

Worthington Hooker School
Parent/Student Handbook
2018 – 2019



A Century of Academic Excellence

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ABOUT OUR SCHOOL

Mission Statement: Worthington Hooker, as New Haven's most culturally diverse school, prides itself on its multicultural and international student population. We value the variety of attributes and qualities that we bring. We strive to support a school culture that models academic excellence and respect for all. We foster an arts-infused approach to learning. We help each child realize his/her potential to become a responsible and productive citizen of the world.

Worthington Hooker School is dedicated to providing a quality education for all students. Cooperation and collaboration between teacher and parent is crucial for the continuing academic and social success of the students.

Worthington Hooker is a K-8 public elementary school in New Haven. Our school, constructed in 1900 to serve the K-8 children of the neighborhood, was named after the prominent New Haven physician and school board member, Worthington Hooker.

Renowned alumni of Worthington Hooker include Gerhard A. Gesell (1923), a federal judge who presided over the Watergate hearings; Dr. Benjamin Spock (1926), the famous pediatrician and activist; economist Walt Whitman Rostow (1928) and former Commissioner of Major League Baseball, Fay Vincent (1949).

Worthington Hooker is a K-8 school housed in two separate buildings. From June 2005 to March 2007, the original building on Canner Street was completely renovated to meet the requirements of modern education and building standards, while maintaining some architectural aspects characteristic of the early 1900's. The renovated school building was rededicated in April 2007 and houses the K-2 students. Students in grades 3-8 are housed at the new facility on Whitney Avenue. Like all New Haven schools, Worthington Hooker has a School Planning and Management Team (SPMT) that consists of administrators, teachers and parents. The SPMT members work collaboratively to formulate and review a Comprehensive School Plan that addresses curricular and social development goals. Every year, visiting artists work with our staff and students to integrate the arts into content areas.

Worthington Hooker School is the most culturally and racially diverse elementary (K-8) school in the region. Our students hail from over 37 countries and from a variety of regions in the United States. Our ELL teachers support the acquisition of English as a Second Language for these international students.

Approximately 75% of our students reside in the neighborhood, and many students come from neighborhoods throughout New Haven. Throughout the year, students learn about the beliefs, contributions and traditions of the world's cultures, many of them represented in our own school community. Students showcase the musical, artistic and literary traditions of several cultures at our annual International Day celebration and dinner, at our celebration of the Winter Solstice (Revels), through our school-wide Black History program, and at our monthly Town Meetings. Community members and parents are invited to share their traditions in the classrooms. Through these activities, we honor individual cultures and our students discover our commonalities as world citizens.

Worthington Hooker School has a strong home/school communication. Prospective parents are invited to open houses so that they can learn about the curriculum. At that time the curriculum as well as the arts program is explained. Parents receive Parent/Student Handbooks at the open house and also at orientation sessions at the beginning of each school year. During the school year there are weekly newsletters that inform parents of meetings, activities and the many student accomplishments that are highlighted. School based literacy coaches have led workshops for parents on literacy strategies and reading materials that can be used at home. They modeled fluency strategies and had parents create fluency activities with their child. Parents are also invited to special events such as HOT School Town Meetings and workshops. Parents are invited to "share the writing pen" with students during publishing events as well as volunteer

in the classrooms. Parents are encouraged to share their talents, in the classroom as well as in the school library. At the beginning of the year all parents are given a parent handbook that outlines policies and procedures. Kindergarten parents will be invited to a “First Day” celebration to learn about expectations. Classroom teachers communicate with parents on a regular basis through newsletter, emails and report card conferences. Teachers inform parents of a child’s needs and give parents the materials to support learning at home.

OUR CURRICULUM

Worthington Hooker is proud of its strong performing arts program, through which we understand our diversity as well as our commonality. On International Day, our students present songs, dances and stories from around the world. “Revels” is a musical and dramatic celebration of the Winter Solstice and the many traditions that occur in December. Every February, our students participate in a school-wide research unit involving an aspect of Black History, and share their learning at a performance through poetry, drama, songs, and works of art. Worthington Hooker is an Arts Integrated School. We commit resources to contract with visiting artists for a four to six week period. These artists collaborate with our teachers to create enriching and creative projects that foster Higher Order Thinking and arts integration. We do this in partnership in with the Connecticut Commission on the Arts, whose mission is to encourage each student to express his/her unique voice by teaching and learning through the arts. In addition, we proudly support our award winning concert band and chorus which offers extensive music instruction to all students.

