

# Dunbar Hill Elementary School

## Information Handbook

2017 – 2018



315 Lane Street  
Hamden, Connecticut 06514

Telephone: 203-407-2025

Fax: 203-407-2027

Erin Bailey, Principal

Website: [www.hamden.org](http://www.hamden.org)

**Hamden Board of Education**

Jody Goeler, Superintendent  
Christopher Melillo, Assistant Superintendent

**Board of Education Members**

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Melinda Saller, Secretary  
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**Dunbar Hill School  
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Antonia Baroga, Treasurer  
Geraldyn Vigliotti, Corresponding/Recording Secretary  
Vacant, PTA Council Representative

*\* Please contact Co-Presidents regarding vacant positions.*



Erin B. Bailey, Principal

## Welcome to Dunbar Hill School!

Dear Parents/Guardians,

Dunbar Hill is committed to excellence in all areas of your child's learning.

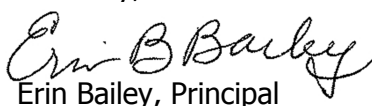
The best results for our children happen when we work together, developing the whole child; academically, socially, emotionally and physically. In doing so, we seek to create a community of life long learners.

Our school's focus this year is building a strong foundation of essential skills, developing critical thinking and problem solving. As educators, we will continue to provide multiple opportunities for individualized teaching and learning as well as whole group instruction. Children actively participating in the learning process will continue to be the goal. As such, excellent work ethic and positive attitude are required on a daily basis.

If there ever is a question or concern, please don't hesitate to contact me or your child's teacher.

With that said, we at Dunbar Hill School look forward to working together to make this year a positive and successful year for your family.

Sincerely,

  
Erin Bailey, Principal

**FOR DUNBAR HILL SCHOOL UPDATES...**

Text

**81010**

with the message

**@bgfa43**

to get text alerts and reminders



# DUNBAR HILL SCHOOL

## DUNBAR HILL PLEDGE

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

## BELIEF STATEMENTS

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

## POSITIVE STUDENT CONDUCT

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

### ***Be Respectful***

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

### ***Be Responsible***

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

### ***Be safe***

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

**Dunbar Hill Elementary School Staff**  
2016 – 2017

Erin B. Bailey, Principal

KINDERGARTEN	Betsy Pattison.....Room 1 Meghan Witheril.....Room 4
GRADE 1	Janet Manukas.....Room 5 Lori Maslowski .....Room 7
GRADE 2	Patricia Avitable .....Room 3 Jennifer Methot.....Room 2 Sara Scasino .....Room 17
GRADE 3	Christine Patafio.....Room 13 Heather Tsinzo.....Room 12
GRADE 4	Chris Prevost .....Room 18 Unique Johnson .....Room 15 Tyson Smith .....Room 19
GRADE 5	Heather Rozum .....Room 11 Jennifer Wassmer .....Room 8
GRADES 5-6	Kristen Parolise .....Room 20
GRADE 6	Jeff Chudoba .....Room 9 Lauren Chudoba.....Room 10
SCHOOL READINESS	Meghan King .....Room 6 Talannie Marcano.....Room 6 Shannon Prevost.....Room 6
TEACHER'S AIDES	Charlene Beatty
RESOURCE AIDES	Marilou Arendt Maureen Carroll Carrie Cole Ruth Gibson Mary Kleffke Kathleen Milone Karen O'Connor Paula Perchell Kenroy Woodhouse

TUTORS	Lois Backer Sue Josephs Bonnie Rice Jessica Sparago TBD/ELL Tutor
SRBI COORDINATOR	Emily McClain
ELL SPECIALIST	Marcelo Sousa
LITERACY SPECIALIST	Ellen D'Amore
MATH SPECIALIST	Alaine Brittell
MEDIA SPECIALIST	Jackie Church
MUSIC	Joseph Chesnas
INSTRUMENTAL MUSIC	Laura Choquette
ART	Elisa Vegliante
PHYSICAL EDUCATION	Tom Cottiero
PUPIL PERSONNEL	Donna Nolan – Psychologist Mark Marrantino – Social Worker Alexandra Marini – Speech/Language Priscilla Berlepsch – Resource Teacher Katherine Sullivan – Resource Teacher
STUDENT SUPPORT	Jodi Uscilla
NURSE	Jill Day
SECRETARY	Kathy Pommer
CUSTODIANS	John Carney, Head Custodian John Flynn, Area Custodian
CAFETERIA	Andrea Fischer

