

Worthington Hooker School

PARENT/STUDENT HANDBOOK

2020-2021



“Be bold, be courageous, be your best.” ~ Gabrielle Giffords

Margaret Mary Gethings, Principal
Jenny Clarino, Assistant Principal

Dear Parents & Students:

Welcome to the 2020-2021 school year at Worthington Hooker School. This handbook has been prepared to allow you to understand our school rules and policies. Each rule and policy detailed in this booklet is intended to ensure the safety, health, and education of all our children. It is very important that you take time to go over this year's handbook. It is a supplement to the New Haven Public School's Handbook and aligns with the NHPS Code of Conduct, with further information that directly affects the day to day operations of our school. Please keep this handbook readily available during the school year. We are sure it will answer many questions for you.

Under the current circumstances, the policies stated in this handbook may be altered and adjusted contingent upon decisions from the Board of Education, our Governor, and local health officials. The safety regulations and guidelines stated in the New Haven Public Schools Reopening Plan supersedes the rules and policies contained herein while we are faced with the COVID-19 Pandemic.

Worthington Hooker School will continue to strive for academic excellence for all children and continue to be a circle of support, love, and empathy for one another.

We thank you in advance for your trust and patience as we navigate to find the best possible solution under very specific guidelines. This will be accomplished when we work together and support each other in this process.

Together we will put PRIDE into all that we do!

Sincerely,

Mrs. Gethings, Principal 475-220-7200

Ms. Clarino, Assistant Principal 475-220-3700

Productivity

Respect

Integrity

Determination

Empathy

Operational Structure

SPMT SCHOOL PLANNING MANAGEMENT TEAM

The SPMT is a representative body of adults in the school and community. They are chosen by their peers or volunteer to participate in the governance and management of the building. The composition of the team is: principal, Teachers, parents, support staff, and Student Staff Support Team (SSST) representative. The function of the team is to:

- Advise on policy guidelines to address curriculum, social, and staff development.
- Monitor the School Improvement Plan to systematically address issues of curriculum, social climate, staff development and public relations.
- Coordinate the activities of all individual groups and programs in the school.
- Work with the parent teacher organization to plan an annual social calendar, and
- Collaborate to enhance a child-centered environment.

Parents are invited and needed for this critical governing body. Please consider volunteering.

Parent Volunteers and Visitors

WHS welcomes parent volunteers and visitors as a special resource. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. Please call the office at (475) 220-7200 if you have time or skills you can share to make our school a better place for students to learn.

ONCE YOU ENTER THE BUILDING, PLEASE REPORT TO THE MAIN OFFICE, and SIGN IN and please take a “Visitor Badge” which must be worn while visiting our school. WHEN YOU LEAVE SIGN OUT and please return badge. This is a mandatory procedure consistent throughout the NHPS system that has been implemented for the safety of our children. *Visitors to our school will not be permitted to visit any classroom without the prior consent of the teacher or administrator.* This rule is designed to make sure that classroom interruptions are kept to a minimum. This rule is especially important at the beginning of the school day. this is the time that our teachers use to make their final preparations for the school day.

Parent Teacher Organization (PTA)

All parents are urged to become members and actively participate in the PTA. Meetings are scheduled once each month during the school year and are announced two weeks in advance. Each year the PTA sponsors several fund raising projects. With the help of all parents, these projects can continue to be successful. The projects allow the PTA to fund many important activities at the school.

Student Staff Support Team (SSST)

The Student Staff Support Team helps the school to develop a positive school climate in which social/emotional goals are incorporated into the educational practices of the school. The team promotes school wide awareness of human development and health concerns, and helping to reduce problems such as truancy, substance abuse, discipline, violence, etc. The team is prepared to provide interventions for any crisis situation that may arise. SSST uses data to provide staff development around pervasive issues and group support to students with common referrals.

The team meets twice each month, and is composed of an administrator, a counselor, school psychologist, school social worker, resource staff, security officer, PPT Chair, truancy officer, and other school and community mental health representatives.

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 teacher 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, at our celebration of the Winter Solstice (Revels) 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. During the school year there are bi-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. 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.

BEHAVIORIAL EXPECTATIONS: "PRIDE"

Our school-wide "PRIDE" program is a set of strategies and systems to increase the capacity of our school to reduce school disruption, and educate all students. Through the combined efforts of our entire school community, we share a commitment and a desire for a safe, organized, accountable, and respectful school environment. Some of the specific goals that we focus on include, creating systems for providing regular positive feedback, acknowledging students when they are "Being Their Best", improving social competence, and developing environments that support academic success.