Every day our students are engaged in activities that promote literacy: reading, writing, listening, speaking, and critical thinking. Teachers employ Best Practices to effectively address the individual and unique learning needs of our students. Science is a hands-on activity at our school, with students conducting experiments throughout the year. School level and city-wide science fairs and History Day competitions provide students opportunities to present their work. Instruction in math, social studies, social development, art, and physical education rounds out our students’ busy days at Worthington Hooker. A certified library media specialist helps our students become skilled users of information as well as life-long readers and learners.

OUR COMMUNITY

The contribution of Worthington Hooker parents to our success as a school is immeasurable. The Parent-Teacher Association supports the school with a wide variety of fundraising opportunities and activities that promote parent involvement and communication. The PTA publishes a school directory annually. Parent and teacher collaboration is an important aspect of our learning community, and parent volunteers are always welcome.

Yale University: Worthington Hooker students benefit greatly from our proximity to the Yale community. Yale student, serve as tutors and mentors to our students. Many of our Yale-affiliated parents share their unique talents with our children.

One thing is certain. There is a wonderful spirit at Worthington Hooker School. It cannot always be put into words, but it lives. Perhaps it is the spirit of Dr. Worthington Hooker himself.

WORTHINGTON HOOKER SCHOOL CONTACT INFORMATION

Dr. Evelyn Robles Rivas, Principal Donna L. Aiello, Assistant Principal

K-2 Building: 180 Canner Street, New Haven, CT 06511

Main Office: (475) 220-3700 **Fax:** (475) 220-3705

Website: www.worthingtonhookerschool.weebly.com

Title	Name	E-Mail	Phone (475)
Principal's Office	Donna L. Aiello	Donna.aiello@nhboe.net	220-3700
Main Office Clerk	Jamesa P. Berry	Jamesa.berry@nhboe.net	220-3700
Nurse's Office	Janice Gemmell	janice.gemmell@new-haven.k12.ct.us	220-3711
Kindergarten	Gina Daughenbaugh	gina.daughenbaugh@new-haven.k12.ct.us	220-3731
Kindergarten	Sara Raznick	sara.raznick@new-haven.k12.ct.us	220-3736
Grade 1	Francesca Cicarelli	Francesca.cicarelli@new-haven.k12.ct.us	220-3733
Grade 1	Laura Tortora	laura.nevard@new-haven.k12.ct.us	220-3732
Grade 2	Christina Prekulaj	christina.prekulaj@new-haven.k12.ct.us	220-3735
Grade 2	Julie Villanueva	julie.villanueva@new-haven.k12.ct.us	220-3734
Art	Judie Cavanaugh	judith.cavanaugh@new-haven.k12.ct.us	220-3729
Music	Megan Ankuda	Megan.ankuda@new-haven.k12.ct.us	220-3728
Special Ed/Resource K-4	Ann Raymond	ann.raymond@new-haven.k12.ct.us	220-3718
ESOL	Kate Checko	katie.buckley@new-haven.k12.ct.us	220-3719
Library	Beth Hart	elizabeth.hart@new-haven.k12.ct.us	220-3716
Physical Education	Seth Mitchell	Seth.mitchell@new-haven.k12.ct.us	220-3720
Literacy Coach	Daniela LaDore	DANIELA.PORTOLADORE@new-haven.k12.ct.us	220-3713
Social Worker	Erin Drum	erin.drum@new-haven.k12.ct.us	220-3706
School Psychologist	Dr. David Sax	david.sax@new-haven.k12.ct.us	220-3708
After School Program	Marie Ackerman	marie.ackerman@new-haven.k12.ct.us	220-3732
Cafeteria	Cheryl Barbara	CHERYL.BARBARA@new-haven.k12.ct.us	220-3722
Custodial Office	Andrew Porto (Days)	andrew.porto@new-haven.k12.ct.us	220-3724