**\*\*\*OPEN HOUSE\*\*\*  
Tuesday, September 12, 2017  
6:30 - 8:00 PM**

**PTA MEETING SCHEDULE 2017 – 2018 School Year**

**Time ~ 6:30-7:30 PM Media Center**

*Generally...*Third Wednesday of the month

September 20  
October 18  
November 8  
December 13  
January 17  
February 21  
March 14  
April 25  
May 16

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

October 19  
November 16, 17, 20, and 22  
December 7  
December 21  
January 11  
February 8  
March 8  
March 22, 23, and 26  
April 5

**Anticipated Last Day of School:** June 8 (subject to change)

**SCHEDULED DAYS OFF**

Labor Day ~ September 4  
Rosh Hashanah ~ September 21  
Professional Development ~ October 6  
Columbus Day ~ October 9  
Election Day ~ November 7  
Veteran's Day ~ November 10  
Thanksgiving Recess ~ November 23 – 24  
Holiday Recess ~ December 22 – January 1  
Martin Luther King, Jr. Day ~ January 15  
Winter Recess ~ February 19 – 20  
Good Friday ~ March 30  
Spring Recess ~ April 16 – 20  
Professional Development ~ May 28



## **Informational Items**

### **ABSENCES**

If your child is absent, please call the school at 203-407-2025 between 7:30 a.m. 9:00 a.m. so we can notify the teacher. Voicemail is available for your convenience when school is not in session. If your child is ill with a fever or contagious condition, please keep them home so they may fully recover and not infect others.

School is in session for 180 days of instruction. Please help ensure your child's success by making sure that your child is in school to benefit from instruction. Make up work can never replace direct instruction. Please make every effort to schedule vacations and other appointments to coincide with days when school is not in session.

Additionally, by state law, students missing 4 days in a month or 10 days for the year will be required to provide documentation and attend a meeting with school staff to ensure your child is not labeled as truant. Further information regarding this Connecticut General Statute is available in the Main Office (10-198a).

### **ACADEMIC DAY**

Our daily schedule is as follows:

8:00 a.m. – Doors open for children

8:15 a.m. – School begins

3:00 p.m. – Bus and Benham Street pick-up dismissal

3:04 p.m. – Dismissal of Lane Street walkers

Students arriving after 8:15 a.m. are tardy and must get a pass from the office.

### **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 and by the student. This will remain a part of a permanent record for your child. Your child will be denied use of the computer if this signed policy is not on file.

### **ANIMALS**

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

### **BAD WEATHER – Listen to your radio, TV or check our web site**

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. Please refer to the current Hamden Public Schools calendar for a complete listing of radio stations and other pertinent emergency closing information.

Decisions to cancel school, delay 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.

It is the parent/guardian's responsibility to listen to the radio or TV for up-to-date information. The school **cannot** notify parents, and children are not allowed to phone

home as we have over 300 students and 70 staff members in our school. Our telephone lines must remain open for emergency information. Please make provisions for your child(ren) in the event of an early closing. Each child should know where he/she is to go in case the school is dismissed and you are not home. **Emergencies are not planned, but planning for an emergency is necessary to avoid confusion!**

For your convenience, a form will be sent home for you to indicate any changes in your child's dismissal procedure in the event of an early dismissal. *Please keep a copy for your records* – many parents forgot what they indicated on their forms last year!

## **BICYCLES**

Students in grades 4, 5, and 6 are eligible to apply for permission to ride a bicycle to and from school. Permission notes will be sent home and must be returned signed by the student and parent/guardian. Students must abide by rules for safe riding, wear a helmet and use a chain and lock for the bicycle. Bicycles should never be left overnight. Failure to obey the rules will result in loss of privileges.

