

# **RIDGE HILL SCHOOL**

Where

We...



## **Student/Family Handbook 2019 - 2020**

**120 Carew Road, Hamden, CT 06517**

**Telephone (203) 407-2035**

**Fax (203) 407-2012**

## **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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 effect portions of this handbook will be made available to students and parents through newsletters, web pages and other communications.**

## Message from the Principal

Dear Families,

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

At Ridge Hill School, each student will be a part of a Positive Behavioral Support Program (PBIS) where we will teach and reinforce expected socially appropriate school behaviors that will transfer to the outside world. Our program provides incentives for students who demonstrate **Respect, Responsibility, Safety and a Positive Attitude.**

We encourage parent involvement as we appreciate the partnership in educating our youth. Communication is the key. Please let us know what is working for your children and certainly call us with any difficulties. Teachers utilize student folders and assignment sheets, email and telephone to contact parents as often as needed in addition to conference times. We are here for you and your family, so please do not hesitate to contact us at 203-407-2035.

Best wishes for a wonderful and successful school year!

Mrs. D'Antonio, Principal

## **Hamden Public Schools Mission**

The **mission** of the Hamden Public Schools is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care. We aim to provide challenging, high-quality learning experiences and supports so that all students develop skills, attitudes and practices for academic and life-long success.

## **Hamden Public Schools Vision Statement**

We envision a professional learning culture wherein all members of the school community consistently put the needs of students first and foremost. In such a community, the exclusive focus of all our efforts will be to increase the achievement levels of all students, while simultaneously expanding the knowledge bases of all adult members of the school community.

## **Hamden District Goals**

1. All students will demonstrate accelerated growth in reading with the goal of meeting proficiency by the end of grade three
2. All students will demonstrate accelerated growth in math, with the goal of achieving Algebra I readiness by the end of grade eight
3. Increase student achievement in grades 9-12
4. reduce student chronic absenteeism districtwide
5. Increase equity districtwide

## **Ridge Hill Pledge**

**Today is a new day!**

**I will be responsible.**

**I will be safe.**

**I will have a positive attitude.**

**I will respect myself and others**

**Today, I will be the best me I can be!**

**Hamden Board of Education**  
 Jody Ian Goeler, Superintendent  
 Christopher Melillo, Assistant Superintendent  
 Chris Daur, Chair  
 Myron Hul, Secretary  
 Lynn Campo  
 Melissa Kaplan  
 Gail Mitchell  
 Vic Mitchell  
 Walter Morton IV  
 Arturo Perez-Cabello  
 Melinda Saller

**IMPORTANT PHONE NUMBERS**

Hamden Public Schools/BOE	203-407-2000
Ridge Hill School Office	203-407-2035
Extensions:	
• Voicemail or Report Absence	9
• Secretary	1
• Nurse	2
• Whitson's Café	3
• Directory of Staff	5
Ridge Hill Fax	203-407-2012
First Student Bus Co	203-288-2887

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.

**School Day Hours**

<b>Regular Day:</b>	<b>8:30-3:34</b>
<b>Scheduled Early Dismissal:</b>	<b>8:30-1:00</b>
<b>Snow Dismissal</b>	<b>8:30-12:04</b>
<b>2- Hour Delay</b>	<b>10:30-3:34</b>
<b>90-Minute Delay</b>	<b>10:00-3:34</b>

Be sure to check our school'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 our homepage by logging onto [www.hamden.org](http://www.hamden.org) and connecting to the Ridge Hill School link. A weekly email is sent to all families each week to let you know about the week ahead and provide you with some "save the dates". Please be sure to register your email with the main office to receive this information.

#### **From the Nurse**

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

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

#### **MEDICATION:**

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

#### **PHYSICAL EXAMINATIONS:**

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

## **HEALTH UPDATE:**

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

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

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

## **ABSENCE**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 8:00 A.M. and 9:30 A.M. on the day of the absence by telephoning the school.

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

## **EXCUSED ABSENCE**

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

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

6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of service members.

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

### **UNEXCUSED ABSENCE**

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

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

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

### **ATTENDANCE**

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

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

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

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

A child whose total number of absences at 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.

### **ACCEPTABLE USE POLICY**

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

### **AMERICANS with DISABILITY ACT**

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

Office for Civil Rights

U.S. Department of Education

Office of Civil Rights

33 Arch Street, Suite 900

Boston, MA 02110-1491

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

### **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.

### **ANIMALS IN THE CLASSROOM**

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

### **ARRIVAL & SCHOOL DAY**

If you are dropping off your child at school, please adhere to the following **"Kiss and Go"** procedures:

- Please do not park in the drop off lane and follow the traffic signs/laws regarding parking.
- Parents should remain in the car and make sure the child can exit the vehicle independently (curbside).
- Parents who wish to walk their child to the main door, must find a parking spot (not in the drop off lane).
- Children are not permitted in the building before 8:30 am; there is no adult supervision until this time.
- If a child arrives tardy (**after 8:45 a.m.**), he/she child must report to the main office to sign in before entering class.

## **BAD WEATHER**

LISTEN TO YOUR RADIO or TV or check our website.

If bad weather or a school emergency forces the cancellation of school for the day or a delay in the starting time, announcements are made on the local radio and television stations. A telephone call will also be made using School Messenger. Please be sure the office always has an up-to-date phone number with emergency contacts in case of emergency. Decisions to cancel school, delay the opening or have an early dismissal are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions throughout Hamden.

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

WELI	960 AM
WTIC	1080 AM
WTNH	Channel 8
WVIT	Channel 30
WFST-TV	Channel 3
Website	<a href="http://www.hamden.org">www.hamden.org</a>

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

**\*\*Breakfast is available from 8:30 AM –8:50 AM. After 8:50 AM breakfast is not available as the cafeteria staff is preparing for lunch. The is NO breakfast served on delayed openings.** Lunch is served in waves by grade level from 11:15 AM to 1:45 PM. Please see grade level memos as to your child's time for lunch and recess.

Applications for Reduced/Free Lunches will be sent home with each student at the beginning of the year. Please fill out the forms and return them to the school if your family meets the eligibility guidelines. **Even if your child received free or reduced lunch last year, you must fill out a new form for this year.** All children will be dropped from the program if a new form is not submitted. Additional forms are available in the office. The district only allows charging up to \$8.00.

### **BULLYING**

The bullying of any student in the Hamden Public school system is strictly prohibited and such conduct may result in disciplinary action including, but not limited to, suspension and or/expulsion from school. **"Bullying," an act that is direct or indirect and severe, persistent or pervasive which: A. causes physical or emotional harm to an individual, B. places an individual in reasonable fear of physical or emotional harm, or C. infringes on the rights and opportunities of an individual at school.**

Reports of bullying behavior are taken seriously and will be addressed immediately, in accordance with the CT law on Anti-Bullying. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed and parent notification of the outcome given within 48 hours after completion of the investigation. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process under Board of Education policy.

### **BUS 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 sit with their bottom on the bottom of the seat and their backs against the back of the seat.
5. Feet and legs must be out of the aisle and 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 her designee, in accordance with the Hamden Board of Education School Policy.

**\*\*Primary aged students (K, 1 and 2) will be returned to the school if an adult is not there to meet them at the stop. After the third such occurrence, a referral will be made to DCF.\*\***

### **BUS ASSIGNMENTS**

Bus routes are posted on the district's website - [www.hamden.org](http://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.

### **CELL PHONE/PHONE USE**

Students are **only allowed to use** school telephones for emergencies. Forgetting materials at home is not an emergency. **Students are not permitted to use cell phones in school. Cell phones must be stored in backpacks and must remain turned off during the instructional day.** If a cell phone is seen or heard, it will be confiscated by a staff member. The following will occur in this order:

**First Offense:** Teacher will confiscate the phone and return it to the student at the end of the day.

**Second Offense:** Teacher will confiscate the phone and turn it in to the principal. The student can pick up the phone at the end of the day.

**Third Offense:** Teacher will confiscate the phone and turn it into the principal where a parent or guardian must come to retrieve the phone.

### **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.**

### **CHILD ABUSE**

Any school staff including but not limited to teachers, superintendents, nurses, social workers, psychologists, principals, coaches, and paraprofessionals are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

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

### **CLASSROOM SNACKS**

In the interest of healthy eating, we encourage parents to pack a healthy snack for their children. Healthy snacks are considered to be fruit, fresh vegetables, yogurt, cheese, pudding, granola/protein bars, baked potato or corn chips). Candy, sugary baked sweets and soda **are not** considered healthy snacks for the classroom. Additionally, in an effort to support families and properly manage medical and/or food allergy concerns, we may ask that some foods 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.

### **CLASSROOM OBSERVATIONS**

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

### **CODE OF CONDUCT**

Each student, teacher and staff member is expected to demonstrate: Respect, Responsibility, 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 student. Students who follow the rules and expectations are rewarded. Students who break rules will be retaught and receive consequences for inappropriate or unsafe behaviors.

## **CONFIDENTIALITY**

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

## **COMPUTERS/SOCIAL MEDIA**

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

**Inappropriate use of or damage to a computer or other equipment will result in a consequence and possible reimbursement.** Students and parents should be aware that e-mail communications and social media sites (Facebook, Instagram, YouTube, Snap Chat) should be used responsibly at home. Misuse of media at home, if found to seriously impact the learning environment, can result in school consequences.

## **COUGH DROPS**

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

## **DEFIBRILLATORS IN SCHOOLS (AED'S)**

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

## **DELAYED OPENING/EMERGENCY SCHOOL CLOSING**

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

### **Delayed Opening**

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

### **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.)

### **Emergency Closing**

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

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

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

### **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 Tuesday, a note should be sent in that Tuesday morning.

The dismissal process begins at 3:34pm. **NO STUDENT WILL BE CALLED FROM CLASS FOR DISMISSAL BETWEEN 3:00 P.M. AND 3:34 P.M.**

- Children who walk home from school are escorted by a staff member to the edge of the school property on Carew Road. **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.
- **Only students in Kindergarten, 1<sup>st</sup> or 2<sup>nd</sup> grade (without a sibling in grade 3 or higher) will be allowed as pick-up students who must be signed out by an adult at the front door. Students in grades 3-6 will be dismissed as either walkers or bus students.** Children who are being picked up from school are to be signed out by an adult. **Parents are asked to sign their child out on the sign-out sheet and wait for him/her outside the front door.**

**\*\* 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 3:00pm), please adhere to the following procedures:

- Please send a note in to your child's teacher that day. This will ensure your child has obtained all necessary assignments before leaving for the day.
- If someone other than a parent/guardian is coming to pick up your child, please notify the office ahead of time.
- If you are picking your child up from school prior to 3:00 p.m. please sign him/her out of school in the main office. You must sign them back in to school if they are returning during the school day.
- Your child can be called to the office to meet you for dismissal as long as it before 3:00pm. **No student will be called from class for dismissal between 3:00 p.m. and 3:34 p.m.**

**\*\* Please note that parents who routinely pick up children early may be reported to DCF for educational neglect.**

## **DISCIPLINE**

A student who violates the district's code of conduct shall be subject to disciplinary action. The (DISTRICT'S) disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

### **Detention**

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

### **Expulsion**

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

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



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

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

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

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

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

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

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

### **Suspension**

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

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

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

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

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

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

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

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

### **DISTRICT-WIDE TESTING**

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 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. Students in K through 6<sup>th</sup> grade also take the Measurements of Academic Progress (MAP), a district-wide assessment given 3 times during the year. In addition, the Fountas and Pinnell Reading Assessment which is given to each student 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 scored) and informal quick checks to support planning for additional instruction and interventions.

## **DRESS CODE**

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

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

## **EMERGENCY OPERATIONS PLAN – WHAT PARENTS NEED TO KNOW**

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

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

## **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. **A signed permission slip from a parent or guardian is required for every student in order to participate in any field trip. If a student demonstrates inappropriate or unsafe behavior in school,**

**the student may be excluded from the trip or we may require that a parent/guardian attend the trip to supervise his/her child.**

### **FINANCIAL ASSISTANCE**

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

### **HOME-SCHOOL COMMUNICATION**

Ridge Hill School is committed to communicating regularly with families about children's learning. Please make sure you check your child's backpack every day and remember to return forms/notices in a timely manner. All students will be given a GREEN plastic 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:

- Thursday Notice Day –Flyers/notices about school-related activities/events are sent home on Thursdays
- Weekly Emails sent on Friday's at 5:30 by School Principal (please make sure your email is up to date)
- Parent-Teacher Conferences (Nov/Mar) – Parents sign up for conferences through Sign-UpGenius.com
- School Web-site
- Automated Telephone Messages

### **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. Contact Kim Pearce, Director of Special Education (203) 407-2220 for further information.

### **HOMEWORK**

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

1. Homework assignments have an authentic and meaningful focus that is relevant to the learning experiences that take place in the classroom. It is important for students to have a high level of commitment to their homework. Assignments are often used in class the following day as part of the lesson. In the case of incomplete homework assignments, the teacher will use discretion as to the appropriate and reasonable consequences that the student will serve to complete the work.
2. With the exception of reading, long-term projects (i.e., book reports, research reports, make-up work) or other activities requiring a longer process to complete, students will *usually* not be assigned homework over the weekend.

3. Students in grades 3 – 6 will not be given tests or homework assignments during the time when the Smarter Balanced Assessment (April) is being administered. Students are expected to use this time to read and focus on test taking strategies.
4. Every attempt will be made to avoid administering any tests on a day following a weekend or holiday vacation.

The following is the recommended number of minutes for homework each week:

Average Time Level (minutes per week)

K (45 minutes)

1-3 (150 minutes)

4-5 (175 minutes)

6-7-8 (300 minutes)

### **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 books lost, 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.

### **LITERACY SPECIALIST**

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

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

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

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

### **LOST AND FOUND**

Lost and found items are located in the cafeteria (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 lunch is available for students for \$2.75 per day including milk. Additional milk/juice is available for 40 cents. Reduced price (.40) or free lunches are available to children whose families meet eligibility guidelines. An application will be sent home and should be completed (1 form per family) and returned by Sept. 17<sup>th</sup>; after that date, students without an approved application on file will revert to "full pay".

Menus are sent home monthly and posted on the school website. Parents are encouraged to pay for lunch in advance by using the online program **MySchoolBucks.com** or by sending in money/check in a labeled envelope (see below). Checks should be made payable to "Hamden Lunch Fund".

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

Whitson's policy for elementary school students limits students to three charged lunches. Upon reaching the charge limit, students will receive a notification of charge balances (weekly) until the balance is paid in full. **The charges for lunches will continue to accumulate and parents will be responsible for paying the complete balance before any report cards or class assignments are released.**

### **Math Specialist**

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

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

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

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

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

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

### **NONDISCRIMINATORY POLICY**

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

For further information, contact: Gary Highsmith, Personnel Director

### **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, an announcement will be made within the building for you to move your car before it is towed at your expense.**

### **PTA (PARENT TEACHER ASSOCIATION)**

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. PTA Meetings are typically held on the 2<sup>nd</sup> Thursday of each month at 6:00pm. This year's PTA Officers are: Simone Samuels (President); Madeline Ravitch (1<sup>st</sup> Vice President) and Jammie Williams (2<sup>nd</sup> Vice President), Diane Purvin (Treasurer) and (Open) (Secretary). Notes or messages for the PTA can be sent to school and will be placed in the PTA mailbox. 2018-19 officers

### **Planning and Placement Team**

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

The members of the Ridge Hill School Planning and Placement Team (PPT) include the following:

Parents/Guardians

Stacie D’Antonio

Jim Young

Emily Taylor

Patricia Amodei

Sarah Pannone

Allyson Hamel

Tanya Dana

(New)

Kara Breen

Kelly Sullivan

Lauren Casini

Michele Pollock

School Principal

School Psychologist

Social Worker

Speech and Language Clinician

Special Ed. Resource Teacher (4-6)

Special Ed. IIC Teacher

Special Ed IIC Teacher

School Nurse

School Literacy Specialist

Math Specialist

SRBI Coordinator

Special Ed. Resource Teacher (K-3)

The child’s classroom teacher will also be invited to attend each PPT.

Through observations, discussions with teachers, and informal interactions with students, PPT members may recommend appropriate classroom modifications to address specific problems or needs.

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

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

If you or your child is experiencing a school-related problem, please let your child’s teacher know. Call our office at 203-407-2035 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.**



## **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: November, March and June.

### **Parent-Teacher Conferences**

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

At Ridge Hill, we use Sign Up Genius, an online program, to make signing up for conferences more efficient, paperless and also give parents more control over scheduling their individual date/time. We ask all parents to register at Sign Up Genius by early October so that we have a database of parent emails to send the electronic invitation. Parents registered through Sign Up Genius choose their conference time/date (first come-first serve). You can visit the school website for more information or the link to Sign Up Genius.

## **RECESS**

Recess is an important time where students can socialize with their peers. During this time, students learn many new skills that focus on cooperating with others, organizing or creating games and activities and conversing with friends. Recess occurs daily before lunch, 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 lunch/recess teachers**

- **Loss of recess or silent lunch are not used as consequences; However, alternative recess or assigned lunch seating are used when appropriate**

### **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 8:00 AM until 4:00 PM. If you have an appointment with a teacher after 4:00 PM, please be sure to remind the teacher to meet you at the front door. As you leave our school, please make sure the door closes securely behind you.

Please drop off forgotten items, lunch money and messages in the main office. We will make sure your child receives these items as soon as possible. Children are not permitted to return to their classrooms after dismissal for forgotten items. Until 4:00 PM, they can come to the office for assistance.

### **SAFETY/WEAPONS**

Students are **NEVER** to bring weapons or any other item that may cause a distraction or harm another person to school. 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 GOVERNANCE COUNCIL**

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

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

to have a school-parent compact, developed with parents. A school's Title 1 compact can serve the purpose of the compact required under this section.)

#### School Governance Council Membership and Election Process

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

#### **SCHOOL HOURS**

The instructional day is from 8:30-3:34 P.M. The doors open at 8:30 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 7:00-8:30 AM and 3:30-6:00 P.M. for Ridge Hill Students. Parent can register by visiting the Right at School website: <https://rightatschool-ridge-hill-elementary.jumbula.com/#!/before-after-school>

#### **SCHOOL MESSENGER**

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

#### **SCIENTIFICALLY RESEARCHED BASED INTERVENTION (SRBI)**

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

#### **SERVICES TO CHILDREN (DIRECT/INDIRECT)**

##### School Psychologist

1. Individual/group counseling
2. Parent consultation
3. PPT Coordination
4. Class meeting

#### School Social Worker

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

#### Speech and Language Clinician

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

#### Special Education Resource Teacher

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

#### School Nurse

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

#### **SEXUAL HARRASSMENT POLICY**

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

#### **STUDENT CONDUCT**

At Ridge Hill School, we have adopted the following set of school-wide expectations: **Ridge Hill Students are...Responsible, Safe, Have a Positive Attitude, and Show Respect for Self and Others.** Along with our RHS Code of Student Conduct, they define our expectations for behavior in our school for all students in all settings. These expectations are posted throughout the school and recited daily.

As part of our overall School Climate plan, all adults are expected to teach, model and reinforce the school-wide expectations; Apply consistent consequences and positive reinforcement for all children; Talk to students with respect using a positive voice; Use reminders, prompting, and redirecting as we teach; and provide positive, immediate and frequent feedback to students. Teachers use time in Morning Meetings, as part of Responsive Classroom, to encourage students to demonstrate respect, make good decisions and be caring and cooperative members of the community. Through the Positive Behavior Intervention & Support model, all students have the opportunity to be recognized for their positive behavior in a variety of ways in the classroom and school. Some of these ways include: classroom privileges, positive notes, Fun Fridays, Student of the Week, and the VIP program. PBIS also includes a system of consequences and support for students who are having difficulty meeting behavioral expectations.

