

2021-2022

SPRING GLEN ELEMENTARY SCHOOL PARENT HANDBOOK 2021-2022



**1908 Whitney Ave.
Hamden, CT 06517
Phone: 203-407-2045
Fax: 203-407-2048**

IMPORTANT PHONE NUMBERS

Spring Glen Elementary School Office	203-407-2045
Nurse	203-407-3107
First Student Bus Company	203-288-2887
FAX #	203-407-2048
Principal's E-mail	hhornreich@hamden.org
Website	www.hamden.org

Spring Glen Elementary School Mission

Our mission is to work collaboratively with the school community to engage all students in intentional, rigorous and authentic learning experiences, while instilling the core values of safety, kindness, responsibility and respect.

Spring Glen Elementary School Vision Statement

At Spring Glen School, we will prepare students to be open-minded, independent, thinkers who are creative problem solvers, who will become respectful responsible citizens, and who can work collaboratively in an ever changing global society

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

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

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. 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 Parents/Guardians,

I would like to warmly welcome you to Spring Glen School, where your children are our top priority. Spring Glen School has a committed and highly qualified staff to meet your child’s academic, social and emotional needs. Our mission is to ensure all our students learn to the best of their potential each and every day they are entrusted to our care. We believe that all students can be successful and achieve at high levels if they are involved in rigorous and differentiated instruction fostering a high level of student engagement.

Our partnership with parents is one of Spring Glen’s many strengths. I welcome your presence at our school and look forward to working with each family and the dedicated staff at Spring Glen to continue providing the best social and academic learning opportunities for your children. We strive to create a healthy and inviting school environment in which students feel safe, supported, and challenged in their learning. All students will take part in the RULER program which enhances students’ ability to understand and regulate their own emotions and to consider and empathize with how others are feeling. The anchors of this program also foster the kind of healthy emotional climate essential to personal growth.

The faculty and administration are constantly involved in ongoing reflection and professional development and demonstrate a willingness to improve and refine our practice. Our faculty models respect, collegiality, and empathy in all that they do.

I look forward to working collaboratively with all of you during the upcoming school year. Please do not hesitate to contact me if you have any questions at (203) 407-2045 or by email at hhornreich@hamden.org.

Best wishes for a wonderful and successful school year.

Sincerely,
Howard Hornreich

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 6th grade students are reminded that the state-mandated physical is due by June 1st of the 6th 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.

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 school work 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.

Regular attendance in school is essential for a quality education. Students are encouraged to be present every day. Daily attendance fosters close associations with classmates and improves educational progress. The time missed from class results in loss of valuable educational experiences. Set a goal for the year to have PERFECT ATTENDANCE!

If your child is sick, you must call in to the school office by 9:30 a.m. Parents who do not contact the school will receive a call from our automated message center.

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 prior to 9:30 a.m. Voicemail is available for your convenience when school is not in session.

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 principal 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 and submits appropriate 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 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. Students who have unexcused absences may be denied makeup privileges. 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, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at any time during a school year is equal to or greater than then percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a

“chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Reminder

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 vacation to coincide with days when school is not in session.

AMERICANS WITH DISABILITIES

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

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

Upon request, this material is available in alternate formats. For matters concerning accommodations, call the Board of Education at 203-407-2000.



ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

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. *Acceptable Use Policy* Hamden Public Schools offers students access to technology, including the computer network and Internet to enhance and support student learning. It is important for students to use all technology in a safe and respectful manner. Students who wish to use the technology must have an Acceptable Use Policy signed by a parent or guardian and by the student. This document will remain a part of a permanent record for students. A student may be denied use of the technology if the Acceptable Use Policy is not signed. Inappropriate use of or damage to a computer or other equipment will result in a consequence and a possible replacement fee. Students and parents should be aware that e-mail communications and social media sites should be used responsibly at home. Misuse of media at home, if found to seriously impact the learning environment, can result in school consequences.

