster an inclusive environment where every student, regardless of their identity, is empowered to learn, thrive, and achieve their fullest potential. We are a community that celebrates diversity as a source of strength, inspiration, and knowledge.

HAMDEN PUBLIC SCHOOLS VISION STATEMENT

Hamden Public Schools mission is to ensure students have a strong sense of identity, purpose and agency, so that they leave our system as continuous learners who act with purpose to achieve the conditions they desire in their own and others' lives. Each and every student...a continuous learner, career and community ready!

LEARNING GOAL:

In Hamden Public Schools each and every student masters the grade level standards.

Gary Highsmith, Superintendent

Erin Bailey, Asst. Superintendent

HAMDEN BOARD OF EDUCATION

Melissa Kaplan, Chair

Dr. David Asbery

Marcia Brown

Dr. Mario Ciccarini

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Christopher Piscitelli

Andrew Tammaro

Matilda Ryder, Student Representative

Kalu Ogbaa, Student Representative


CSS Vision Statement:

OUR VISION

Church Street School is a top performing school where we SEE who our students are, who they can become and help them BELIEVE they can achieve.

Students are motivated to use their strengths, skills and a learner's mindset to persevere, share their voice and be good humans.

Each individual has the opportunity to challenge their capabilities, demonstrate confidence in their actions and own their future.



IMPORTANT PHONE NUMBERS

| | |
|---|--|
| Hamden Public Schools/BOE | 203-407-2000 |
| Church Street School Office | 203-407-2020 |
| Church Street Fax | 203-407-5860 |
| Church Street School Nurse | 203-407-5875 |
| Church Street Cafeteria | 203-407-4012 |
| First Student Bus Co | 203-288-2887 |
| Family Resource Center | 203-407-3111 |
| School Based Health Clinic | 203-407-4379 |
| Right at School (Before & After School) | rightatschool.com or call 1-855-287-2466 |
| Staff Email Addresses | firstinitiallastname@hamden.org (ie. jsmith@hamden.org) |

When school is not in session (before or after school, weekends, holidays or vacations) messages can be left by calling the main number and following the instructions to access the appropriate voicemail box. The appropriate school personnel will get back to you as soon as possible. We hope this service will make it easier for parents to communicate with us.

Important Links

Hamden Public Schools: [Hamden Public Schools](#)

Church Street: [Church Street Elementary School Home - Hamden Public Schools](#)

CAFE - CS PTA: [C.A.F.E.](#)

HPS Calendar: [District Calendar - Hamden Public Schools](#)

Lunch Menus: [Lunch Menus/Food Services - Hamden Public Schools](#)

Community Resources: [Parent/Community Resources - Hamden Public Schools](#)

Parent Square: [ParentSquare Information - Hamden Public Schools](#)

Who to contact at Church Street School if you need assistance with...

| | | |
|--|--|--|
| Family-related or Community Resources | Hector Velazquez | hvelazquez@hamden.org |
| Medical-related Questions | TBD | |
| Academic Support & Intervention | Jamie Angier or Tyson Smith | jangier@hamden.org tsmith@hamden.org |
| Math Curriculum Questions | Jennifer Kennedy-Holmes | jholmes@hamden.org |
| Literacy Curriculum Questions | Kelly Wade | kwade@hamden.org |
| Special Education or PPT services | Amanda Magurne | amagurne@hamden.org |
| Support for English Language Learners | Jennifer Gonzalez | jgonzalez@hamden.org |
| Social or Emotional Supports/Attendance | Sophia Cassanova-Whitely Or Lori Starrett | swhitely@hamden.org lstarrett@hamden.org |

DISTRICT AND SCHOOL WEBSITE

Be sure to check our district's homepage to find out information about school policies, important dates and exciting news about events and activities planned for the school year. You can reach your school's homepage by logging onto www.hamden.org, Schools/Programs, and selecting your school.

SCHOOL DAY HOURS**Regular Day:** 8:20-3:24**Scheduled Early Dismissal:** 8:20-12:55**2-Hour Delay:** 10:20-3:24**90-Minute Delay:** 9:50-3:24

Children are not permitted in the building before 8:20 am; there is no adult supervision until this time. If a child arrives tardy (after 8:35 a.m.), he/she must report to the main office to sign in before entering class.

ABSENCES

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 must contact the school between 8:00 A.M. and 10:45 A.M. on the day of the absence by telephoning the school. You can also leave a message on the attendance line at any point when school is not open.