#### **Code of Conduct:**

1. Follow directions given by an adult the first time they are stated, without arguing or talking back.
2. Be respectful of the learning environment - disruptive behavior, foul language, obscene gestures, teasing and name-calling are unacceptable.
3. Fighting, bullying, sexual harassment, possession of drugs or weapons, theft and threats are serious offenses that will result in suspension and possible expulsion after a complete investigation.
4. Keep hands, feet and other objects to yourself. No hitting, inappropriate touching or throwing items.
5. No running, playing pushing, loitering or yelling in the hallways. Students must have permission any time they pass in the hallway without an adult.
6. Dress appropriately and safely for school.
7. Keep all areas of the school clean from trash and graffiti.
8. Gum, candy and glass bottles are not allowed in school. Food is not allowed to be taken out of the cafeteria. (Only snacks are to be eaten in the classroom).
9. Respect personal and school property. Do not write on or destroy books, desks, computers, lav fixtures, walls, doors, bus seats, etc.
10. Electronic devices (e.g. tablets, cell phones, games), toys, fidget spinners or water guns mace, laser pointers or fireworks are not allowed on school property. **Confiscated items will only be returned to a parent or guardian.**

#### **CONSEQUENCES**

It must be noted that discretion will be used when making decisions that impact students and logical consequences will be given. It is the staff's expectation that decisions made regarding misbehavior will be supported at home. In

each classroom, teachers may use a variety of strategies to address minor misbehaviors. Our first step is to stop the misbehavior quickly and simply with a brief word or gesture. Classroom consequences include: warnings, parental contact, loss of privileges, community service or a time-out. If necessary, a student may be referred to the Student Support Center after receiving multiple warnings or for more serious misbehaviors. The intent of the Student Support Center is to allow children an opportunity to reflect on their actions, resolve the issue and return to class when they demonstrate readiness. Repeated misbehaviors, hands-on or aggressive behavior and more serious offenses are referred to the administrator and may result in serious consequences, which could include suspension, expulsion or referrals to police or other outside agencies. In deciding how to handle serious offenses, we take into account the severity of the behavior, the likelihood of a reoccurrence and any applicable district policies/state laws.

### **STUDENT USE OF TECHNOLOGY**

RHS believes that student learning is accelerated when students are able to use district-approved electronic devices as educational tools to complement the learning process. We have invested in desktops for our computer labs, iPads for Kindergarten through 1<sup>st</sup> grade, a combination of iPads and Chromebooks for 2<sup>nd</sup> grade and Chromebooks for 3<sup>rd</sup> through 6<sup>th</sup> grade. Students will be assigned an iPad or Chromebook and will be expected to use it responsibly and appropriately while it is in their care. Devices are district property and all content (software, email, internet use) will be monitored and the school reserves the right to search a district owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated school rules or engaged in other misconduct while using the device. Violations of these expectations may result in altered use, loss of privilege to use the devices for a period of time and/or other appropriate disciplinary and/or legal action as specified in the Student AUP.

### **VALUABLES**

Students are to bring only 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, cameras, hobby collections, tablets/laptops, video games, cell phones or other electronic devices 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 to establish a day/time 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 are certain of guests who may be in the building in the event of an emergency.

### **Student & Parent/Guardian Handbook Agreement**

**Please sign and return this page to your child's teacher to indicate that you have read the Student & Family Handbook by Friday, August 30th.**

**(The handbook is available on our website)**

#### **Students**

- ✓ Learn something new and participate in class every day; Try my 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 & Follow the RH Student Pledge daily – Today is a new day, I will be responsible, I will be safe, I will have a positive attitude; I will respect myself and others. Today I will be the best me I can be!

**I have read the Ridge Hill School Student-Family Handbook. I understand my responsibilities as a student.**

_____ <b>Printed Student Name</b>	_____ <b>Student Signature</b>	_____ <b>Grade</b>	_____ <b>Date</b>
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#### **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
- ✓ Support my child in following 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 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 TV-watching and encourage watching channels like the Discovery Channel or History Channel to build content knowledge and vocabulary
- ✓ Talk to my child about the importance of education and trying his/her best

**I have read the Ridge Hill School Student-Family Handbook. I understand my responsibilities as a parent/guardian.**

_____ <b>Printed Parent/Guardian Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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☐ **I would like to request a paper copy of the handbook sent home.**