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 8:40 AM **MUST** report directly to the main office upon arrival to sign in the student. After 5 unexcused tardies, parents will receive a letter, and the administrator will schedule a conference.

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.** 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. Students are not permitted to return in the building after being picked up by a parent.

K-2 BUILDING: STUDENT DROP OFF / PICK UP

MORNING DROP OFF: Students can go to the cafeteria at 8:15 **NOT** to the classroom. Students must enter the school at the back door (playground entrance).

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 – 8:30AM

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 3:00 PM. Please park in a designated spot, **DO NOT** park on Canner Street in front of the school. You are allowed to park on Livingston Street. **Exit through the front door only.**

DELAYED OPENINGS/CLOSING

In case of a delayed opening due to inclement weather, supervision will not be provided until 15 minutes before school is scheduled to begin. **NHPS website always lists school closings and delays.** The following stations will provide delay and closing information:

TV: WTNH-TV-Ch. 8, WVIT-TV Ch. 30, WFSB-TV Ch. 3, and FOX CT Ch. 61.

When there is a 2-hour delay please do not drop your child off before 10:15 AM as there is no supervision.

GRADES 3-8: 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.**

GRADES 3-8 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. **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, please see supply list for each grade. **Students in grades 5-8 will be required to purchase weekly assignment planners at the start of the school year. Planners will be available for purchase for \$5 in the main office.** 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.

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 a student does not understand a specific homework assignment please contact the teacher and write a note in the student 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.

Homework Policy

Homework is considered an integral part of the total school program (and as such, must be included in the teacher's lesson plans). If regular homework assignments are not completed, parents must be notified and detention should be given. **Loss of school privileges (activities, events, trips etc.) will result when assignments**

are not completed. Teachers will assign homework in accordance with district policies. The **minimum** homework requirement as designated by NHPS is as follows:

- Kindergarten: not more than 10 minutes per day assigned at the teacher's discretion
- Grade 1: four times per week, no more than 15 minutes per day
- Grade 2: four times per week, no more than 20 minutes per day
- Grade 3: four times per week, no more than 30 minutes per day
- Grade 4: four times per week, no more than 40 minutes per day
- Grade 5: four times per week, no more than 50 minutes per day
- Grade 6: four times per week, no more than 60 minutes per day
- Grade 7: at least two major subject assignments, 6 hours per week
- Grade 8: at least two major subject assignments, 6 hours per week

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.

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 second marking periods. Report cards will be mailed home at the end of the third and fourth marking period for students in grades 5-8. Grades K-4 will be sent home with students.

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

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 intervention protocols 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.

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
- Large sums of money

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.

CELL PHONES

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 they will be confiscated by the teacher or the school administrator and a parent must come to school to pick it up at the end of the day. If a cell phone is confiscated on more than one occasion from the same student additional loss of school privileges will result. Please refer to NHPS Handbook for the school district’s policy and procedures regarding cell phones.

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, violating school and district policy for using their cell phone in school. In case of an emergency please contact the main office by phone.

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.

EXPECTATIONS OF STUDENTS

As the year begins, we would like all students and parents to know exactly what the staff expects from students.

- WHS students will represent their school in an outstanding manner (i.e. on trips, on buses, walking to and from school).
- WHS students will work to the best of their ability by producing high quality work, reflecting on learning, communicating effectively, exhibiting a desire to learn, and a willingness to do the work.
- WHS students will treat peers and adults with dignity and respect.
- WHS students will keep the interior and exterior of the building clean.
- WHS students will keep our walls, desks, chairs, etc. free of writing
- WHS students will obey all rules and regulations set forth by teachers and administrators.

- WHS students will keep a positive relationship with teachers and peers.
- WHS students will come to school prepared. All students will have their own pens, pencils and notebook every day.
- WHS students will walk respectfully in the halls.
- WHS students will use their indoor voices in the halls, classes and cafeteria.

RANGE OF DISCIPLINARY ACTIONS

Student Conferences
 Parent Contact
 Parent Conference
 Detention
 Parent sitting in class(es) with the student
 Loss of School Privilege
 Out of school suspension
 Expulsion

Note: Please refer to the Behavior and Discipline Policy of the NHPS for complete details of behavior and discipline policies.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to his/her teacher or an administrator immediately, so that the damage is not misconstrued as vandalism or a potential danger to others.