WORTHINGTON HOOKER SCHOOL CONTACT INFORMATION

Dr. Evelyn Robles Rivas, Principal Donna L. Aiello, Assistant Principal

3-8 Building: 691 Whitney Avenue, New Haven, CT 06511

Main Office: (475) 220-7200

Fax: (475) 220-7205

Website: www.worthingtonhookerschool.weebly.com

TITLE	NAME	EMAIL	PHONE (475)
Principal	Dr. Evelyn Robles-Rivas	evelyn.robles-rivas@new-haven.k12.ct.us	220-7200
Main Office Clerk	Pamela Green	pamela.green@new-haven.k12.ct.us	220-7200
Nurse's Office	Nurse Janice Gemmel	janice.gemmell@new-haven.k12.ct.us	220-7215
Grade 3	Jessica Light	jessica.light@new-haven.k12.ct.us	220-7250
Grade 3	Paul Salem	paul.salem@new-haven.k12.ct.us	220-7254
Grade 4	Patrick Herrmann	Patrick.herrmann@new-haven.k12.ct.us	220-7252
Grade 4	Hope Carloni	hope.carloni@new-haven.k12.ct.us	220-7253
Grade 5	Laurie Gwiazda	LAURIE.MESSINA@new-haven.k12.ct.us	220-7268
Grade 5	Kyle Miller	kyle.miller@new-haven.k12.ct.us	220-7267
Grade 6	Carla Desir-Lewis	carla.desir-lewis@new-haven.k12.ct.us	220-7269
Grade 6	Timothy Shortt	timothy.shortt@new-haven.k12.ct.us	220-7265
Grade 7-8 Math	Kathleen Morrison	KATHLEEN.MORRISON@new-haven.k12.ct.us	220-7259
Grade 7-8 L. A.	Eden Stein	eden.stein@new-haven.k12.ct.us	220-7261
Grade 7-8 S. S.	Kristin Behn	kristin.behn@new-haven.k12.ct.us	220-7257
Grade 7-8 Science	Douglas Jones	DOUGLAS.JONES@new-haven.k12.ct.us	
Spanish 6-8	Shirley Gonzalez	SHIRLEY.GONZALEZ@new-haven.k12.ct.us	220-7260
Art	Judie Cavanaugh	judith.cavanaugh@new-haven.k12.ct.us	220-7256
Drama	Maria Lonetti	MARIA.LONETTI@new-haven.k12.ct.us	220-7213
Music 3-4	Megan Ankuda	megan.ankuda@new-haven.k12.ct.us	220-7405
Music 5-8	Myles Ross	miles.ross@new-haven.k12.ct.us	220-7262
ESOL	Kate Checko	katie.buckley@new-haven.k12.ct.us	220-7405
Library	Beth Hart	elizabeth.hart@new-haven.k12.ct.us	220-7230
Physical Education	Greg Stone	Geogry.stone@new-haven.k12.ct.us	220-7290
Literacy Coach	Daniela LaDore	daniela.ladore@new-haven.k12.ct.us	220-7207
Social Worker	Erin Drum	erin.drum@new-haven.k12.ct.us	220-7220
School Psychologist	Dr. David Sax	david.sax@new-haven.k12.ct.us	220-7221
Guidance	Jennifer Catalano	jennifer.catalano@new-haven.k12.ct.us	220-7211
Special Ed/Resource K-4	Ann Raymond	ann.raymond@new-haven.k12.ct.us	220-7212
Special Ed/Resource 5-8	Doreen Flynn	doreen.flynn@new-haven.k12.ct.us	220-7212
Custodial Office	Dave Torres (Days)	david.torres@new-haven.k12.ct.us	220-7245
Custodial Office	Tom Levenduski (Night)	Tom.Levenduski@new-haven.k12.ct.us	220-7245

GUIDELINES FOR STUDENTS AND PARENTS

WORTHINGTON HOOKER SCHOOL HOURS: 8:35 – 2:50 (EARLY DISMISSAL IS 12:50)

Attendance is taken in all K-8 classrooms at 8:35. **It is imperative that everyone respects the precise start of the school day.** Student's late arrival disrupts the rhythm and momentum of the start of the lesson. Unexcused tardies are recorded on your child's report card. An excessive number will result in a meeting with the administration.