## **BIRTHDAYS**

We enjoy celebrating your child's birthday with you.

- A monthly Birthday procedure will be implemented in conjunction with the District's Health and Wellness Policy. Notices will be shared to go home in each classroom.
  - If you want to send cookies or cupcakes with your child on that special day, please drop off the items in the main office for distribution.
  - **Please do not give any food item directly to students. This simple precaution protects students that have potentially threatening allergies.**
  - The teacher will share them with the students during a working snack time.
  - Please do not send cakes, balloons, ice cream, flowers or any other items as it interrupts the instructional day.
- Birthday invitations **will not** be distributed at school **unless every child in the class is included.**

## **BULLYING**

Bullying behavior by any student in the Hamden Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that: (1) causes physical or emotional harm to such student or damage to such student's property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student, (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or

mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

If a student feels that he/she has been bullied, or a parent feels that his/her child has been bullied, he/she should report this to any staff member who will begin an investigation per Board of Education policy. Reports of suspected bullying should be specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Hamden Public Schools Board of Education policy and regulation #5131.911 set forth this prohibition and the related procedures in detail are available on the HPS website or upon request.

### **Threatening Philosophy**

Students are held accountable for the things they say and do. Threats of violence toward other students, school staff members, or school facilities whether in person or electronically are prohibited and may result in suspension or expulsion, regardless of whether the student has engaged in such conduct previously.

### **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.

### **Computers/Internet/Social Networks**

At home, many students use social networks to talk to their friends online. If a child receives vulgar, profane, threatening, or other inappropriate correspondence through social networks, parents can block the person sending the messages. The school will become involved if the situation significantly disrupts the progress of a child's school day. Parents should frequently monitor their child's use of the computer.

### **BUS RIDERS & SAFETY**

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

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

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

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

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

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

- School bus drivers have requested that adults who are present at bus stops carefully supervise younger children. Toddlers who wander away from adults present potentially serious safety problems.
- Please do not allow children to bring balls to bus stops or engage in games that involves chasing.

- In the event of bus problems or incidents, please call the following numbers:  
 First Student Bus Company.....203-288-2887  
 Dawn Albizu, Transportation Supervisor, Hamden Public Schools ....203-407-2423  
 Dunbar Hill School .....203-407-2025

**CELL PHONES**

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

**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

**CODE OF CONDUCT**

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

**COMMUNICATING CONCERNS**

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

**COMPLAINT & GRIEVANCE PROCEDURE**

The district has adopted a formal complaint and grievance procedure. The school principal and/or the Title IX Officer, Gary Highsmith, who may be reached at 407-2059, will handle questions, complaints and other matters concerning sexual harassment. Gary Highsmith is also responsible for compliance with Title VII of the Civil Rights Act of 1962 and Title VI. Additionally, complaint forms are available upon request from each Hamden Public School.

## **CONFIDENTIALITY**

Due to state statutes, school personnel are not allowed to give out the names, addresses or phone numbers of students.

## **CROSSING GUARD**

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

## **DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

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

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

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

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

## **DISMISSAL**

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

## **DISTRICT-WIDE TESTING**

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

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

## **DRESS CODE**

The dress code is one of reasonableness. If you or your child questions the appropriateness of an outfit, then they should not wear it. If a question should arise, it will be dealt with on an individual basis by the principal and parent/guardian. Clothing should be appropriate for the active school day. Rubber soled shoes are required for the gym and are appropriate for everyday wear. Caps and hats may not be worn indoors except on special days designated by the principal.

## **ENRICHMENT OPPORTUNITIES**

### **Enrichment**

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

### **TAG**

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

## **FIELD TRIPS**

Field trips must be directly linked to the curriculum and planned by the teacher. Our PTA raises money to supplement the cost of buses and admission fees for trips. A limited number of parent chaperones help supervise the students during the trips. If you are asked to help, you may be requested to ride the bus with the class. Siblings or other children may not be brought on trips at any time.