OFF LIMIT AREAS

Our school is maintained and operated for the benefit of all students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, the electrical transformer and circuit breaker room, storage areas, inner offices, teachers' lounge, kitchen maintenance areas, areas that are not supervised by staff, and areas that have no classes, events or activities being facilitated by staff. Willfully entering into one of these areas may result in immediate suspension or expulsion.

BULLYING POLICY

The NHPS Board of Education approved the following anti bullying policy:

The New Haven Board of Education will not tolerate any form of bullying or harassment of members of the New Haven Public School Community by students or employees of the New Haven Public Schools. Bullying and /or harassment, includes but is not limited to, acts based on: gender, ethnicity, national origin, race, sexual orientation, physical characteristics or mental capacity. The New Haven Public Schools requires students, staff, and/or parents to report all cases of bullying and harassment immediately, to the school's administrator,

administrator's designee, or director. Teachers and other school staff that receive reports of bullying from students are required to report this information to the appropriate administrator immediately.

Bullying is defined as physical, verbal or psychological attacks or acts of intimidation or the intentional isolation that is intended to cause fear, distress, or harm to the victim while on school grounds, the bus, or at a school sponsored activity.

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.

SCHOOL 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.

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.

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.

HEALTH CARE

HEALTH AND NURSING SERVICES

The school nurse is a care giver, health advocate, and comforter for our students. She diagnoses illnesses, gives vision, hearing, posture, blood pressure and hemoglobin screenings. In her role as advocate and comforter, she provides health problem counseling, guidance and follow-up on referrals.

The nurse is responsible for checking all health records to be certain that each student is properly immunized, contacting parents of ill or injured students and checking other health related matters. **State Law mandates that all students be properly immunized and receive a physical before entering kindergarten and Grade 7.** WHS/NHPS requires that all new school registrants provide proof of immunization for polio, diphtheria, pertussis, tetanus, measles, rubella and mumps prior to entry to school. In addition, all children new to school must receive a complete health assessment within one month of school entry. The assessment must include a blood test, vision screening, hearing screening, blood pressure, height, gross dental screening and posture screening. Health assessment forms can be obtained from the school nurse. In addition, ALL new entries, in any grade from Out-of-State must have a physical before entering school. Physicals from Out-of-State doctors are not acceptable. New Haven Public School Medical forms may be obtained from the School Nurse, New Haven Board of Health or most doctors' offices.

MEDICATION FOR STUDENTS

All medicine must be brought to school by a parent/guardian or childcare provider. No medication will be accepted from a student. All medications brought onto school property must be taken to the nurse's office. Long-term prescription medication (in excess of two weeks) may be administered at school if both parent/guardian and physician have completed an **Administration of Medication Request Form**. Medications must arrive in an appropriate container labeled by the pharmacy. All long-term medication must be renewed at the beginning of each year. Any change in medication or dosage during the school year requires new documentation. **Students may not carry their own medicine.**

CONTAGIOUS HEALTH CONDITIONS

If your child should have a contagious health condition such as chicken pox, strep infection, pink eye, a cold with fever, head lice, ring worm, impetigo, etc., please treat the condition and keep the child at home until the condition is no longer contagious. If your child is running a fever they may come to school after they have been fever free for 24 hours.

PEANUT FREE SCHOOL

WHS has adopted a peanut/nut free food policy. We are asking that no peanut/nut products be brought to school for snacks or lunches. This includes refraining from bringing in snacks/food processed in a facility that processes peanuts/nuts. This information is on the box of food; usually it is the last piece of information under the list of ingredients. We realize that this may be an inconvenience for some of you, but do appreciate your help and understanding as we have many students who have severe nut allergies. In addition, WHS is following a healthy food initiative and not allowing baked goods and candy into the school. It would be helpful if you could review a few pieces of information with your children:

- No sharing food
- No eating on the bus
- Wash their hands before and after meals
- No peanuts/nuts/tree nuts

This policy will be strictly monitored during all lunch waves and in the classrooms. Again, thank you for making WHS a peanut/nut free school.

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. The phone # for K-2 nurse's room is (475-220-3711) and 3-8 building is (475-220-7215). Please make sure all emergency numbers are accurate and up to date.

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.

FROM THE NURSE

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. Kindergarten is scheduled to begin on September 3, 2020. 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.

504 Notice

It is the policy of the NHPS System to provide a free and appropriate public education to all handicapped students within its jurisdiction. Students who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated and provided with appropriate instruction and education service.