Students arriving after 8:35AM must report directly to the main office upon arrival. After 5 unexcused tardies, parents will receive a letter, and the administrator will schedule a conference. After 11 AM, students will be marked as absent as half of the school day has gone by at that time.

For students being picked up early, parents should come to the main office to sign their child out. For students arriving late (**BEFORE 11 AM**) **parents must sign their children in at the main office at both schools.** All students must be in by 11AM to be marked present for the day.

Students must leave the school grounds at the end of the day unless they are part of the After School Program, or under parental supervision, or supervised by a teacher. The playground is available to neighborhood families after 5:30 PM when the After School Program ends.

DELAYED OPENINGS

In case of a delayed opening due to inclement weather, supervision will not be provided until 15 minutes before school is scheduled to begin.

K-2 BUILDING: STUDENT DROP OFF / PICK UP

MORNING DROP OFF: Students must go to the cafeteria at 8:15 **NOT** to the classroom. Students may enter the cafeteria for breakfast between 7:45 – 8:15. *There is **NO SUPERVISION** for students before 8:15 in the cafeteria therefore:*

- **All students must be accompanied by parent if entering to eat breakfast before 8:15 AM.**
- Teacher assistants will supervise students in the cafeteria from 8:15 – 8:35AM

Teachers will report to the cafeteria at 8:30 AM and accompany students from the cafeteria to their classrooms.

AFTERNOON PICK UP: Parents or guardians must come to the classroom to sign out students at dismissal. Please **BE PROMPT** in picking up your child. Teachers are not required to stay longer than 3:15 PM. Please park in a designated spot, **DO NOT** park on Livingston Street in front of the school.

3-8 BUILDING: STUDENT DROP OFF / PICK UP

MORNING DROP OFF: All arriving students should enter the playground door.

THERE IS NO SUPERVISION BEFORE 8:15 AM.

Upon arrival at school, students taking part in the breakfast program will proceed to the cafeteria.

Students not taking breakfast will proceed to the following locations:

Grades 3-5 – Auditorium

Grades 6-8 – Cafeteria

8:30 Warning Bell: Staff will pick up classes in either the cafeteria or auditorium and go to homerooms.

8:35 Late Bell: All students arriving after the late bell **must report to the main office and be signed in by an adult for a late pass before going to class.**

STUDENT DISMISSAL /AFTERNOON PICK UP

2:50: All students will be dismissed through the second entry way near the cafeteria.

Parents picking up children who are walking can do so at that entrance.

We will provide “curbside” pickup in that area until 3:05 PM. At approximately 3:05 PM, all remaining students for parent pickup will be taken to the main office where parents can enter the building and pick them up there.

Parents please remain in your car while in the pick-up lane and advance your vehicle as space becomes available. This will help to eliminate congestion in the driveway and keep traffic moving. If you wish to speak with a staff member, please park in an identified parking spot.

Parent and students’ compliance with the dismissal routines and procedures, as they are established, is necessary for the safety of every Worthington Hooker student.

***NOTE:** Please notify the teacher in writing of any changes in dismissal arrangements.

Pedestrian Gate

- The pedestrian gate on Everit Street will be open for “all walkers” entering the school grounds.
- Any student who arrives or is picked up by vehicle is not considered a walker. All student drop-offs and pickups by car should take place using the school’s driveway on Whitney Avenue.
- To ensure the safety of walkers entering through the pedestrian gate, students arriving by car should not be dropped off or picked up at or near, the pedestrian gate on Everit Street.

BREAKFAST AND LUNCH

Breakfast is served between 8:15 – 8:30 AM. Students arriving after 8:30 AM will not be served breakfast. Snacks, gum, and soda are not permitted during the school day. Please check your child’s backpack for gum and food. Each family will be asked to complete a lunch application which entitles the school to a free breakfast and lunch program. WHS is a peanut / tree nut free school.

BOOKS AND MATERIALS

Books are distributed by classroom teachers. Book numbers are recorded. It is the students' responsibility to cover the books and return them at the end of the school year in good condition.