AFTER-SCHOOL ACTIVITIES

Students are encouraged to participate in the many after-school and/or evening activities held at Spring Glen School. All school-sponsored activities are subject to school rules. General rules and common sense should prevail when attending any of these functions. Field trips and after-school activities are organized for students with the intention of educational and social experiences. However, such activities are considered a privilege, not a right. If a student does not display academic effort, breaks school rules, and/or has multiple referrals to the Student Support Center, he/she may have privileges revoked. The final decision in such cases will be made by the grade-level teams, and/or the administration. The PTA coordinates our after school programs

ANIMALS

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

ARRIVAL

Our school day begins at 8:45 a.m. and ends at 3:34 p.m. Students may enter the building at 8:30 a.m.; they should not arrive at school before this time since there is no supervision. Parents must sign in students who arrive after 8:45 a.m. A student is tardy if arriving after 8:45 a.m. and must get a tardy pass from the office.

BAD WEATHER

LISTEN TO YOUR RADIO or TV or check our website.

If bad weather or a school emergency forces the cancellation of school for the day or a delay in the starting time, announcements are made on the local radio and television stations. A telephone call will also be made using School Messenger. If there is any chance you would not be home for your child, please put the phone numbers on your emergency form where you can be reached between the hours of 10:30 a.m. and 1:00 p.m.

Decisions to cancel school, delay the opening or have an early dismissal (usually starting at 12:30 p.m. for our buses and 1:04 p.m. for walkers and those transported by parents) are made by the Superintendent of Schools. Decisions are made based on weather predictions and road conditions throughout Hamden.

PLEASE, DO NOT CALL THE SCHOOL.

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

WELI 960 AM
 WTIC 1080 AM
 WTNH Channel 8
 Website www.hamden.org

BICYCLES

Students in grades 4-6 may ride their bicycles to school with parent's permission. While on school property they must "walk" their bikes. State law requires anyone under the age of 16 to wear a helmet while riding a bicycle. Bicycles must be parked in the racks provided. All bicycles should be locked. The school is not responsible for damage or theft of bicycles. A bicycle permission form must be completed to ride your bike to school.

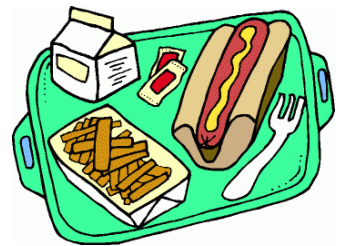
BIRTHDAYS

We enjoy celebrating your child's birthday with you. If you want to send a nutritional treat, please drop off the items in the office for distribution. Birthdays are celebrated the first Friday of each month. Please do not send whole cakes, balloons, ice cream, flowers or any other items as these interrupt the instructional day and are not appropriate. Birthday invitations cannot be distributed at school unless every child in the class is included. **Food that does not comply with our Wellness Policy will not be allowed into school.**

**BREAKFAST/LUNCH**

School breakfast is available for elementary students for \$1.00 a day including milk. This must be paid by the week; lunch costs \$2.65 per day including milk. Menus are sent home monthly and are printed weekly in the *Hamden Chronicle*, the *Hamden Journal*, and *New Haven Register*.

Applications for Reduced/Free Lunches will be sent home with each student. 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 by the end of September. Additional forms are available in the office. Charging is not allowed by the district but on those occasions that a student does not have money, they will be offered an alternate meal of a cheese sandwich.

**BULLYING**

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

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

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Board policy and regulation #5131.911(a) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators, (4) require school administrators to investigate any written reports

filed pursuant to subdivision (2) and to review any anonymous reports, (5) include an intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection. The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

- For purposes of this policy, "Bullying" shall mean Bullying means an act that is direct or indirect and severe, persistent or pervasive which:
 - a. causes physical or emotional harm to an individual, **OR**
 - 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.
- But need not limited to any written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, GENDER IDENTITY, SOCIOECONOMIC STATUS, ACADEMIC STATUS, PHYSICAL, DEVELOPMENTAL, OR SENSORY DISABILITY, or by association with an individual or group who has or is perceived to have on or more characteristics.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Legal References: Connecticut General Statutes

PA 02-119, An Act Concerning Bullying Behavior in Schools and
 Concerning the Pledge of Allegiance
 10-233a Definitions
 10-233b Removal of pupils from class
 10-233c Suspension of pupils
 10-233d Expulsion of pupils
 10-233e Notice as to disciplinary policies and action
 10-233f In-school suspension of pupils. Reassignment

Policy adopted: January 14, 2003 HAMDEN PUBLIC SCHOOLS

Policy readopted: June 8, 2004 Hamden, Connecticut

Policy amended: December 12, 2006

BUS TRANSPORTATION

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

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

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

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.