GRADING SYSTEM

GRADING K-4

Students will receive E (excellent), S (satisfactory), and N (needs improvement) as their grades to be consistent with the system's grading policy. However, rubrics and portfolio assessments will also be used as a way of analyzing students' performance. Parents will be informed if the performance is basic, proficient, or goal.

GRADING 5-8

A= 90 – 100

D= 60 - 69

B= 80 – 89

F= 59 and below

C= 70 – 79

I= Incomplete

Rubrics and portfolio assessments will also be used as a way of analyzing students' performance. Parents will be informed if the performance is basic, proficient, or goal.

Incomplete grades are given for specific reasons such as an illness for a long period of time and emergencies. All incompletes must be approved by the principal. Missed work must be made up within four weeks of the date the incomplete grade was issued, and it is the responsibility of the student to complete and submit the work. Teachers are to encourage students to make up missed assignments.

POWERSCHOOL

PowerSchool is the student information system being used throughout our district in grades Pre-K to 12. Of particular interest to parents is your ability to monitor your child's attendance as well as your child's academic performance/progress through the use of *Power Grade Book*, which will give you access to your child's teacher's grade book for all subjects and courses. Powerschool will be updated regularly by teachers in grades K-8 for parents to monitor student progress at home.

NAVIANCE

Naviance is the electronic tool being used to support your child's Success Plan (SSP) in grades 5-8. The SSP is the plan that your school is developing along with your child to prepare him/her for success in college, career, and life. Naviance can be accessed by logging onto naviance.com

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated and the student may receive a failing grade on the assignment.

CRITERIA FOR PROMOTION (GRADES 7 AND 8)

The following is the minimum criteria for promotion in grades 7 and 8:

- Students must pass three of four major subjects (English, Mathematics, Science, Social Studies)
- Students can fail no more than one major subject (see above) and one enrichment subject (art, physical education, music, etc.)
- Student's attendance at school must be in compliance with the Board of Education's attendance policy. Twenty unexcused absences may constitute retention.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization designed to complement and encourage high standards of performance. Students are recognized and honored for their initiative in achieving high academic performance along with maintaining the highest standards of citizenship and character. Students inducted into the National Junior Honor Society participate in many school and community activities.

LOCKERS AND VALUABLES

All students in grades 7-8 will be assigned a locker. Lockers are to be kept neat and clean and should always be left locked. Lockers are not to be shared by students. Students are not allowed at any time to bring valuable personal items to school. In the event of loss, due to theft or damage, etc, the school **will not** be held responsible. **Administrators, teachers, security guards, substitutes, and all other school personnel have the right to confiscate iPods, video games, cell phones, beepers, laser pointers, sports cards, etc. Parents will be responsible for picking them up from school. Cell phones are not allowed in school.**

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.

ATTENDANCE

Parents have the responsibility to make certain their children attend school each day except in the case of illness or other unavoidable circumstances. **If a student is absent from school, parents must notify the school. You must send a note to school indicating the date(s) the student was absent and the reason for the absence.** Additionally, the administration may ask for doctor or court notes to excuse absences. If a student leaves a class or school without permission, the school will call home and take appropriate action. In accordance with the attendance of the New Haven Board of Education, promotion may be withheld if a student is absent from school a total of 20 or more days.

In the case of a long illness, parents must notify the School Counselor immediately so that a program of instruction can be discussed and developed. Students who are absent five (5) consecutive days or more **MUST** return with a medical note. According to Connecticut attendance protocols, students who miss a total of 10 days are considered TRUANT. This total of 10 days includes BOTH excused and unexcused absences.

A Family with Service Needs may be filed with Juvenile Court when a student has ten (10) unexcused absences or twenty (15) days regardless of excused or unexcused.

- Personal vacations are not considered legitimate reasons for absence from school and will be recorded as an unexcused absence. Family vacations should be planned during the scheduled vacations in the school calendar.
- Truancy is defined as staying away from school without permission. Parents will be notified in the case of a student being truant.

TRUANCY INITIATIVE

New Haven Public Schools district is committed to reduce chronic truancy and promote positive school attendance through a comprehensive, multi-agency approach. Our truancy program starts with early interventions in elementary and middle grades and engages the support and accountability of schools, families, police, state agencies, and the courts in reducing chronic truancy.

- If a student is *absent 4 consecutive days*, the telephone auto dialer will call the student's home and alert the parent.
- If a student is *absent 5 days without*, the school will send a letter home requesting that the parent contact the school. In addition, the student may be placed on academic probation.
- If a student is *absent 8 days*, the school will send a letter home informing the parent/guardian that he/she is required to attend a hearing at the school. .
- If a student is *absent 10 days*, the parent must attend a formal hearing within 5 days or the student may lose course credit. Student is considered TRUANT
- If a student is *absent 15 days*, the student is referred to truancy court and may face sanctions.
- If school absences exceed 5 days and parents do not respond to the school's request for meetings, truancy and police teams may make evening and/or limited weekend visits to the home.

STUDENT INFORMATION FORMS

Every student is required to have an emergency information card on file in the main office. It is critical that we have several phone numbers on file in case of an emergency. Please notify the office immediately if you change your phone number. **Students will not be allowed to participate in any activities (field trips, school socials, after school program, etc.) if we do not have emergency numbers on file.**

REQUESTS FOR EARLY DISMISSAL

WHS requires that a responsible adult (Parent/Guardian) must come to the office to sign-out students who leave during the school day. Parents should make every attempt to limit the number of times they must (emergency or appointment that cannot be scheduled out-side the normal school day) take a child out of school prior to dismissal time. For the safety of our students, proof of identification will be requested of any person picking up any student and must be shown to school personnel before a student may be released. **Notes or phone calls will not be accepted to release a child from school. Parents will not be able to pick up their child from**

2:30pm – 2:50pm and must wait until dismissal to pick up their child. Students will be released only to those designated on the pick-up or emergency forms.

TARDINESS TO SCHOOL

School begins at 8:35am. The school day ends at 2:50pm. Prompt arrival to school is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Any student who arrives in his/her homeroom after 8:35am is considered tardy. Three tardy arrivals in one marking period will prompt a call to the student's parents and may also become an unexcused absence.

TARDINESS TO CLASS

Students are allowed two minutes of passing time between the classes. Any student tardy for class without a written excuse from a staff person will be accepted in class and given detention by the classroom teacher the next day until the tardiness problem is resolved. In cases of repeated tardiness, the appropriate administrator will be informed for further disciplinary action. The parent will be notified of a student's repeated tardiness. **Continued tardiness to class will prevent students from participating in trips and other activities for the school.**

CAFETERIA RULES

The cafeteria is the school's dining room. It serves many students each day. It is the responsibility of each student to leave his/her place clean and tidy for the next student who will be using it. Since we have large groups of students who must have lunch at the same time, we must have certain rules of conduct and respect the rights of others. These rules are:

- Students must enter quietly, sit at your, and wait for further instructions.
- Students must dispose of all trash and garbage in the receptacles.
- Select all of your lunch items before you leave serving line.
- All students must be accounted for in the cafeteria at all times unless they have a written pass from a staff person to be excused and the staff member picks them up from the cafeteria. Disciplinary action will be the result for those who are missing without the proper pass
- Students will be allowed to bring their own lunch from home, but they must eat and drink all lunch items during their lunch period
- Students and visitors will not be permitted to have lunch brought from outside food service facilities (i.e. McDonalds etc.)
- Glass drinks are not allowed in the cafeteria or school at any time
- Parents and students are not allowed in the food preparation area of the cafeteria
- Students are responsible for keeping their eating area clean
- Students must eat while sitting at a table. No one may walk around and eat or leave their seat during the lunch period.
- No food may be taken out of the cafeteria
- Any loud yelling, talking, fighting or unacceptable behavior will result in disciplinary action.

MONEY SENT TO SCHOOL

Any money sent into school must be placed in an envelope marked with the following information.

1. Student Name
2. Teacher Name

3. Event (ex. Field trip, lunch)
4. Amount of money enclosed.

SUPPORT SERVICES

SCHOOL COUNSELOR

The school counselor helps students in areas of academic achievement, career and social emotional development as well as class scheduling and high school placement process and crisis intervention. The school counselor also provides support for students who are experiencing emotional concerns.

PSYCHOLOGIST

The school psychologist helps students, parents, and teachers to solve problems that might get in the way of student learning. These problems include students having trouble concentrating on their class work, getting themselves motivated to do their best, and encountering work they may feel is too hard.

SOCIAL WORKER

The school social worker assists in helping students do their best. The social worker helps students figure out why they are not experiencing academic success. When students are feeling sad, upset or going through a crisis, the school social worker can be of comfort, listening, and supporting students. The social worker collaborates with the student's parents and teacher to help the student grow and develop along the six Developmental Pathways.

SPEECH PATHOLOGIST

The speech pathologist is responsible for determining whether or not a student is having a learning difficulty due to a speech, language or hearing problem. Some of the indicators that may cause a learning deficit for a student are listed below:

- Stuttering to the degree that it interferes with a student's learning in class.
- Articulation severe enough to hinder understanding in the class.
- Language skills are above the student's cognitive ability to the level that he/she cannot understand, complete or participate in oral or written language skills.
- Hearing is deficient to a degree that the student needs special help with interpreting, understanding and carrying out assignments or tasks.

MISCELLANEOUS

TELEPHONE CALLS

Please be aware of our policy. ***STUDENTS CANNOT RECEIVE TELEPHONE CALLS***

PETS

No pets, of any kind, are allowed at school without permission from an administrator.

LOST AND FOUND

All clothing found on school grounds, regardless of its value, is placed in the lost and found. Money, jewelry or other articles of value are turned into the office. Students may claim them after proper identification.

EMERGENCY

Safety drills are conducted once each month. In the case of an emergency and/or fire drill, detailed escape plans are posted on each classroom door which has an escape route to an outside area, a safe distance from the building. Students are moved to these designated areas within a specified period of time in a safe, quiet, and orderly manner. Students must take safety drills seriously.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designated to supplement different aspects of the classroom curriculum as well as to introduce students to the enriching resources outside of the classroom. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms if they are granting permission for their child to attend the field trip. Verbal permission will not be accepted in lieu of providing the school with a written signature. Sometimes a small amount of money may be requested from each student to help defray transportation or facility usage fees. Parents are encouraged to attend field trip outings with their children.

TOWN MEETINGS

We have monthly Town Meetings, school gathering that celebrates student work through a dramatic presentation or other format. This program is a monthly school meeting in which students from each class will have the opportunity to share what is happening in their room. Town Meetings are scheduled each month. These meetings are subject to change so please consult your Hooker Happenings newsletter for any changes throughout the year.

ADVISORY PROGRAM GRADES 6-8

An advisory program is an arrangement whereby one adult and a small group of students have an opportunity to interact on a scheduled basis in order to provide a caring environment for guidance and support, everyday administrative details, recognition and activities to promote citizenship. The purposes of advisory are to ensure that each student is known well at school by at least one adult who is that student's advocate (the advisor), to guarantee that every student belongs to a peer group, to help every student find ways to be successful, and promote coordination between home and school.

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.

NOTE: The Acceptable Use Policy is being revised to include the use of the Google Meet videoconferencing platform such that teachers may conduct synchronous distance teaching and be able to view students. Parents may opt-out of allowing their child to appear on-camera.

Unity

By Cleo V. Swarat

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher:
the tools she used were books and music and art;

One was a parent
With a guiding hand and gentle loving heart.

And when at last their work was done,
They were proud of what they had wrought.
For the things they had worked into the child
Could never be sold or bought!

And each agreed they would have failed
if they had worked alone.

For behind the parent stood the school,
and behind the teacher stood the home!

Thank you for your partnership in your child's education!



NEW HAVEN PUBLIC SCHOOLS

Report Card Schedule

2020 -2021

	Elementary	Middle	High
1st Marking Period			
Marks Open	August 31 September 23/Open House	August 31 October 2/Failure Warning	August 31 September 30/Meet the Teachers Night October 2/Failure Warning
Marks Close	November 6	November 6	November 6
Number of Days	45	45	45
Date Issued	November 18	November 18	November 19
Dist. to Parents	Parent Conferences	Parent Conferences	Parent Conferences
2nd Marking Period			
Marks Open	November 9	November 9 December 11/Failure Warning	November 9 December 11/Failure Warning January 19-21/Mid-Year Exams
Marks Close	January 22	January 22	January 22
Number of Days	43	43	43
Date Issued	February 3	February 3	February 4
Dist. to Parents	Parent Conferences	Parent Conferences	Parent Conferences
3rd Marking Period			
Marks Open	January 25	January 25 March 5/Failure Warning	January 25 March 5/Failure Warning
Marks Close	April 1	April 1	April 1
Number of Days	47	47	47
Date Issued			
Dist. to Parents	Sent Home w/Students	Sent Home w/Students	Mailed Home
4th Marking Period			
Marks Open	April 5	April 5 May 14/Failure Warning	April 5 May 14/Failure Warning
Marks Close	June 17	June 17	June 17
Number of Days	47	47	47
Date Issued			
Dist. to Parents	Sent Home w/Student	Sent Home w/Student	Mailed Home