According to New Haven Public School Policy: *Reports cards are not issued at the end of the school year if a student has not returned his/her school property (and/or library books).*

Proper materials are needed for success in school. Each teacher will provide a list of required materials for parents and students. Generally, your child needs: Book bag, pencils and erasers, pens for older students, folders and notebooks for subject areas and homework. Please see supply list for each grade. Students in grades 5-8 will be given a Worthington Hooker School Day Planner. If a student need a replacement planner, they will be available at the of \$5 per planner. We have determined that students develop positive work habits and organizational skills by using their planner daily to record assignments and keep track of long term projects. Parents are expected to check their child's planner and review the assignments given that day. In addition, students use their planner as a "Hall Pass" throughout the day.

K-8 HOMEWORK

Teachers at Worthington Hooker assign homework in accordance with the District Policy and Guidelines. Homework is assigned to reinforce skills as well as concepts and provide opportunities for students to work on independent projects. **HOMEWORK IS NOT OPTIONAL.** Missing homework assignments will greatly affect a student's grade.

Grade 3-8

Homework should be completed and returned to the teacher on the day that it is due. If the teacher receives the work late, the student will receive a reduced grade. If a student is unable to complete an assignment, a signed note from home must be brought in with an explanation as to why the assignment is going to be late.

In the event that a student does not understand a specific homework assignment please contact the teacher. A parent notation should be indicated in the student's homework assignment planner.

In the event that a student is absent for one day he/she has one day to make up the homework assignment. If a student is absent for a longer period of time, the teacher's discretion will be used in scheduling the makeup of missing assignments.

WORTHINGTON HOOKER SCHOOL
ACADEMIC HONESTY CONTRACT FOR GRADES 3 & 8

SAMPLE

HOMEWORK

I will not copy someone else's homework.

I understand that it is a violation to be in possession of someone else's homework.

TEST

I will not copy anyone else's work during a test.

PLAGIARISM

I understand it is wrong to copy text and pass it off as my own. I will not copy phrases or passages from a text without using quotation marks and citing its source.

CONSEQUENCES FOR VIOLATION

- I will have to redo the work on my own.
- I will not receive full credit for my redone work.
- If I am in the National Junior Honor Society or on the Student Senate, I will be put on probation for the first offense and removed for a second offense.
- If I copy homework, I will receive a zero for the assignment, an "R" and a lunch detention.
- If I copy anyone else's work during a test, I will receive a zero and an "R". I will have the opportunity to retake the test and receive a reduced grade. Subsequent violations will result in no credit, an "R" and no opportunity to retake the test.

I pledge to be academically honest.

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____

COMMUNICATION WITH TEACHERS

We encourage consistent communication between parents and teachers. The teachers at Worthington Hooker will make every effort to communicate through emails, conferences, phone calls, notices and notes. Teachers cannot take phone calls or meet with parents, during instructional time. Please provide our office personnel your name, number, and a convenient time for them to return your call. The teacher will receive your message in writing and will return your call as soon as possible. Many teachers also offer online access for student and parents to view student assignments and grades as a way to keep track of your child's academic progress.

PARENT OBSERVATIONS:

If a parent is requesting to observe a classroom, this request must be put in writing to the principal 48 hours prior to the visit. Observations will be required to be scheduled with the administration and will be limited to 30 minutes and accompanied by school staff.

PROGRESS REPORTS

Progress reports will be mailed home midway through each quarter. Students will receive a progress report if they have a B- or lower in a class. Progress reports are a courtesy to parents; however, a child's grade may change after the progress report date has passed. It is recommended that parents keep themselves informed of their child's progress by checking homework, quiz grades, test grades and communicating with the teachers throughout the marking periods.

REPORT CARDS

Report cards will be distributed at the end of every quarter. Parents will have the opportunity to schedule a conference with their child's teacher at the end of the first and third quarters. Report cards will be mailed home at the end of the fourth quarter and conferences will be scheduled as needed.

HIGH 5 RECOGNITION

Every month each teacher will pick one student who demonstrated one of the 5 targets: scholarship, character, leadership, service, or growth. The High Five's will then be presented with a certificate at a monthly town meeting with an audience of their peers, teachers and administrators. The student will also have their picture displayed on the first floor to further emphasize their accomplishments.