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 with written documentation, regardless of the length of the absence.
2. Students observe 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 lies 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.

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 is always considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices. A child whose total number of absences at any time during a school year is equal to or greater than 10% 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.

The Two-level Approach to Excused Absences

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

| Level | Total # of Days Absent* | Acceptable Reasons for a Student Absence to Be Considered Excused | Documentation Required within 10 Days |
|-------|-------------------------|--|--|
| 1 | One through nine | Any reason that the student's parent or guardian approves. | Parent or guardian note only. |
| 2 | 10 and above | <ul style="list-style-type: none"> Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length</i>). Student's observance of a religious holiday. Death in the student's family or other emergency beyond the control of the student's family. Mandated court appearances (additional documentation required). The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details). | Parent or guardian note and in some cases additional documentation (see details of specific reason). |

* Note: The total number of days absent includes both excused and unexcused absences.

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 Agreement](#) signed by themselves and a parent or guardian. This document will remain a part of a permanent record for your child. The media specialist will review the guidelines of this policy each year with students during one of their initial media classes.

The Hamden Board of Education has developed a [policy on the Acceptable Use of our Hamden Network and District devices](#). Our schools provide our students with a computer, applications, and storage space on the server for their work. The appropriate use of these resources can help students be successful in school. Students should always charge their devices at home for use the next day.

Students promise to be safe, responsible and respectful in their use of electronic resources at school and at home. Students should know that their teachers may look at their work to be sure that they are keeping their promise to be safe, responsible, and respectful. Students may have consequences including not being able to use resources if they do not keep their promise. At home, if students are not safe, responsible and respectful when using the computer, they may have consequences at school. If students intentionally damage a device or charger or if a device or charger is lost or stolen, families may have to pay to replace it.

ADDRESS CHANGE

Report changes of address, home or work phone numbers, email addresses and emergency contacts promptly to keep emergency information current. Cell phone numbers should be submitted as well. If we have an emergency and need to contact you, it will save precious minutes if we have correct information.

ALLERGY INFORMATION

All schools are committed to providing a safe environment for students with food and other allergies and to supporting parents regarding allergy management. School nurses will work with families to create an allergy care plan as needed.

AMERICANS WITH DISABILITY ACT

For questions, concerns or complaints concerning the Americans with Disabilities Act of 1991 –

call Superintendent 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 Superintendent Gary Highsmith at 203-407-2000.

ANIMALS IN THE CLASSROOM

Due to health department regulations, animals are **NOT** permitted in the classrooms or on school grounds at any time unless the animals are part of a special approved program. Please do not walk your dogs to school with your children in the morning. Dogs and other animals must remain off property.

ARRIVAL & SCHOOL DAY

If you are dropping off your child at school, please adhere to the following and the traffic signs/laws regarding parking. AM Valet Lane Procedures:

- Please follow signs/directions of staff and wait in line order, single-file in the Valet Lane (one way front driveway).
- Please drive slow (10 MPH), watch for pedestrians walking on the sidewalks and in the crosswalk. Pull forward, as far as possible, toward the "release" zone in front of the cones to maximize the number of cars in the Valet Lane.
- Students must exit on the curb side and only within the release zone in front of the signs. A staff member will help your child into the vehicle, if needed.
- If your child needs extra time, you will need to leave the line and park. Do not park or leave your car while in the Valet Lane.
- Remain in line, even after drop-off; Please wait your turn to exit and do not bypass other vehicles in the Valet Lane.
- Turn right to exit the driveway.

BAD WEATHER

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. 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, television stations, the district website, and ParentSquare. An automated telephone call will also be made. Please be sure the office always has an up-to-date phone number with emergency contacts in case of emergency.

Immediate family members (as outlined in your Powerschool Registration) will be notified through **Parent Square**. Notifications are sent in emails and a phone call, and if you have the **Parent Square App** you will also receive the notification there.

For school cancellation information watch TV, listen to the radio, or check the district website.

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

BICYCLES

Fourth, fifth, and sixth grade students may ride bicycles to and from school as long as they follow the safety rules and have permission from a parent/guardian. **Students must obtain a bicycle permission form from the main office and return the completed form, signed by a parent/guardian, before a student may ride to or from school.** Students must follow all bicycle safety rules and regulations, **wear a helmet and properly secure their bicycle outside. The school is not responsible for theft or damage to bicycles while on school property.**

BIRTHDAYS

A child's birthday is an important occasion and we understand that some parents may want to celebrate. In the interest of healthy eating and to avoid medical (food allergy) issues, please adhere to the following:

- If you send in something to share, **please make sure that it is a non-food item.** Please do not send in any type of food/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.

BREAKFAST/LUNCH

School breakfast and lunch is FREE for all students that attend Title I Schools in Hamden for the 2025-2026 SY. Families are still asked to complete the Free and Reduced Lunch Applications **if** interested in other support and services related to your status, such as instrument rental. Lunch menus are available as a link on the weekly newsletter. Please make sure the school has the best email contact. ****Breakfast is available from 8:20 AM –8:45 AM. After 8:45 AM breakfast is not available as the cafeteria staff is preparing for lunch. There is NO breakfast served on delayed openings.** Lunch is served in waves by grade level approximately from 11:00 AM to 2:15 PM. Please ask your child's teacher about your child's time for lunch and recess. Applications for Reduced/Free Lunches will be available at each school. Please fill out the forms and return them to the school if your family meets the eligibility guidelines.

BUS TRANSPORTATION

Student Responsibility

Riding the bus is an extension of school and appropriate behavior is expected. For the safety and comfort of all children, these rules must be followed:

1. All students must listen to and follow the instructions of the bus driver.
2. Be on time at your designated bus stop and board the bus in an orderly manner.
3. When standing at your bus stop, be respectful to others, neighbors and their property.
4. Students must remain seated (bottom on the bottom of the seat and their backs against the back of the seat).
5. Legs and bookbags must be out of the aisle, and feet remain on the floor.
6. Always use appropriate language and talk quietly to those around your seat.
7. Keep your hands and feet to yourself.
8. No food or drink on the bus.

BUS VIOLATIONS

If at any time the bus driver deems it is unsafe to continue driving the bus due to disruptive

actions by students, he/she may pull the bus over to the side of the road until the disturbance subsides and/or return the bus to school. In either eventuality, the driver will notify central dispatch and they will immediately notify the school and/or contact the police if necessary.

In the event that a verbal warning from the bus driver is insufficient, a disciplinary referral may be submitted to the principal. **Please be reminded that bus service is a privilege.** Students abusing this privilege will receive disciplinary consequences that are appropriate, including possible bus suspension. Disciplinary action is at the discretion of the school principal, or their designee, in accordance with the Hamden Board of Education School Policy.

****Primary aged students (Kindergarten, Grade 1 and Grade 2) will be returned to the school if an adult is not there to meet them at the stop.**

BUS ASSIGNMENTS

Bus routes are posted on the district's website - www.hamden.org. The school secretary has a comprehensive list of bus routes and can answer questions that you cannot find using this resource. Students are assigned to buses according to neighborhoods. **Students may only ride their assigned bus and can only exit the bus at their assigned stop.** Parents should call First Student Transit at (203) 288-2887 to report any problems concerning the bus and/or drivers. Any issues regarding students should be directed to the school. Parents can use the "First View" app to track the bus (First Student gives the code, the Office gives the student ID number).

CHAPERONING A 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. **Chaperones may not bring any other children or family members on the trip.**

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. Students are encouraged to bring water bottles (not glass); sugary drinks and soda are not permitted in the classroom. Students should bring snacks and

food equivalent to a single portion as sharing food is not permitted due to allergies. Additionally, in an effort to support families and properly manage medical and/or food allergy concerns, we may ask that some foods are not 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.

DELAYED OPENING

A delayed opening 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 and athletic activities are canceled except when special permission is granted by the superintendent. Delays are announced in a variety of ways. **ParentSquare** is our first line of communication throughout the district. Parents are notified via phone calls and emails through Parent Square. If parents have the app, they will also get the notification there. On the television and radio, the delay or closing is announced as **Hamden Public Schools**. Parents may also check the Hamden Public Schools Website for information.

Bus Service During a Delayed Opening

During a delayed opening, school buses will pick up your child at the normal time **plus** the time of the delay. (Ex: If the bus normally picks your child up at 8:10 a.m. and there is a 90-minute delay, the bus will pick your child up at 9:40 a.m.)

DISMISSAL

If there is any change in a child's normal dismissal route, **we must have a written note** of permission. For example, if your child normally takes bus #6, but is being picked up on a particular Tuesday, a note should be sent on that Tuesday morning to alert the office and the teacher of that change in dismissal. **You cannot assign your child to another bus route.**

The dismissal process begins at 3:00 pm. **NO STUDENT WILL BE CALLED FROM CLASS FOR A CHANGE IN DISMISSAL BETWEEN 3:00 P.M. AND 3:24 P.M.**

- Children who walk home from school are escorted by a staff member to the corner of Chester and Church Streets. **No kindergartener is allowed to walk home from school, unless with a responsible older sibling.**
- Children who ride a bus are escorted to the bus depot to board as buses arrive.
- **PM Valet Lane Procedures:**

- Please follow signs/directions of staff and wait in line order, single-file in the Valet Lane (one way front driveway).
- Please drive slow (10 MPH), watch for pedestrians walking on the sidewalks and in the crosswalk.
- Have a Car rider/family name sign visible on the rearview mirror or passenger side dashboard so staff can quickly call students into the line up to be loaded into cars.
- Pull forward, as far as possible, toward the "pick-up zone" in front of the cones to maximize the number of cars in the Valet Lane.
- Students must enter vehicles on the right (passenger) side. A staff member will help your child into the vehicle, if needed; Do NOT park or get out of your car while in line.
- Please do not pass other vehicles in the Valet Lane, wait your turn to pull forward, it will only take a couple of minutes.

Any violations of school safety procedures during arrival/dismissal should be reported directly to a staff member and/or school principal. Repeated traffic violations will be reported to the Hamden Police Department.

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

Picking Up Students (*Occasionally)

On an occasion where it is necessary to pick up your child prior to dismissal (before 3:00 PM), please adhere to the following procedures:

- Please notify the classroom teacher and the school secretary (handwritten message, email or parent square message). This will ensure your child has obtained all necessary assignments before leaving for the day. If you choose to send this in an email, please include the child's teacher, the school secretary (knicholson@hamden.org) and the school principal (klbutler@hamden.org) in case someone is absent.
- If someone other than a parent/guardian is coming to pick up your child, please notify the office ahead of time and ensure you have given that adult permission on your emergency form to pick them up. They will need to show identification.
- If you are picking your child up from school prior to 3:00 p.m. please sign them out of school in the main office.
- Your child can be called to the office to meet you for dismissal as long as it is before

3:00pm. **No student will be called from class for dismissal between 3:00 pm and 3:24 p.m.**

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. This consequence will be mutually agreed upon by the school and the parent and parents must agree to make arrangements for the student's transportation on the day(s) of the detention.

EMERGENCY CLOSING

There is no set time to dismiss school for an **emergency** school closing.

In the event of an emergency school closing, the dismissal times will be announced via Parent Square email, Parent Square App and/or a phone call. It is imperative that we always have current contact information for all students updated in our Powerschool.

EXPECTED CONDUCT

Students and staff are expected to demonstrate: Respect, Responsibility, Safety, and a Positive Attitude 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 member of our community. Students who follow the rules and expectations are rewarded. Students who break rules will be retaught the expectations; restorative practices will be used as appropriate for the offenses which will include holding students accountable for their actions and repairing the harm that was caused. Traditional forms of discipline and consequences will be used as board policy directs administration.

EXPULSION

Administration may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom. More information can be found on the [Board of Education website. Policy # 5144.](#)

DISTRICT-WIDE ASSESSMENTS and DATA COLLECTION

Under State of CT law, students in grades 3-6 are required to take the Smarter Balanced

Assessment (SBA) in the spring of each year. The SBA assesses a student's academic achievement in the areas of language arts, mathematics and writing. Students in grade 5 all take the Next Generation of Science Standards (NGSS) assessment in the spring of their grade 5 year. In addition, the DIBELS and Math Fact Fluency Assessments will be given to each student up to three times per year. This test is given 1 to 1 with a teacher or trained staff member. Students also take a variety of other curriculum-based assessments including end of unit tests, writing prompts (rubric scores) and informal quick checks to support planning for additional instruction and interventions. Each school will also have students, families and staff take a School Climate Survey two times per year to monitor the success and needs of the school in this area.

DRESS CODE

Dress Code Students are expected to dress appropriately and safely for school. Children should be comfortable in school, but a child's attire should not be distracting or take away from the learning process. Parents may be called to bring a change of clothing to the school, if a student is wearing clothing that violates the Board Policy. Additional information on [Hamden's Board of Education dress code policy](#).

FIELD TRIPS

During the school year your child may go on school-sponsored 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 is in school. If a student consistently demonstrates unsafe behavior in school, the school team may request a parent/guardian be present with their child in rare circumstances. **A signed permission slip from a parent or guardian is required for every student in order to participate in any field trip.**

FINANCIAL ASSISTANCE

Students will not be denied the 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 the school social worker or administrator to request confidential help.

ILLNESS

If your child complains of “not feeling well” or was sent home ill the previous day, please assess his/her condition before sending him/her to school. Students who come to school ill or return too soon are often unable to function at their best and may cause other students to become sick. Please note the following guidelines:

- Any child with an elevated temperature of 100 degrees or more should remain home until his/her temperature has been normal without medication for 24 hours.
- 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.
- If your child has a rash which you would like to be 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.
- Inform the school nurse regarding any diagnosis of communicable disease (strep throat, chicken pox, mononucleosis, head lice, pinkeye, etc.). Children being treated for a communicable disease may return to school after a full 24 hours of antibiotic treatment. Students must also be fever free for 24 hours without the use of fever reducing medication. A doctor's note may also be requested for return by the school nurse.

Please contact the school nurse if you have any questions.

Administration of Medication in School

If your child must take medication while at school, including any over the counter drugs, it can be administered under the following conditions only.

1. 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).
2. 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. All over the counter medication must be received in its origins, untampered with, packaging.
3. An adult delivers the medication to the school nurse or the principal.
4. **Children are not allowed to transport medication to and from school.** Please contact

the school nurse if you have any questions or need the proper forms for these authorizations.

5. At the conclusion of the school year, all medication must be picked up by a parent/guardian by the end of the last day of school without exception as it will be properly disposed of immediately upon the conclusion of school otherwise.

Change in Health:

Please report any change in the health status of your child (injury, illness, surgery or family stress, etc.) as it could affect your child's school performance. Health records are kept on each child and are strictly confidential.

Sixth Grade Physicals:

Sixth grade physicals must be completed and submitted by May 1. If they are received after this date, there is no guarantee that the forms will be processed in time for the first day of school in the fall. This can affect your child's entry into Hamden Middle School.

SCHOOL-BASED HEALTH CENTER

The Church Street SBHC is managed by Cornell Scott Healthcare and is available for all Church Street students who have a completed SBHC registration form. Families are encouraged to take advantage of the services available which include: sick visits (flu, rashes, injuries, asthma), medication management, physical exams, vaccinations, nutrition counseling, mental health counseling. Services are free to you - if you have insurance, your insurance will be billed. Services are confidential and will only be shared with the school or your family doctor only with parent's permission.

The SBHC does not replace our school nurse or your child's doctor, but it is a place to go when you cannot get an appointment with your pediatrician quickly; visit for more significant medical needs during the school day OR if a student has a chronic illness managed by the APRN.

Daily Health Assessment

- Review this every day with your child.
- There is nothing that needs to be sent to school.

- The Daily Health Assessment is a very important first line of defense in ensuring the health and wellness of our students while also protecting our entire school community from the risk of infection. Families should contact their child's medical provider or their child's school nurse for additional guidance.

DAILY HEALTH ASSESSMENT

HAMDEN
— PUBLIC SCHOOLS —

Please review this health assessment each day before entering school

HOW ARE YOU FEELING TODAY?

Students and staff with mild respiratory disease symptoms (infrequent cough, congestion, runny nose, sore throat, etc.) **may come to school if:**

- ✓ They are fever-free (a temperature of less than 100° F) and feel well enough to participate,
- ✓ They test negative for COVID-19 prior to reporting in-person every day they have symptoms, as well as one final test on the morning their symptoms have completely resolved, and
- ✓ They consider wearing a mask while in school

Students and staff who have any respiratory disease symptoms **must NOT come to school if either:**

- ✓ They have a fever (a temperature of 100° F or higher),
- ✓ They test positive for COVID-19

Stay home until the symptoms resolve and test for COVID-19. This includes not coming to school until the fever has ended for at least 24 hours without the use of medication. Anyone testing positive for COVID-19 should stay home according to the guidance provided by their medical provider and in consultation with the school nurse.

Following this guidance will help keep our schools healthy and open!
www.hamden.org

HOME-SCHOOL COMMUNICATION

Hamden Public Schools' are 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. All students will be given a blue plastic Communications folder. Some items are for you to keep and some must be returned to school. Please check this folder each day. Establishing a routine for where your children put the folder each day helps with organization of school communication. Some of the ways you can

expect us to communicate are:

- Parent Square posts are made daily or weekly - by teachers or the school - please make sure your email is up to date.
- Parent-Teacher Conferences (Oct/Mar) – Parents sign up for conferences through ParentSquare.

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. You can contact your school social worker, principal or Michael McDermott, the Director of Special Education (203) 407-2220 for further assistance.

LIBRARY/MEDIA CENTER

The school library/media center is a place for information and research. The collection of books, magazines, 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:

1. The library/media center opens and closes with the school day, unless other arrangements have been made.
2. A replacement fee will be charged for Chromebooks and books lost, damaged, destroyed or not returned.
3. Students must have a pass from a teacher to visit the library/media center.
4. Failure to return borrowed items, or make restitution, may affect a child's ability to borrow books and/or 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 first floor stairwell (eyeglasses, house keys and other "valuable" items are kept in the school 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 day of school in June.

LUNCH/WHITSON'S FOOD SERVICES

School breakfast and lunch is available for students for free. Lunch choices for elementary schools are as follow:

A – Hot Lunch

B – Rotating Alternate Cold Lunch

C – Veggie Nuggets/Veggie Patty

Children will make their lunch choice by 8:50 AM each day with their teacher. After the lunch count is submitted, children cannot change their mind. Please make sure parents of younger children and/or picky eaters review the menu and choose an item the child will enjoy. You can also send in lunch from home. There is no microwave or refrigeration, so please take this into account. Menus are available on the district webpage. The link is found [HERE!](#)

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 students in grade 4 have been chosen, we will notify parents in an email. Students will then be tested in either math or language arts additionally.

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. [Here is a link to the policy.](#)

PARENT CLASSROOM VISITS

Parents/guardians are welcomed to schedule classroom visits. 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.

PARENTSQUARE

Parent Square is the Hamden Public Schools 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 Parent Square system will call you and email you with the important information. Parent Square allows us to contact two phone numbers, send a text and one email address per household. All parents and guardians are automatically enrolled for the coming school year. Having the Parent Square App is fast and easy for you to send and receive messages to your child's teachers and the school principal. **It is important to contact our office if your contact information or address has changed.**

PARKING

Please do not park in any reserved spaces, at the curb in front of the school, in the Fire Lane or in the Handicapped spaces (unless you have a permit); or double-park and leave your car running if you need to come into the building. This creates a safety hazard and is against the law. **If a car is illegally parked or in the bus lane, an announcement will be made within the building for you to move your car before it is towed at your expense.**

PRIVATE TECHNOLOGY DEVICES

All students are prohibited from using privately owned technological devices during instructional time except as specifically permitted by instructional staff to aid in instruction or for instructional purposes or to engage in authorized remote learning.

Elementary students (grades K-6) may bring privately owned technological devices to school. However, all such devices must be turned off and be completely out of view (e.g., in the student's backpack or locker) for the entire school day (i.e., from arrival until dismissal).

Privately Owned Technological Devices

For the purposes of this policy, "privately owned technological devices" refers to privately owned desktop computers, personal computing devices, cellular phones, headphones, earbuds, Smartphones, Smartwatches, network access devices, radios, tablets, personal gaming systems, Bluetooth speakers, readers and other electronic signaling devices.

Tiered Disciplinary Consequences For Violations

Violations of these rules may result in disciplinary consequences, in accordance with the Board's student discipline policy. Students who violate these rules may have their items confiscated. In general, if an alleged violation is found to have occurred, students will be subject to the following consequences, and may be subject to additional discipline for each offense or for additional offenses depending on the individual circumstances, including whether any other school rules or Board policies were violated.

Elementary School students

- First offense: The student will be directed to put the personal device away.
- Second offense: The student's privately owned technological device will be confiscated and stored in the main office until the end of the school day in which the infraction occurred.
- Third offense: The student's privately owned technological device will be confiscated and stored in the main office. The student's parent or guardian will be contacted and required to pick-up the device from the principal or designee.

PTA (PARENT TEACHER ASSOCIATION) aka Church Street Alliance for Family Engagement (CAFE)

The purpose of a PTA is to provide support for all students. A strong PTA makes the school community stronger. It is strongly encouraged that all families join, support and actively participate in the PTA. Many of the school activities for students and families are planned in collaboration with the PTA. WE NEED YOU because it takes a village!

This year our board is as follows:

President – Kadija Nicholson

Vice President – Philisha Lewis

Secretary – vacant

Treasurer – Joseph Baez

Meeting dates and events will be announced via Parent Square.

PLANNING AND PLACEMENT TEAM

Individual Education Plan (IEP) – The Planning and Placement Team (PPT) designs an IEP for students who qualify for special education services. These services can - include 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 - A child's parent/guardian of legal record

Karen Butler- School Principal

Amanda Magurne - School Psychologist

Sophia Cassanova-Whitely or Lori Starrett - Social Worker

Alison Strang - Speech and Language Clinician

Taylor Burkle - Part-Time Speech and Language Clinician

David Jones - Special Ed. Resource Teacher

Kristen LaFlamme - Special Ed. Resource Teacher

Arpi Serrano - Special Ed. Resource Teacher

Lacey Prindle - Special Ed. IIC Teacher Grades K, 2, 3

Lucretia Butler - Special Ed IIC Teacher Grades 4-6

TBD - School Nurse

Jamie Angier or Tyson Smith - SRBI Coordinator

The child's regular education classroom teacher will also be invited to attend each PPT.

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. You can email them or 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.**

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, and 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 and these articles are clearly labeled
- 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 staff on duty

Loss of recess or silent lunch are not used as consequences; however, alternative recess or assigned lunch seating are 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 School 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: October, 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 October and March, families are encouraged to ask a teacher to meet if concerns develop that need additional conversation. Parents sign-up for conferences via Parent Square. Teachers will try to accommodate you as best as they can to find a mutually agreeable time to meet. The expectation is that conferences are in person, but if you require a phone or

virtual meeting, please make that request directly to your child's teacher.

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 7:45 AM until 3:45 PM. If you have an appointment with a teacher after 3:45 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 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 3:45 PM, they can come to the office for assistance.

SAFETY/WEAPONS

Students are **NEVER** to bring weapons or facsimile of weapons that may cause a distraction or harm another person. Such items include, but are not limited to: 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 that can potentially endanger others can lead to severe consequences.

SCHOOL CLIMATE INCLUDING CHALLENGING BEHAVIOR AND BULLYING

The Hamden Board of Education (the "Board") is committed to identifying strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, including restorative practices.

[See Policy 5144.2 Restorative Practice Response](#)

If you have any concerns regarding your student the recipient of Challenging Behavior, please reach out to your School Climate Specialist (Building Principal) and complete a Challenging Behavior Form.

SCHOOL HOURS

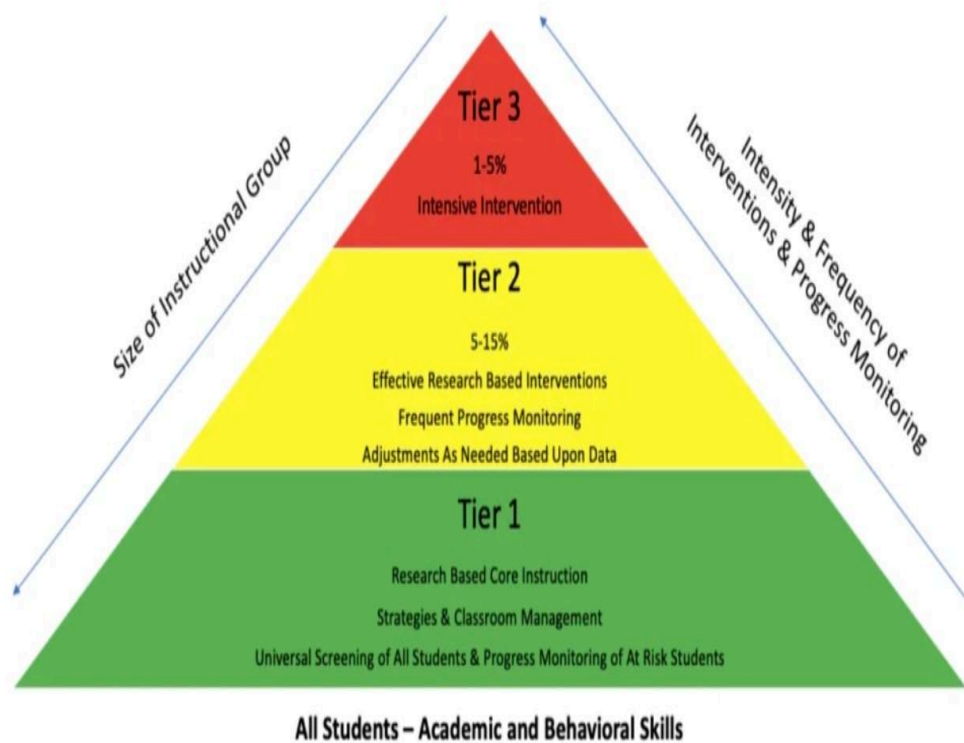
The instructional day is from 8:20-3:24 P.M. The doors open at 8:20 A.M. There is no supervision inside or outside the school until then, regardless of the weather. RIGHT AT SCHOOL runs a before and after-school program from 7:00-8:20 AM and 3:24-6:00 P.M. for Church Street Students.

Parent can register by visiting the Right at School website:

<https://rightatschool-church-street-elementary.jumbula.com/#/before-after-school>

SCIENTIFICALLY RESEARCHED BASED INTERVENTION (SRBI)

The SRBI Team is composed of the SRBI Coordinator, the Principal, Teachers (including Social Worker & Psychologist) and tutors within our school. All students receive research-based curricula and small group instruction as part of these services. The team also reviews math and literacy data to identify students that need additional Tier 2 or Tier 3 support to make progress in reading and math towards meeting grade level standards. This program provides an intervention for a student who is below grade level in reading or mathematics. This is a regular education service provided to students. All students participate in a block of time each day devoted to this purpose.



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 Superintendent Gary Highsmith at 203- 407-2000. [A link to the policy can be found here.](#)

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.

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 instances, 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.

Students in Pre K 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 student's conduct has caused physical harm. Students in grades Preschool through grade 2 who are suspended out of school must receive services that are trauma-informed, developmentally appropriate and align with any behavioral intervention plan, IEP or 504 Plan the student may have. Administration must consider whether to convene a PPT meeting to conduct an evaluation to determine if the student may require special education or related services. Finally, students in grades Pre K to 2 must not be suspended for longer than five days, if ten days were warranted per occurrence.

SUSPICION OF CHILD ABUSE OR NEGLECT MANDATORY REPORTING

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 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.

VALUABLES

Students should only bring items that are needed for learning to school. Students should not bring large sums of money, valuables or expensive items to school. Items including, but not limited to toys, sentimental jewelry, collections, or video games will be taken from children and returned only to a parent/guardian. The school is **not responsible** for loss or damage.

VISITORS

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

- Consult with your child's teacher or call to make an appointment with a staff member, 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 visitors; this may seem impolite, but it is necessary to ensure security.
- Visitors will not be allowed 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 account for everyone in case of an emergency.

Church School Student & Parent/Guardian Agreement

Please sign and return this page to your child's teacher to indicate that you have read the Student & Family Handbook by Friday, September 5, 2025 (The Handbook is available on our website and will be sent via Parent Square.

Students:

- ✓ Attend school daily and learn something new; participate in class every day and try their best
- ✓ Get along with my classmates and bring any problems to an adults' attention
- ✓ Read every day in school, complete homework and read every night at home
- ✓ Talk to my family about what I am learning in class
- ✓ Bring home notices and other important information about school activities to your parents/guardians
- ✓ Talk to teachers, parents/guardians or other trusted adult if something is bothering you or you need help
- ✓ Recite the CSS Student Pledge daily and follow school expectations by being my best self

I have read the Hamden Elementary Student-Family Handbook. I understand my responsibilities as a student.

Student Signature _____ **Date** _____

Parent/Guardians:

- ✓ Make sure my child is on time for school, attends school daily and has the materials he/she needs
- ✓ Monitor my child's progress and contact the teacher early if concerns arise; attend Report Card conferences
- ✓ Encourage my child to follow the school's expectations for behavior
- ✓ Read and respond to notices, forms and notes from the school/teacher
- ✓ Look for notices on Thursdays, the weekly email (Friday) and check the school web-site for information
- ✓ Monitor homework and provide a quiet space for your child to read nightly
- ✓ Attend school-related family events and be an active member of the school's PTA
- ✓ Monitor Social Media and TV-watching; Encourage watching channels like the Discovery Channel or National Geographic to build content knowledge and vocabulary
- ✓ Talk to my child about the importance of education and trying his/her best

I have read the Hamden Student-Family Handbook. I understand my responsibilities as a parent/guardian.

Parent/Guardian Signature _____ **Date** _____

I request to receive a paper copy of this handbook. I understand that live links will not be accessible through the paper copy and I will review those links on an electronic device.