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

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

If a student does not behave on the bus or at the bus stop, that child may be suspended from the bus and need to be transported by a parent during the suspension. If your child is in Kindergarten and is a bus student, please be advised that parents or guardians **must be available to receive children**. For the safety of the children, bus drivers are not allowed to drop off children without an adult waiting. If you are **not visible**, the bus driver will return the child to school.

CAFETERIA

The following guidelines have been established to assure that all students are provided with a safe and orderly lunch period:

- The teachers will escort students to the lunch room.
- They are seated in a designated area with their class.
- Students may not leave the cafeteria without the permission of the staff on duty.
- Students are expected to wait their turn in the serving line.
- Students must bring their own lunch or their own lunch money to school each day. Students are not allowed to solicit money or food from other students.
- Once seated, students are to remain at their table with conversational voices.
- Students are responsible for keeping the cafeteria clean. When finished eating, students must throw trash in the designated barrels and pick up any papers or food that may have fallen to the floor.
- Environmental awareness is important to Spring Glen School. Separate recycling bins for cans and plastic bottles are provided.
- Food and drinks may not be taken out of the cafeteria without permission.
- Students are responsible for their own lunch boxes.
- Lunch aides will escort the students to recess. After, recess teachers pick up the students.
- Students are not allowed to share food with other students.

Cell Phones

Cell phones are not allowed in school. However, if your child needs to bring one to school for emergencies, they must be turned off and kept in their locker. School staff are not responsible for lost or stolen cell phones.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

CHILD ABUSE

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as

CLASS PLACEMENT

a positive student-teacher relationship will be established.. The final decision Every effort will be made to place students with teachers where for placement rests with the principal or his/her designee. Do not contact the school with requests for specific teachers

CODE OF CONDUCT

Each student, teacher and staff member is expected to demonstrate:

Respect, Responsibility, Kindness and Safety to help promote a positive school climate.

COMPUTER RESOURCES

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

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

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

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

CONFIDENTIALITY

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

COUGH DROPS

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

CROSSING GUARDS

A crossing guard is on duty at the corner of Whitney Ave and Glendower Rd. Please advise your children to cross at the corners where a guard is present to assist. Children are not allowed to jaywalk due to safety concerns.

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

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



Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Principal. All reports of cyber bullying will be investigated by the administration.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police. Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOLS (AED'S)

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

DISMISSAL

Regular dismissal time is 3:34 PM. Due to fire code regulations, parents are not allowed to wait for dismissal in the halls or inside entranceways. **If you are going to pick up your student between 3:20 and 3:34, please wait outside and retrieve your child from his or her teacher.** This is to ensure a smooth dismissal for all our children. If you need dismiss your child early due to an emergency; you will have to come to the office to sign out your child. Your child will then be called from the classroom to meet you by the office. For safety reasons, no child is ever dismissed from the classroom. If someone other than the parent is coming to pick up the child, please call the office ahead of time and let the person know we will ask for identification.

Early dismissal at Spring Glen will be 1:04 p.m. Lunch will be served on all scheduled early dismissal days. Early dismissal from school will be granted only with a note from a parent explaining the reason for the early dismissal and stating the time of departure. This note must be brought to the Office. Parents need to "sign-out" the student in the Office. Students may not leave school property at any time during the school day without consent of the administration or school nurse.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school maybe posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

DISTRICT-WIDE TESTING

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

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

All students in grades K-6 will participate in NWEA-MAP testing. This information helps our teachers make informed decisions about instruction.

DRESS CODE

We believe that reasonable and proper standards of dress and good hygiene should be expected of everyone. Keep in mind that school is more formal than informal: students should be neat, clean, comfortable, and dressed in good taste. Extremes in dress and grooming should be avoided so that it does not disrupt the learning environment of the school or pose safety or health risks to students. Please be aware that there are many students that have asthma and/or allergies so please do not use hair potions, body lotions or perfumes in school. Final determination of questionable dress or grooming in school or at school activities will be made by the administration and follow Hamden BOE policy.

Here are some **suggestions**:

- Footwear is required. Its function is to provide personal safety. Footwear will be in good taste and in line with the student dress code. No bare feet are allowed. All footwear should have straps or backs for safety reasons

Clothing that is NOT permitted to be worn in school:

- “See through” clothing.
- Clothes that are slashed, ripped, torn or frayed or with logos advertising or displaying alcohol, drugs, violence, tobacco, or improper/suggestive language.
- Hats, bandanas, sunglasses.
- Pants worn below the waistline and/or exposing a student’s underwear
- Outside coats, unless required by a teacher.

Your child will be outside for 20 minutes at least once a day — they need to have a jacket or coat on cool days or they will be kept inside during recess. Please remember our school is air-conditioned.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

ELECTRONIC DEVICE POLICY

The use of electronic devices capable of taking and transmitting pictures are prohibited on school property and school buses. The use of cellular phones, hand held games, pagers and beepers, are prohibited.

Student use of these items during the school day is subject to confiscation and/or disciplinary action by administration. Additionally, students are not allowed to bring laser light pens to school. These devices can cause possible harm to eyes and can be disruptive to the learning environment. The school is NOT responsible for the loss or damage to any of these devices.

Electronic Devices Violations

1st Incident – Confiscation of Device with Student Pickup Option

2nd Incident – Confiscation of Device with Parent Pickup Option

3rd Incident and beyond – Confiscation of Device and Administrative Consequence



FIELD TRIPS

Field Trips are an extension of the academic curriculum and promote social development; consequently, behaviors that compromise the safety of other students, staff members, or others will lead to exclusion from the trip. Past behaviors will be used as a benchmark for decisions on exclusion from the trip. We must have written permission from a parent to attend field trips. Verbal permission will not be accepted. A limited number of parent chaperones may help supervise the students during the trips. If you are asked to help out, you will need to ride the bus with the class (unless otherwise planned).

Younger siblings are not allowed on field trips. While some trips are free, parents may be asked to pay for trips as well. No child will be excluded because of their inability to pay.

FINANCIAL ASSISTANCE

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

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

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

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

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

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website (and/or on the school's website.)

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal 5 days before the event.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

HAMDEN PUBLIC SCHOOLS HOMEWORK POLICY

If a student comes to school without his/her homework completed there will be several consequences. The most significant is that the student will not be prepared for the day's lessons/activities, and will not be able to participate in sharing his/her work with his/her classmates. He/she may be asked to go to the Student Support Center during lunch to complete the work. If this occurs repeatedly, the parent will be contacted in order to make other arrangements.

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

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

Homework is an integral part of a student's school experience from elementary school through high school and college. The program of homework is geared to the developing maturity of the student throughout the grades and his/her ability to grow from independent study. Homework during a student's school experiences includes many kinds of learning activities.

Teacher's responsibility

- Explain importance of homework and procedure for handing in homework as well as the effect on grading.
- Assignments should be clear, well planned and purposeful.
- Students should understand assignment and know how to do it.
- Assignments should vary in relation to task and student's abilities to accomplish them.
- Homework should be properly evaluated, recorded and returned within a short time. Portion of grade should reflect homework.
- Communication with parents regarding incomplete or faulty homework should be done promptly upon notice.
- Make sure students complete current and past assignments.

Student responsibility

- Have a clear understanding of homework assignment before leaving school.
- Hand in homework on time.
- Be responsible for any missed assignments due to absence.
- Realize the effect homework has on their total grade.

Parent responsibility

- Provide a place to study, which is conducive to concentration.
- Develop a routine for study and encourage quality work.
- Parents should maintain a positive attitude toward homework and assist student with explanations and clarifications but should resist doing any part of the assignment.
- Parents should call teacher/school to make arrangements for homework assignments during periods of extended absences. Homework will be made available when a student is absent for more than one day.
- Parents should discuss any observed problems with their child's homework with his/her teachers and guidance counselor.
- Promote son/daughter to recognize the importance of completing all homework every day.

Make Up Work:

Any student who is absent from school because of illness, suspension, or religious holiday, must be provided the opportunity to make up missing work.

Individual differences of student performance levels will be considered in the assignment of homework.

HEALTH / HEALTH RECORDS

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

If a student becomes ill during the school day, he/she should tell the teacher and ask permission to go to the health room. Students are not permitted to stay in lavatories when ill, or to go home without permission. Any accident that occurs on school grounds must be reported immediately. Students who are excused for reason of illness are not permitted to walk home without permission of parents and administration. Transportation home must be arranged by the parents. Medication to be administered in school must be prescribed by a doctor. Parents must transport medication to school.

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

HOMEBOUND

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

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin.

LIBRARY/MEDIA CENTER

Students visit the school library weekly for book exchange. They may borrow books and magazines. A collection of DVDs, videos and audio books are available for teachers to use in class. Fines are not charged for overdue materials, but students with materials more than two weeks overdue may lose library privileges. Students who lose materials will be required to pay for them. At the end of the year, report cards will be held at the school until library books are returned or paid for. Information, research, and technology skills are part of the Library/Media curriculum for all grades. The school has a computer lab and laptops with wireless Internet, allowing students to access informational databases such as World Book Online. Students must have a signed Acceptable Use Policy on file to use the computers, showing their agreement to use the computers safely, ethically, and responsibly.

LITERACY SPECIALIST

Spring Glen is one of several schools in Hamden that has a literacy specialist. The literacy specialist works with the Spring Glen 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 reading instruction.

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

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of (at the end of the school year). Loss or suspected theft of personal or school property should be reported to the main office.

MATH SPECIALIST

Spring Glen is one of several schools in Hamden that has a math specialist. The math specialist works with the Spring Glen teachers in all areas of math. She coordinates with the other district math specialists on all aspects of math program and plan town wide staff development. She work directly with students and help the teachers implement new programs. Math specialist also oversees and orders supplies and materials necessary for the teachers to implement the math curriculum.

At times, the math specialist helps teachers evaluate their new students for placement in an appropriate instructional reading program. The most important part of the math specialist's job is working with individual teachers on improving their math instruction. They also coordinate our math SRBI intervention program.

The math specialist is an integral member of the Spring Glen 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.

NEWSLETTERS

Spring Glen Newsletters will be sent home weekly and electronically via Weekly Happenings. If you want a hard copy, please call the main office and we will be happy to accommodate your request. Please ensure your email addresses are up to date and you don't block these important emails.

NON-DISCRIMINATORY 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.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. There are also designated dates and times for conferences in the fall and spring. We use Sign-Up Genius for this purpose.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATION

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS (PTA)

All parents and teachers are eligible to become members of the Spring Glen PTA. This organization hosts three school-wide enrichment programs per year and help to fund supplies for each class. They also hold community- building events such as dances, picnics, and lectures. Since the purpose of the PTA is to promote family involvement, students will not be allowed to attend PTA activities alone. We encourage all families, staff and community members to join our PTA. Their information can be found at WWW.SpringGlenPTA.org

PARKING

Parking is available in our parking lot. We have a clearly marked area for drop off in front of the school. Please drop off and then proceed.

Please do not park at the curb in front of the school or leave your car running when you come in, as this is a designated fire emergency lane.

Double parking is also a safety hazard. Please park in a spot and walk your child to the entrance for safety.

At dismissal, please circle around our lot and find a spot. Do not park on Glendower as this interferes with our busses.

PBIs.

Spring Glen School follows a Positive Behavior and Support program. We want our student to be safe, responsible and respectful.

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 Spring Glen Elementary School Planning and Placement Team (PPT) include the following:

Parents/Guardians

School Principal
School Psychologist
Social Worker
Speech and Language Clinician
Special Ed. Resource Teacher (4-6)
Special Ed. Resource Teacher (K-3)
School Nurse
School Literacy Specialist
School Math Specialist

School Psychologist

1. Individual/group counseling
2. Parent consultation
3. Coordination of group testing
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



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.

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.

PROBLEMS

Hamden Board of Education policy urges parents to seek early solutions for school-related concerns and to begin their attempts by contacting the staff member most closely involved. This means usually contacting the teacher first and then the principal if needed. Besides the teachers and principal, you may call the school psychologist, the social worker, the speech and language clinician, and the resource teacher.

If you or your child is experiencing a school-related problem, please let the school know. Call our office at 203-407-2045 and leave a message with the secretary. Voice mail is available for your convenience. The appropriate school personnel will get back to you as soon as possible. Please remember that all staff are involved with teaching and cannot be interrupted unless there is an emergency and we can get someone to cover their class. The principal will return your call within 24 hours of receiving your message.

PROGRESS OF STUDENTS' SUCCESS

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

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



Elementary report cards are issued three times a year: November, March and June.

Monthly meetings are held and active participation is welcomed and a strong component of our school. Meetings will be posted on our website.

RECESS

Recess is important for physical exercise and to allow students an opportunity for social interaction outside of the classroom. When the weather is inclement, recess may be held indoors. The state of Connecticut recommends that students should not be outdoors below 15°; however the building administrator and the nurse reserve the right to determine the location of recess due to the conditions of the grounds with the safety of students being a priority. During winter months, dress appropriately.

Students are not allowed to lose recess as a punishment.

RETURNING SCHOOL MATERIALS

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

ROOM PARENTS

Each teacher will be asking for parent volunteers to act as a liaison for class events. Our parents' group also needs volunteers to help with school events such as book fairs and family fun nights.

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 when you enter, please bring them to the office.

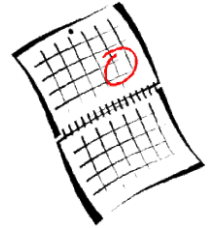
The secretary is here from 8:00 AM until 4:00 PM. If you have an appointment with a teacher after 4:00 PM, please be sure to remind the teacher to meet you at the front door. As you leave our school, please make sure the door closes securely behind you.

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 drills will be practiced during the school year. Please contact your child's teacher or the principal with any questions you may have.

SCHOOL HOURS

The instructional day is from 8:45 AM - 3:34 PM. The doors open at 8:30 AM. There is no supervision inside or outside the school until then, regardless of the weather. There is a before and after-school program from 7:00-8:30 and from 3:30-6:00 PM for Spring Glen students in our school. Contact Right at School.com. at 1-855-287-2466.



SCHOOL ATTENDANCE AREAS

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another boundary.

SCHOOL MESSENGER

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

SCIENTIFICALLY RESEARCH BASED INTERVENTION (SRBI)

The SRBI Team is comprised of the principal, SRBI Specialist and members of the professional staff representing all grade levels and the PPT Team. This program provides an intervention for a student 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. Melissa Rhone can be reached at:
MRhone@hamden.org

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 at 203- 407-2000.

SKATEBOARDS/SKATES/SCOOTERS/ROLLER SHOES

Skateboards, inline skates, scooters, and roller shoes (ex. Wheelies) are not to be brought to school at any time.

SPECIALS

Art

The visual art classes meet once a week for one hour K-6. Students explore a variety of materials and techniques including drawing, painting, ceramics, and printmaking in two- dimensional and three-dimensional creations. Students will learn about art history as they respond to the works of famous artists as well as their own artwork. Each year in March Spring Glen school celebrates its annual Art Night featuring hands on art activities as well as a showcase of students' work related to a theme.



Physical Education

Students have Physical Education twice a week for 30 minute blocks. All students must wear sneakers and be prepared to participate in physical activity.



Media

All students will have 45 minutes weekly in our library / media center and will be able to borrow from our wonderful selection of appropriate books for all our students.



General Music

All students will participate in general music for one hour per week (2 thirty minute sessions). Students will learn basic music skills, new songs and have fun!

Instrumental Music

Students in grades 4, 5, & 6 may elect to study a musical instrument at Spring Glen School. A thirty-minute group lesson is available each week on traditional band and orchestra instruments (brass, woodwinds, strings or percussion). Percussion is not available for 6th grade beginners. In addition, students have the opportunity to perform in the school band or string ensemble when appropriate. Band meets each week for 45 minutes.

Vocal Music

Students in Grades 5 and 6 are invited and welcomed to participate in our Spring Glen Chorus. Membership is voluntary, and with commitment to a weekly one hour rehearsal held during the school day. Chorus performs a daytime concert in the winter and a day and evening concert in the springtime. There may also be voluntary performance opportunities available during the school year, such as the annual Hamden Christmas Tree Lighting Ceremony in December. Additionally, skillful singers who meet criteria may, when appropriate, be recommended for participation in the Hamden Town-Wide Elementary Chorus and upon reaching Grade 7, the Hamden Middle School Chorus



SUSPENSION POLICY

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

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

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

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

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

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

TARDY PROCEDURE

If a student arrives after the start of the official starting time, he/she is to report directly to the office for check-in. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness and be signed by a parent. All unexcused tardy arrivals are subject to school disciplinary consequences.



TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

TUTORS

Spring Glen Elementary School provides a full staff of tutors to help meet the needs of our students.

Although tutors fall into different categories, all the tutors work together under the direction of the classroom teachers, literacy and math specialist to provide the services necessary to assist students in their learning experiences. Tutors work with small groups of children in the subject areas which teachers feel will reinforce classroom lessons.



We also have an English Language Learners (ELL) tutor who provides services to students from non-English speaking homes.

Our new SRBI Specialist coordinates the efforts of all of these tutors by meeting regularly with the tutors, classroom teachers, and the school reading specialist, reviewing the tutorial charts, records and schedules to make certain that students who require any kind of tutorial assistance are receiving it on a regular basis.

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

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

VALUABLES

Students should not bring valuables to school such as sentimental jewelry, cameras, video games, iPods, cell phones, CD/DVD players, etc. Lockers are provided for the convenience of students. Students should not bring valuables to school. The school WILL NOT be responsible for items left in lockers. They are issued to students as a service, but the school cannot guarantee the security of the lockers. The school is not responsible for loss or damage of any items.

VISITS

You are encouraged to visit the school and play an active role in your child's education. In order to ensure a safe, secure educational environment with a minimum of distractions, you are requested to come to the office to drop off forgotten items, request a teacher conference or pick up your child for early dismissal. If you are volunteering or participating in a class activity, a "Visitor Pass" will be given to you to wear during your visit. You must sign in at the office to receive the Pass. All visitors are required to wear a mask and follow all posted social distancing and Covid protocols.

Please do not "drop in" the classrooms to talk to the teacher as this interrupts instruction. The teacher's first responsibility is to the supervision and instruction of all the students. If you need to talk to the teacher, you can leave a message in the office and the teacher will contact you as soon as possible.

WEAPONS

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

WELLNESS

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

WELLNESS POLICY

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

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

Anything that is not considered healthy based on the District Wellness Policy, will not be allowed into the classroom.





DAILY STUDENT HEALTH ASSESSMENT

Please review this health assessment each day before school

☐ Have you, your child, or anyone staying with your family been in close contact with anyone who was diagnosed with COVID-19?

Does your child have:

- ☐ A fever of 100.4 degrees Fahrenheit or higher.
- ☐ Trouble Breathing (breathing faster than normal, looks different when breathing, or having trouble talking when breathing).
- ☐ A chest that feels tight, hurts or feels funny.
- ☐ A loss of taste or smell.
- ☐ Abdominal pain, vomiting, or diarrhea.
- ☐ Sore throat.
- ☐ Cough.
- ☐ Fatigue.
- ☐ Muscle or body aches.
- ☐ Headache.
- ☐ Congestion or runny nose.
- ☐ Or your child appears unwell and doesn't want to play or interact with others.

Is your child showing any symptoms of COVID-19 noted by the CDC?



SCAN ME

DO NOT SEND YOUR CHILD TO SCHOOL IF THEY HAVE ANY COVID-19 SYMPTOMS. NOTIFY THE SCHOOL AND CALL YOUR CHILD'S MEDICAL PROVIDER FOR GUIDANCE.

WWW.HAMDEN.ORG



SPG COVID-19 Safety

Daily Health Assessment

- Review this every day with your child.
- There is nothing that needs to be sent to school.
- If your child has any of these symptoms, do not send your child to school. Notify us and contact your child's medical provider for guidance. Contact the school nurse if you have any questions

If a student or staff member demonstrates COVID-19 symptoms during the day

- Students will be checked by the nurse and dismissed as soon as possible.
- Consultation between District leadership, HPS medical staff, and the Quinnipiac Valley Health District (QVHD) will determine next steps, guided by HPS procedures and Addendum 5 of the CT Department of Education Reopening Plan. Decisions will be made in accordance with this guidance and communicated to all families and may involve isolation of individuals, an entire class, or closure of the school.
- Families will be notified of a positive diagnosis of COVID-19 at Spring Glen School (within medical privacy requirements).
- Specific steps will be shared for a return to school for anyone testing positive for Covid-19

Mask and Face Shield Protocols

All adults and students will wear a mask in HPS buildings and on buses. Mask breaks throughout the day will minimize "mask fatigue". Masks are not required when outside.

Distancing of at least 3 feet when feasible with available space. Distancing will be increased to 6 feet when students are unmasked and eating in the cafeteria.

Hand Hygiene: classrooms will build in time for frequent hand washing. Hand sanitizers are available in classrooms and throughout the building, especially at entrances.

Visitors/events:

While visitors are permitted, Spring Glen staff are able to accommodate virtual meetings whenever possible to minimize access to the building.