BEHAVIOR REFERRALS 3-8

The staff of Worthington Hooker School understands child development and the need for fair, clear and consistent expectations and age appropriate discipline. We expect children will grow and learn from their experiences. If a child misbehaves, the teacher will follow the Tiered Behaviors & Interventions protocol and document student's behavior. Consequences for disruptive behavior range from detentions to suspension to the loss of field trip privileges. Although many behaviors that are disruptive are not considered suspendable behaviors, students who receive 3 or more referrals for behavior that disrupts the learning environment may receive an in-school or out of school suspension. Administrators will discuss the behavior with the student and with the referring teacher before determining an appropriate consequence. Parents will receive a phone call from the referring teacher. Please discuss the behavior with your child and share your ideas on how future occurrences may be avoided.

DISCIPLINE

Students are expected to behave properly, respectfully and respond in a way that is conducive to learning. Any discipline assigned to a student is age appropriate and specific to the occurrence. Discipline may take the form of guiding conversations, conflict meditation, and lunch or after school detentions. Serious infractions may result in In-School Suspension or Out of School Suspension. In all instances, our expectation is for students to learn and grow from the experience.

TIERED BEHAVIORS AND INTERVENTIONS

TIER 1 BEHAVIORS	ALL STAFF/PARENT TIER 1 POSSIBLE INTERVENTIONS
<ul style="list-style-type: none"> ● Not following class rules ● Not following school rules ● Inappropriate language ● Disruptive behavior ● Physical Contact (putting hands on another student) ● Disrespect of authority ● Leaving class without permission ● Consecutive tardiness ● Consecutive unexcused absences ● Inappropriate use of technology ● Unauthorized use of cell phone 	<ul style="list-style-type: none"> ● Good behavior reinforcement ● Verbal warning ● Loss of a privilege ● Seat Change ● Teacher conference with student ● Written reflection about actions/incident ● Teacher issued detention ● Parent Contact (email or telephone) ● Parent meeting ● Restorative circle ● Conflict mediation with teachers/staff
TIER 2 BEHAVIORS	ALL STAFF/ADMINISTRATOR/PARENT TIER 2 POSSIBLE INTERVENTIONS
<ul style="list-style-type: none"> ● Destruction of property ● Obscene language, notes, pictures ● Consistent disruption of the class ● Cheating/copying another student's work ● Plagiarizing written work ● Insubordination (continued disrespect for staff/refusal to follow reasonable requests/rules) ● Continued inappropriate use of technology ● Leaving class without permission (more than 1 occasion) ● Skipping class ● Consistent Truancy 	<ul style="list-style-type: none"> ● Teacher & Parent meeting ● Behavior plan ● Loss of privileges ● Written reflection ● Restorative circle ● Administrator issued detention ● Referral to administrator for disciplinary action ● In School Suspension
TIER 3 BEHAVIORS	ADMINISTRATOR/PARENT TIER 3 INTERVENTIONS/CONSEQUENCES
<ul style="list-style-type: none"> ● Violent behavior ● Bullying (physical, verbal, social and cyber) ● Harassment ● Defacing school property ● Theft 	<ul style="list-style-type: none"> ● Parent meeting ● In School Suspension ● Loss of privileges ● Out of School Suspension

APPROPRIATE DRESS IN ACCORDANCE WITH NHPS DISTRICT POLICY

The following are **NOT** considered appropriate for school:

- Halter tops/Tank tops or belly shirts
- Shorts or skirts that are too short or tight
- Flip flops or shoes that may be a safety hazard
- Sagging pants (showing underwear)
- Hats, do-rags, bandanas
- Hooded sweatshirts
- Coats and jackets may not be worn in the building
- Clothing with disrespectful or inappropriate messages or logos
- Please check the district handbook for additional information on acceptable clothing.

The following items are **NOT** permitted in school:

- Electronic toys or games
- *Cell phones
- Laser pointers
- Weapons of any kind
- Electronic music devices
- Expensive jewelry
- Large sums of money

Important Note:

***Students are not to carry active cell phones anywhere on school property.** Cell phones must be tuned off and put away at all times during the day. If cell phones are visible during the instructional day and not being used for instruction with the teacher, they will be confiscated by staff or the school administrator and a parent must come to school to pick it up at the end of the day. Please refer to NHPS Handbook for the school district's policy and procedures regarding cell phones.