## **FREE and REDUCED LUNCH**

The guidelines and application for free or reduced lunch will be made available to you. If you feel you qualify, please fill the application out and return it as soon as possible. All applications will be processed immediately. **Each school year you must reapply even if you were eligible last year.**

## **HEALTH/ILLNESS**

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

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

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

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

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

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

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

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

### **HOMEWORK TIPS**

Provide a positive homework atmosphere for your child that is free of clutter and distractions, including television.

Show your child that you are interested in their work. Re-explain assignments if necessary and check to see that homework is completed.

If your child is struggling with a particular subject, and you aren't able to help them yourself, a tutor can be a good solution. Talk it over with your child's teacher first.

Hamden Public School's homework policy is available at [www.hamden.org](http://www.hamden.org). Should you have concerns about the amount or type of homework coming home, please don't hesitate to contact your child's teacher.

### **INAPPROPRIATE ITEMS**

Students are to bring to school only items that are needed for instruction. Students are not allowed to bring **Game Boys, CD players, Walkmans or other non-educational electronic devices to school.** According to the Hamden Board of Education Policy, **under no circumstances may a student bring a toy or real**



**weapon to school.** This includes water guns, cap guns, nail clippers, knives or any other item that may cause a distraction or harm another person. Additionally, fidget spinners or other fidget devices are not permitted.

### **LOST AND FOUND**

The lost and found table will be located in the Benham Street foyer. Please check it periodically. Remember that names on student belongings help us return lost articles.

### **LUNCH AND MILK INFORMATION**

The cost of student lunches will be \$2.65 and will include low fat, chocolate or white milk and a choice of fresh fruit or dessert. Breakfast will be available at \$1.15. Milk will be provided for children with bag lunches at 50¢ a carton. Each month you will receive a copy of both the breakfast and lunch menu.

On the Monday of each week you may purchase your child's lunch for a week or more. Please send the money in a sealed envelope with your child's name, room number, teacher's name and amount enclosed. Classroom teachers will collect and send them to the cafeteria. The cashier will keep a record of your child's account and purchases. Milk cannot be pre-paid; this must be paid for daily. You may also choose to pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com)

Breakfast must be pre-paid for the whole week. On the Thursday before the selected week, send \$1.15 for each day of the following week. It also must be put in an envelope and given to the classroom teacher. Remember that breakfast orders are taken on Thursdays only.

### **NOTICES**

You will receive a variety of announcements throughout the year. We will make every effort to send all notices home on **Thursdays**.

### **PPT (Planning and Placement Team) COORDINATOR**

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

### **PTA (Parent Teacher Association)**

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

### **PROBLEMS**

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

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

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

### **ROOM PARENTS**

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

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

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

### **STUDENT CONDUCT**

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

### **VALUABLES**

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

### **VISITORS**

If you need to bring anything to school for your child or their class, you must come to the main office through the Lane Street entrance and we will be sure that your child receives the message or item. We ask that you do not go directly to the classroom.

The children are actively involved in their learning and we would like to avoid distractions.

If you wish to conference, we will be sure that the teacher receives the message. You are always welcome to visit the classroom, however, we would appreciate the courtesy of a phone call to set up a mutually convenient time for observation.

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

Our "safety system" (in all Hamden Public Schools), requires that ANYONE entering the building, for any reason, must sign in with the secretary, Kathy Pommer, and receive a visitor pass. All building personnel have been instructed to make sure this procedure is followed, and if a person does not have a visitor badge, they will be asked to report back to the office to obtain one. Please remember that these precautions have been instituted for your child's safety.

### **WELLNESS POLICY**

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

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

### **Wellness**

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



### **AMERICANS WITH DISABILITIES ACT**

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

### **SEXUAL HARRASSMENT POLICY**

The Board of Education prohibits sexual harassment or intimidation of its students and employees. Any student or employee who believes he or she has been the subject of sexual harassment should contact the district's Equity/Title IX Coordinator Gary Highsmith at 407-2059.

### **NONDISCRIMINATORY POLICY**

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

*Welcome Back!!*