ELECTRONIC DEVICE / CELL PHONES

For special occasions and with teacher's permission, students may use electronic devices for school related projects. Misuse of these devices, as determined by WHS staff, will result in confiscation of said device. Parents will be required to retrieve the item at the end of the school day. Continued misuse will result in the student losing all privileges for electronic devices.

The New Haven Public Schools Student/Parent handbook states that "students are responsible for their own behavior".

Each student is expected to:

1. Respect him/herself, other students, staff, and adults
2. Observe proper safety practices
3. Abide by class, school rules, and regulations
4. Respect and refrain from taking, misusing, or damaging school property or any article belonging to another person.

TELEPHONE POLICY

School telephones may only be used with permission from office personnel. Students will be allowed to use the office phone if there is an emergency or if there is a change in an after school activity. Students will not be allowed to call parents during the school day for forgotten homework or other items.

PARENTS: PLEASE DO NOT CALL OR TEXT YOUR CHILD AT SCHOOL DURING THE DAY.

This places your child in the difficult position of having to respond to you, their parent, and get in trouble with their teacher for using their cell phone in class or lavatories. This includes having their phone confiscated. In case of an emergency please contact the main office by phone.

HALL POLICY (3-8)

1. Students need a pass to leave the classroom for any reason.
2. When students pass from class to class, they should proceed directly and quietly and enter their classroom ready to learn.

ATTENDANCE POLICY

Good school attendance is absolutely essential for student success in school. Parents should encourage positive attitudes regarding punctuality and attendance. A record of student tardiness and absenteeism is kept by the school and placed on each student's permanent record card. Please call the school if your child is going to be absent **K-2 Building** (475) 220-3700 or the **3-8 Building** (475) 220-7200. *Please be sure to follow up with a note when the student returns so that this absence may be excused.* Please be aware that any student with 5 unexcused absences will receive a letter from the principal, and according to the New Haven Board of Education Policy any student who reaches 20 unexcused absences will be referred to DCF. *Students coming to school late are required to have a parent come to the main office and sign them in. Students must be in attendance at school on the day of a field trip or extracurricular activity in order to participate. This includes after school events. **STUDENTS ARRIVING LATE AT EITHER SITE MUST BE SIGNED IN BY A PARENT.** No students arriving late should be just dropped off at the main entrance.

FOOD POLICY

In accordance with the Healthy Kids First Initiative in the district, there are new guidelines for the celebration of special events at school. We are a PEANUT / TREE NUT FREE SCHOOL. Please do not send your child with any food products containing nuts or made in a facility that processes nuts.

1. Non-edible treats are acceptable for birthday celebrations, i.e. stickers, pencils, small gift bags or a book donated to the class in your child's name. Mrs. Hart, the Library Media Specialist, will be happy to give you book suggestions.
2. "Treats" for special events must be healthy and nutritious, i.e. pretzels, fruit, veggies, etc.

If a child wishes to distribute birthday invitations in school, he/she must have an invitation for every child in the class. Otherwise, invitations must be mailed or distributed outside of the school property.

Please refer to the NHPS Student Parent Handbook and Unified Code of Conduct for further information.

SUSPENSION/EXPULSION POLICY- NEW HAVEN PUBLIC SCHOOLS POLICY GUIDELINES

A student may be suspended if it is determined, after due process, that he/she has committed any of the following offenses:

1. Behavior which disrupts learning and teaching
2. Insubordination
3. Fighting
4. Use of obscene or profane language
5. Theft
6. Vandalism
7. Threat of an assault
8. Unauthorized absence
9. Violation of fire regulations
10. Arson
11. Sexual offenses
12. Bomb threats
13. Sale or use of firearms
14. Physical assault
15. Sale or use of narcotics or alcohol
16. Dangerous weapons in school
17. Harassment or Bullying

Students may be referred to the police department for serious offenses of the above and/or recommended for expulsion.

If student is in possession of, threatens with, or uses any dangerous weapon on school property, on a school vehicle, or at a school-related function, the student will be referred to the police department and will be recommended for expulsion. For more information, please refer to the Unified Code of Conduct Booklet in your orientation package.

PARENT RESPONSIBILITIES:

1. Make sure your child:
 - A. Arrives and is picked up on time
 - B. Has enough sleep
 - C. Dresses appropriately
 - D. Does all his/her homework
2. Attend all parent/teacher conferences and meetings
3. Support your child's teacher
4. Support the PTA – through attending meetings, volunteering or making phone calls
(Please contact PTA officers for more details)
5. Any problems or concerns please discuss with the classroom teacher first. If you are not satisfied, please do not hesitate to call the principal. K-2 building 475-220-3700 or 3-8 building 475-220-7200.

HEALTH INFORMATION

Please see the school nurse for any medical concerns regarding your child. A form should be completed by your doctor if your child needs medications during the school day. There is a nurse at the K-2 building two days a week (475-220-3711) and also at the 3-8 building 2 days a week (475-220-7215). Please make sure all emergency numbers are accurate and up to date.

STUDENTS MAY NOT CARRY THEIR MEDICATIONS

When the nurse is not available the administrator will accommodate medical needs. If your child is ill or is injured, you will be contacted immediately. It is extremely important that all emergency contact information is up to date and on file in our main offices. In the event of an accident or an injury a report will be filed from the main office.

LETTER FROM THE NURSE

My name is Janice Gemmell and I am the School Nurse here at Worthington Hooker. I look forward to getting to know your child. One of my jobs is to ensure that every student is up to date with the State Mandated Health requirements. You should have received in your registration packets a form that needs to be completed by your Healthcare provider prior to starting school. On the form it lists the Immunization Requirements for Newly Enrolled Students at Connecticut Schools. Please review this with your physician before your child starts school to make sure your child is fully immunized. It is VITAL that this form is turned in on or before the first day of school.

The physical needs to be dated within the last year of your child starting school. So if Kindergarten is scheduled to begin on August 30th, the Physical needs to be dated from August 30, 2017– 2018. Please make sure that the date is within the correct time frame. The front page of the Health Assessment form is for you the parent to complete to disclose any health issues or concerns you may have about your child. Please double check all this information before submitting because I do not want any child to be excluded from school because of issues related to the state required health mandates.

If your child needs any medication during the school day, I need proper medication order sheet from his/her Healthcare Provider signed by you and the Physician. Medication brought in needs to be in its original container with your child's name on it. Students may not carry their medication it must

Please don't hesitate to call me with any questions or concerns. Although I do not work in school during the summer months, I will be available before school actually starts. If you have any questions or concerns about health related issues during the summer you may call the Bureau of Nursing at 203 946-7301 or 203 946-6364. Thank you for cooperation with this matter.

WORTHINGTON HOOKER SCHOOL

ACCEPTABLE USE POLICY OF THE INTERNET

NEW HAVEN PUBLIC SCHOOLS DISTRICT ACCEPTABLE USE POLICY (AUP) FOR STUDENT USE OF THE INTERNET AND THE DISTRICT'S COMPUTER NETWORK

The Board recognizes that electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The purpose of the Internet and the information technology network is to support research and education in and among our schools in the district, the U.S., and around the world. It provides access to unique resources and will give our students opportunities for improved independent and collaborative learning.

The use of any New Haven Public School computer must be in support of education and research and must be consistent with the educational objectives of the New Haven Public School District. Transmission of any material in violation of school policy, local, state or federal regulations is prohibited.

This includes, but is not limited to:

- Accessing, displaying or sending offensive messages or pictures
- Using impolite, profane, rude, vulgar, offensive, disrespectful, or abusive language.
- Harassing, insulting, threatening or attacking others, including, but not limited to, sexual harassment
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations of internet or network use may result in a loss of access as well as other disciplinary or legal action. School rules for student conduct (Board Policy 5131a/b) and communications apply (Board Policy 5145.2a/b). A representative of the New Haven Public School District may review any material on user accounts and monitor server space in order to make determinations on appropriate use. The representative may close an account or prohibit student access to the network at any time.

The Board expects that staff will blend thoughtful use of the Internet and the information technology network throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy 6161 and will honor the goals for selection of instructional materials contained therein.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves. All users will be expected to sign an acceptable use policy, which outlines standards for behavior and communication.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy.