

Parent/Student Handbook

2017-2018



MISSION STATEMENT

We, the Hop Brook Elementary School Community, are committed to providing a safe, nurturing, positive learning environment where children are encouraged to develop to their fullest potential intellectually, socially, and emotionally. We will encourage students to take risks, advise them of their progress, and set measurable and observable grade level goals and objectives. In partnership with the home, we will work together to instill a love of learning, thereby encouraging students to become lifelong learners and contributing members of society.

Dear Parents/Guardians and Students,

Welcome to Hop Brook Elementary School where we believe that **all students can learn** given a positive learning environment that focuses on rigor, relevance and relationships.

The purpose of the handbook is to provide clear expectations around policies and procedures at Hop Brook School. At Hop Brook, we provide our students with every opportunity to be successful in the school setting and beyond. Please feel free call the main office at 720-5232 if you have any questions that have not been answered in the handbook.

We welcome your interest and involvement and urge you to contact your child's teacher if you have any questions about the educational program or your children's progress.

Continued Success and Excellence,

Hop Brook School Faculty and Staff

Naugatuck Public Schools District Student Handbook can be accessed on the district website.

HOP BROOK ELEMENTARY SCHOOL
2017-2018 FACULTY AND STAFF

KINDERGARTEN

Mrs. Bonnie Gerrish
Miss Nicole Olsen
Miss Bethany Swicklas

GRADE 1

Mrs. Kathryn DeAngelis
Mrs. Jennifer Field
Mrs. Jessica Frissora
Mrs. Debbie Langdon

GRADE 2

Mrs. Deborah DeGennaro
Mrs. Dawn Nemeth

GRADE 3

Mrs. Rachel Maher
Mr. Jeff Remillard
Mrs. Lisa Taft

GRADE 4

Mrs. Kimberly Andreoli
Mr. Thomas Deitelbaum
Mrs. Patti Schumacher

COMPUTER

Mr. Robert Hollern

TECHNOLOGY/LIBRARY

Mrs. Aimee Cerra

ART

Mrs. Melina Corra

MUSIC / CHOIR / RECORDERS

Mrs. Alice Unschuld

PHYSICAL EDUCATION

Mr. Karl Evangelista

INSTRUCTIONAL AIDES

Mrs. Melissa Borunda (part-time)
Mrs. Jean Nelson (part time)
Ms. Sue Ross
Mr. Mark Williams

BUILDING SUB-Miss Julianne McAree

INTERN-Miss Kerrie McLaughlin

RESOURCE ROOM, Mrs. Melissa Verrilli

RESOURCE PARAPROFESSIONALS:

Mrs. Joan Griesenauer, Mrs. Darlene Redmond,
Miss Annie Pinho

SOAR PROGRAM

Teachers: Miss Elizabeth Camire
Mrs. Catherine Rattanni
Mr. Nathan Winstanley

SOAR Social Worker: Mr. Ryan Sherman

SOAR Paraprofessionals:

Mrs. Jeannette Wheeler, Mrs. Shari Carda
Ms. Polly Grant, Miss Samantha Johnson
Sherrie Morran

PSYCHOLOGIST

Mrs. Janna Farrell

SCHOOL GUIDANCE COUNSELOR

Ms. Meagan Rolla

SOCIAL WORKER

Mrs. Elizabeth Dematos

SPEECH AND LANGUAGE

Mrs. Cathy Ryan

OCCUPATIONAL THERAPIST

Mrs. Mary Stauffer

ELL

Mrs. Mary Johnson

READING SPECIALIST, Mrs. Sophia Karistinos

Interventionists: Carol Cappola, Gayle Marenghi

MATH CONSULTANT, Mrs. Erica Ladriagan

Interventionist, Heisi Figueroa

PRINCIPAL/SECRETARY

Mrs. Kathryn Taylor / Mrs. Alison Noss

NURSE

Mrs. Alicia Brazee

CUSTODIANS

Mr. Kevin Hayden (1st Shift)

Mr. Dave Gondak, Mr. Pat Canale (2nd Shift)

CAFETERIA

Ms. Karen Bakker-Café manager

Naugatuck Public Schools

2017-2018 School Calendar

August 2017				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

24 Prof. Dev. Day-No School for Students Full Day for Teachers 4/4
 25 Prof. Dev. Day-No School for Students Full Day for Teachers
 28 First Day of School for Students

September 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day-No School 20/24
 7 Open House ECC Central Ave - Early Dism. only
 11 Open House Middle School-Early Dism. 7-8 only
 12 Open House Int. Schools-Early Dism. 5-6 only
 13 Open House Elem.-Early Dism. K-4 only
 21 Open House NHS - Early Dism. 9-12 only

October 2017				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 Columbus Day-No School 21/45
 18-20 Parent Conf.-Early Dism. PreK-12

November 2017				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7 Prof. Dev. Day-No School for Students Full Day for Teachers 18/63
 10 Veteran's Day-No School
 22 Early Dismissal
 23-24 Thanksgiving Break-No School

December 2017				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25-Jan. 1 Winter Break-No School 16/79
 27-28 BoE Office Open

January 2018				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 Winter Break-No School 21/100
 15 M.L.King Jr. Day-No School

February 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

7 Early Dismissal for Students 18/118
 7 Full Day for Teachers (PD)
 19-20 February Break-No School

March 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5-9 Kindergarten Registration 21/139
 21-23 Parent Conf.-Early Dism. PreK-12
 30 Good Friday-No School

April 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

16-20 Spring Recess-No School 16/155
 16-20 BoE Offices Open








May 2018				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 Memorial Day-No School 22/177

June 2018				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4* Early Dismissal for Students 3/180
 4* Full Day for Teachers (PD)
 5* Tentative Last Day-Early Dismissal

July 2018				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

-  First Day of School for Students
-  Tentative Last Two (2) Days of School for Students-Early Dismissal
-  Open House
-  Professional Development Day: No School for Students/Full Day for Teachers
-  Parent Conferences-Early Dismissal
-  School not in Session
-  Early Dismissal

Early Dismissal Times:	
High School	11:35
Middle	12:00
Intermediate	12:30
Elementary	1:00

180 -- Instructional Days for Students

183 -- Days for Teachers


Note: Cancelled school days are made up by extending the school year after the tentative last scheduled day in June.
 Created using a template from Vertex42.com

Approved by the Board of Education on Dec. 8, 2016

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY AND RESPONSE ACTIONS

DATE: August 24, 2017

TO: Parents/Guardians, Teachers, Employees, and Other Personnel

FROM: Naugatuck Board of Education
Mr. Kevin Dion, Facilities Director, LEA Designated Person 
497 Rubber Avenue, Naugatuck, CT
(203) 720-5265

The Asbestos Hazard Emergency Response Act (AHERA) from the United States Environmental Protection Agency (40 CFR 763) and the State of Connecticut Asbestos-Containing Materials in Schools Regulation (CT State Statutes 19a-333-1 through 13) requires that written notice be given annually that the schools and education programs listed below have management plans for the safe control and maintenance of asbestos-containing materials (ACM) found in the buildings. These management plans are available and accessible to the general public at each school's and programs administrative office and at the Board of Education Office during regular business hours. These management plans also satisfy the school district's employer hazard communication requirements under Federal Department of Labor (OSHA) asbestos exposure General Industry Standard (29 CFR 1910.1001).

School	Address	Phone
Naugatuck High School	543 Rubber Avenue	203-720-5400
Andrew Avenue Elementary School	140 Andrew Avenue	203-720-5221
Salem Elementary School	124 Meadow Street	203-720-5242
Board of Ed, Administrative Offices	497 Rubber Avenue	203-720-5265
Cross Street Intermediate School	120 Cross Street	203-720-5227
Western Elementary School	108 Pine Street	203-720-5244
City Hill Middle School	441 City Hill Street	203-720-5250
Central Avenue Preschool	28 Central Avenue	203-720-5224
Hillside Intermediate School	51 Hillside Avenue	203-720-5260
Hop Brook Elementary School	75 Crown Street	203-720-5231
Maple Hill Elementary School	641 Maple Hill Road	203-720-5236

Additionally, this serves as notice that the three-year re-inspection of asbestos-containing materials was completed in May, 2015. Since the previous re-inspection of 2011, the High School has undergone a major additions and renovations project. Abatement of all accessible asbestos containing materials was included in these renovations. Asbestos cement boards (transite panels) were removed from door systems at Cross Street School during the spring of 2015. Roofs were replaced at Hillside Intermediate School and Western Elementary School. During August of 2017, a partial abatement of asbestos containing ceiling tile and pipe insulation was completed in the lower level of Central Ave. School to repair a plumbing issue. The next AHERA three year re-inspection of our public schools is planned for May, 2018.

SCHOOL DAY

School begins at 8:55 when the bell rings. At 8:40, students may enter the building via the front door, proceed to the café to buy their breakfast and go directly to their classrooms. Students who walk or are driven to school should not arrive before 8:40 a.m., as there is no adult supervision until that time. **Please, for the safety of our children, do not bring them to school before 8:40 a.m.**

Please Note: When dropping children off at school in the morning please drive into the semi circle in front of Hop Brook Elementary School. Your child can get out of the car and walk directly inside. If you need to come inside the building, please park in a visitor spot or back lot of the school and go to the main office. Buses will drop students off on the street adjacent to our school. Bus students will be greeted by a staff member and will walk directly into school.

TARDY

When dropping your child off at school after the start of school come into the office with your child and sign them in. Your child may then go to the classroom; parents don't go to the classroom.

PICK UP

For pick-up at the end of the school day, park in the back parking lot of the school and enter through the cafeteria doors to get your child. If you need to pick your child up from school early please send a note into school. When you arrive at school report to the office and remain in the office or outside the office door. Your child will be sent to the office, parents should not go to the classroom.

STUDENT SCHOOL DAY

Regular Day Schedule

8:40 – Students arrive and go to classrooms
8:55 – Academic day begins
3:25 – Dismissal

Early Dismissal Schedule

8:40 – Students arrive and go to classrooms
8:55 – Academic day begins
1:00 – Dismissal

2 Hour Delayed Openings *(all delayed openings are 2 hour delays in Naugatuck)*

10:40 – Students arrive and go to classrooms
10:55- Academic day begins
3:25 – Dismissal

TEMPORARY CHANGES IN STUDENT TRANSPORTATION

Due to concerns regarding student safety, Hop Brook School personnel cannot accept messages over the telephone requesting that the child's mode of transportation to go home be changed.

Arrangements will need to be made in advance, with the normal mode of transportation only being altered under the following two conditions:

1. **The child comes to school with a signed and dated note from the parent.** The note

would be given to the classroom teacher, who would then forward it to the office.

2. The parent personally comes into the school office and makes the request. The office will call the child so the message can be relayed to him/her. The parent will also be asked to put the request in writing.

IF THE ABOVE ARRANGEMENTS HAVE NOT BEEN MADE, THE CHILD WILL BE SENT HOME ACCORDING TO THEIR USUAL MODE OF TRANSPORTATION.

TRANSPORTATION

Parents should accompany younger children to and from the bus stop.

Parents should instruct children:

1. To walk facing traffic, if they must walk on the road
2. To look both ways before crossing the road
3. To wait on the shoulder, off the pavement
4. To wait until the bus stops before trying to board; children must not rush the bus
5. To behave appropriately walking to and from and while at the bus stop

For our students' safety and the prevention of vandalism, our school buses are equipped with video cameras.

NAUGATUCK BOARD OF EDUCATION REGULATIONS FOR THE CONDUCT OF PUPILS RIDING ON SCHOOL BUSES

The driver is, at all times while pupils are being transported to and from school, in full charge of the bus and of all pupils riding therein. He is required to enforce all the rules and regulations adopted by the school authorities for the conduct of pupils riding on the bus.

1. Bus driver and/or school principal may assign seats to pupils, if necessary. Middle and High School pupils are to surrender their bus pass to the bus driver upon request.

2. Pupils should be at the designated bus stop at least 5 minutes before the bus is scheduled to arrive. Pupils are not to attempt to board the bus until it has come to a complete stop. Pupils are to enter the bus in an orderly fashion without pushing or shoving and are to go to their seats promptly and remain seated until arrival at their destination.

3. Conduct on the bus shall be substantially like classroom conduct, except that reasonable conversation is permissible. Unnecessary conversation with the driver is prohibited.

4. Bus windows shall not be opened without permission from the driver. Pupils must not, at any time, extend their arms or head out of the bus window.

5. Pupils shall assist in keeping the bus clean and sanitary and shall refrain from littering, damaging or abusing the bus. Smoking, vulgarity, or other improper conduct will not be permitted on the bus under penalty of individual or group suspension of those involved.

6. All pupils are to remain seated while the bus is in motion and are to refrain from pushing, shoving, or wrestling on the bus or at the loading areas.

7. Pupils who damage, injure, or deface the bus or any equipment on any bus shall be held liable for such damage.

8. Pupils are to ride only on the bus route to which they are assigned and get on and off at their designated bus stop and school. Buses will not make any unauthorized stops.

9. Pupils shall get off the bus only when the bus has fully stopped and in an orderly fashion. Pupils who must cross the highway after alighting from the bus shall pass in front of the bus, not behind it.

10. Any pupil who shall commit any violation of the above regulations shall be forthwith reported to the school authorities by the local manager of the transportation firm.

"ANY PUPIL WHO COMMITS ANY VIOLATION TO THESE REGULATIONS MAY BE FORBIDDEN BY THE SCHOOL AUTHORITIES, WHETHER TEMPORARILY OR PERMANENTLY, FROM RIDING ON THE BUS IN QUESTION, MAY BE SUSPENDED FROM SCHOOL, SUBJECTED TO SUCH OTHER DISCIPLINARY ACTION AS MAY, TO THE SUPERINTENDENT AND THE BOARD OF EDUCATION, SEEM PROPER, OR MAY BE REFERRED TO THE JUVENILE COURT."

PLEASE NOTE: A bus student who will be picked up by a parent or another adult, MUST bring a note stating that circumstance. The adult MUST sign the student out in the office. Frequently a child who did not bring in a note from their parent will come to the office and tell us they are going home with another student or on another bus. We do try to call the parents to verify that. If no one can be reached, we will send the student home via their USUAL way.

ACCURATE RECORDS

If your telephone number, address, place of employment, etc. should change during the school year, please let the school know. A note to your child's teacher indicating the new information will allow us to update your child's folder. Accurate records are very important, particularly in the case of an emergency.

REPORT CARDS

Grades K-4 students receive report cards three times per year. Parent-teacher conferences are scheduled in October and March. At conference time, your child's teacher will discuss your child's academic and social strengths and weaknesses. Your child's report card will be sent home in December, March, and the last day of school. Parents are encouraged to get to know their child's teacher and contact him/her as the need arises. You can call the school to request an appointment or send a note to the teacher via your child to request an appointment.

ATTENDANCE/ABSENCE PROCEDURE

When your child is going to be absent, please call the main office to report the absence by 9:30. We have voicemail so you can call anytime during the night or early morning to report the absence. When leaving a message please state the child's first and last name, teacher and reason for absence, please make the message brief.

Should your child be absent or tardy excessively during the school year, parents will receive a letter from the principal as required by the school attendance laws of the State of Connecticut.

Should you, or another responsible adult, bring your child to school after 8:55 AM, the adult must bring the child to the office and sign the student in on our Tardy Sign In Sheet.

ATTENDANCE

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or guardian. In Naugatuck we strive for all students to have less than 5 absences in a school year. Each school has a school attendance committee that provides support and intervention when students miss more than 5 days regardless of the reason.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school according to each school's procedures.

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);

- iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.

6. "Student" - a student enrolled in the Naugatuck Public Schools.

7. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

1. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a documented excused absence in PowerSchool by a school official who spoke in person with the parent/guardian, or a note from a licensed medical professional, as appropriate.

2. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence, and must also include the reason for the absence and the following additional information:

a. student illness:

i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or

ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.

- b. religious holidays.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Naugatuck Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

F. Determinations of Whether a Student is "In Attendance":

- 1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
- 2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
- 3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive

instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

Chronic Absenteeism

A student whose total number of absences at anytime during a school year is equal to or greater than then percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Leaving School Grounds/Release of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Tardiness

Student attendance for a full day of school is required each day. If students arrive late to school, they must report to the office and sign in (with a parent/guardian) in PK-8 schools. Please refer to each school’s specific guidelines and procedures for arrival.

AUTOMATED PHONE MESSAGING SYSTEMS

The Naugatuck Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. *Please ensure that the school has your most current contact information at all times!* The system allows the District to program up to three numbers for each parent/guardian of a District student. (home phone, work phone, cell).

BEHAVIORAL EXPECTATIONS

Hop Brook School promotes a proactive approach to discipline. This approach calls for us to establish and teach core expectations and associated rules as well as model acceptable behavior. It also requires us to provide cues and redirection to students before we issue a consequence for breaking the rules. In addition, we will review established rules of conduct for classroom, hallways, cafeteria, buses, and emergency procedures. Please remember that students are responsible to follow school rules while they are on the way to and from school and at school-sponsored activities.

Hop Brook School follows the Responsive Classroom School model. This is an approach to teaching and learning that fosters safe, challenging and joyful elementary classrooms and schools. It consists of teaching practices for bringing together social and academic learning throughout the school day. Academic learning happens best within a positive social context.

We expect all students to follow the five Bees:

1. Being Respectful
2. Being Safe
3. Being Accepting
4. Being Cooperative
5. Making Their Best Effort

DISCIPLINE and SERIOUS ISSUES

If a student does not obey a rule after teaching and redirection, he or she will receive a consequence. Consequences are based on the seriousness of the infraction and can be time-out, after school detention or suspension (for serious situations). Parents will be notified whenever a child receives a detention or suspension. Each student will be treated as an individual and all aspects of the situation will be considered before a consequence is issued. When a child is having difficulty following school expectations on a consistent basis, the teacher and counselor will contact parents to discuss home/school strategies.

Specific behaviors are considered serious infractions. These behaviors include: intimidation, threatening, physical aggression, fighting, dangerous actions, dangerous instruments, weapons or articles that resemble weapons, theft, vandalism, and controlled substances, including alcohol or tobacco. Sexual harassment and bullying are other serious offenses that require investigation and reporting. Leaving school without permission is also a serious infraction because it is such a significant safety issue. All of these behaviors require parent conferences and a consequence. Criminal activity must be referred to the police, and Hop Brook School must follow all Board of Education policies.

If a student issues a verbal or physical threat to another student/staff member, it is up to the administrator's discretion to determine the action taken. Depending on the seriousness of the threat, the action taken could range from a reprimand to school suspension. It is extremely important for students to understand the use of appropriate language and actions at all times when speaking to other students or staff members.

CAFETERIA EXPECTATIONS

Students have a right to a clean, enjoyable, and orderly environment in the school cafeteria. Students will meet this expectation by:

1. Walking in the cafeteria
2. Remaining seated-raise hand if you need help or have a question
3. Keep your hands and feet to yourself
4. Be a good helper and keep our cafeteria clean!
5. Use "inside voices;" silence when lights are turned off

PLAYGROUND RULES

The main objective for recess is to provide an opportunity for children to learn to play in a safe, cooperative and non-aggressive manner. Students have the responsibility to behave in a manner that will not endanger other children or themselves. The following playground rules are designed to provide a safe and orderly play-environment:

1. Play areas—stay within line markings, away from cars, fences, stairs, and railings. Stay in designated game areas.
2. Play equipment should be used for designed purposes in the designated area.
3. Running is limited to grass areas.
4. No bats, hard balls or Frisbees, unless provided by adults who are supervising the activity.
5. Stay on the playground unless you have permission from the adult on duty to enter the building.
7. When recess is over, walk quietly to your line.

BULLYING BEHAVIOR

In accordance with state law, it is the policy of the Naugatuck Board of Education that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events is expressly forbidden. For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which *acts are repeated against the same student more than once during the school year.*

TOYS

Bringing toys, collectables or articles of value to school **are not allowed** unless they have been brought with teacher permission for a school project. Students are also strongly discouraged from bringing large amounts of money to school. Under no circumstances are weapons or articles that resemble weapons in any manner allowed in schools. The school will not be responsible for items that are brought to school and are lost, stolen, or damaged.

ELECTRONIC DEVICES

Cell phones, electronic games, IPODS, and other electronic devices **should not be brought to school** or used during the school day. The school will not be responsible if they are brought into school and are lost, stolen, or damaged.

TEXTBOOKS

Students are usually issued several textbooks for use during the year. These books are loaned to the student. Please remember that textbooks, library books and materials provided for student use will be used at another time by other students. At the close of school in June, parents must pay for lost school books or those which have been damaged by misuse.

CHAPERONES

Chaperones are chosen for field trips and other school activities on a lottery basis. Teachers will inform parents of these activities and will give parents the chance to put their name(s) into the lottery pool.

DRESS/APPEARANCE

Naugatuck Public Schools K-6 Dress Code

Clothing worn to school should be neat, safe and appropriate. Parents are encouraged to play a strong role in their child's dress and personal hygiene. The Board of Education prohibits the following from wear during the academic school day:

- Shorts or skirts above mid-thigh;
- Tank tops with spaghetti straps; halter or strapless tops;
- Low cut or midriff tops, low slung pants; pajamas;
- Clothing which prints vulgarities, promotes illegal activity, displays pictures, words or links to websites that advertise or imply drugs, alcohol or weapons, or displays discriminatory words or gestures;
- Hats, hoods or bandannas;
- Slippers, flip flops, shoes with wheels and high heels;
- Long scarves, long ornamental necklaces and earrings, and belts with chains;
- Coats, jackets or other attire normally worn as outerwear;
- Sunglasses (unless prescribed by a doctor).

We ask students to refrain from wearing make-up at this grade level. Often students re-apply make-up in class and this is a significant distraction to other students and to the teacher.

Students who violate the dress code or wear clothing that is a distraction to or detract from the learning process may be removed from class until parents can provide more appropriate attire.

We appreciate your cooperation in helping our school be a place that is conducive to learning, and that reinforces the importance of education.

Please keep in mind that, except during inclement weather, children go outside for recess each day, even in the winter if the temperature is 25 degrees or above. Sneakers are required for gym.

THE HOP BROOK ELEMENTARY SCHOOL WEBSITE

The Hop Brook website is the main communication from school to home. It contains school news, announcements and PSA news. It is updated continuously and is an environmentally friendly way of communicating.

LOST AND FOUND

Lost and found is located in the main office. If children lose something, they should check the lost and found box. Please label your child's coats, sweaters, mittens, lunchboxes, etc. so your son or daughter can easily identify misplaced items.

Children should NOT bring anything of value to school. Children often misplace things and then become upset at their loss. Sadly, at times, valuables are taken by others. Students may give away or let another student use a special toy or object and become upset if they cannot get it back or it is returned damaged. *Again, special items should be left at home.* While a list of valuables cannot be complete, items such as jewelry, watches, portable electronic devices, expensive toys or any items your child treasures are best left at home.

LUNCH

Students may pay for their lunches on a daily basis or pre-pay for a week or more (preferably on Mondays), in the cafeteria. Checks will be accepted; they should be made payable to Hop Brook Elementary School Cafeteria. You may also pay online at <https://www.myschoolbucks.com>. If you prepay for a week or longer, the cafeteria staff will keep track of lunches purchased and lunches remaining; however, parents should also keep track in order to know when to send in their next payment. On some occasions a student may not have money or a lunch; at this time, the cafeteria will offer to "charge" a lunch. **Payment is expected the following day.** If you have any questions regarding the lunch program, you may contact our cafeteria 720-5232. **Checks or money sent to school (for any purpose) should be in a sealed envelope with the child's and teacher's name on it. Lunch price is \$2.70, breakfast \$1.10. Milk only is \$0.50.**

The lunch/recess period is in three shifts:

Grade	Lunch	Recess
Kindergarten	11:31-12:01	11:10-11:30
1	12:06-12:36	11:45-12:05
2	12:06-12:36	11:45-12:05
3	12:40-1:10	12:19-12:39
4	12:40-1:10	12:19-12:39

PHYSICAL EDUCATION

Physical education is an important part of your child's educational program. A doctor's note is required for a child to be excused because of injury or illness.

PARENT TEACHER ORGANIZATION (P.T.O.)

The Hop Brook Elementary School P.T.O. is an organization composed of parents and teachers. Their energy, resourcefulness and determination advance the wellbeing of our children and make the P.T.O. effective. The P.T.O. aims to bring home and school closer together to increase the cooperation between parents and teachers in the educating our children. Various activities are sponsored during the year that involve families and staff. All interested parents are welcome to join the P.T.O., (**dues are not collected**), and attend meetings which are held at school. Research

shows that students whose parents are involved in school perform better than those with uninvolved parents—so please show your child how much you care by participating in the P.T.O.! Information concerning P.T.O. can be obtained by visiting the Hop Brook website - <http://www.hopbrook.naugatuck.k12.ct.us/>

EARLY DISMISSAL

When school must be closed early due to bad weather (or any other reason), our children must have clear instructions about where they are to go. **You will be asked to complete a form indicating what your child should do on an unexpected early dismissal day:** go home their usual way or use another method indicated by you. Should this information change during the school year, please remember to inform your child's teacher of the change. Please discuss this with your children before the snow and ice fly!

In the event of an early dismissal, you should know that it is impossible for the children to use the telephone at school. We must also ask that you do not call the school on such days, as the telephone lines must be kept open for information that may be coming from the Tuttle House, the bus company or the Police or Street Departments.

Naturally, the decision to send your child to school in questionable or difficult weather is yours, whether or not school has been canceled by the Superintendent.

If we should have to evacuate our building for a prolonged period during the day, our students would be moved to City Hill Middle School which is our designated "shelter site."

INSURANCE

Accident insurance is offered to all students in the Naugatuck School System. Purchase of this insurance is voluntary. Even if you decide not to take the insurance, please put your child's name on the form, and check the box which indicates "no insurance" or print in large letters, "No" on the form and return it to your child's teacher.

SAFETY

Fire Drills

Each school is required to conduct ten drills each school year. Teachers must inform students of the evacuation routes. When the first signal is sounded all people in the building evacuate by the established route. Teachers are to escort their classes from the school building via the route posted in the classroom unless that route is blocked or dangerous. Teachers are to verify that all students have left the classroom. Should an alarm sound during the passing of classes, students are required to join the closest available teacher and class. If no class or teacher is in close proximity, students are required to leave the school by the nearest exit and report immediately to a teacher in the area. Students, teachers, staff, and all other visitors in the building will not talk during a fire drill unless it is necessary to communicate directions or expectations.

School Safety Codes

When a code is announced, students must immediately follow the directions announced via the P.A. or given by the teacher in charge.

- Code Blue- Evacuate the building using the fire drill route and proceed to the back parking lot/field.
- Code Orange – Take shelter. Move to the hallway away from windows and doors.
- Code Yellow – Stay in the classroom until further directions. No traffic in the hallways.
- Code Red– Proceed immediately to the nearest classroom or office. Lockdown all rooms. No traffic in the hallways.
- Code Black – Proceed immediately to the nearest classroom or office. Lockdown all rooms. No traffic in the hallways. If appropriate, a classroom or students may proceed to the outside area of refuge announced in school.
- Code Purple – Person needing medical attention, specifically CPR.

Exit and Entry Doors

Students should not open an exit or entry door to the school without the consent of a teacher or staff member. This includes opening an outside door to let an adult that the student knows into the building. If a student notices an adult trying to enter the building at a door other than the main office, the student should immediately report the situation to a teacher or staff member.

SECURITY SYSTEM

The Naugatuck Board of Education has installed a security system at Hop Brook Elementary School to closely regulate access to our school. **Outside doors will be locked during the school day.** When visiting Hop Brook Elementary School, please use the front entrance. Press the button located on the security panel to the right of the outside doors. Once you have been identified by the office staff, the door will unlock, and you should proceed directly to the main office. We welcome your visit, but want to ensure the safety of all our students.

BIRTHDAYS

Treats - Students often bring in some kind of treat in observance of birthdays. We encourage birthdays to be celebrated with healthy snacks consistent with NPS's Wellness Policy. Students may share treats with their teacher and classmates, but cannot distribute them to other classrooms in the building. For example, last year's teacher(s), their brothers' or sisters' teacher, etc. We try to keep interruptions to a minimum during the school day. ***If you wish to bring in a birthday treat, please contact the school nurse prior to sending in items to review allergy concerns for your child's classroom. We also ask that only store bought items are sent to school. This allows the nurse to check ingredients and allergy concerns.***

NPS Wellness Policy:

Nutritional Guidelines for School Food

The district will provide free and reduced price meals to students according to the terms of the National School Food Service Programs, federal law and the rules of the state. The district will inform parents of the eligibility standards and the application process for free or reduced priced meals. The following link will provide parents/guardians with information about the standards and application process: <http://www.sde.ct.gov/sde/cwp/view>.

Meals served through the National School Lunch and Breakfast Programs will:

- Ensure that all schools will provide breakfast through the USDA breakfast program;
- Ensure that all foods served will follow the USDA meal pattern regulations;
- Be appealing and attractive to children;
- Be served in clean and pleasant settings with adequate supervision;

- Meet, at a minimum, nutrition and safety/sanitation requirements established by local, state and federal statutes and regulations.

The district will ensure that:

1. Current school menus will be available on school website;
 - Menus with nutritional information will be provided upon request.
 - The food services management company will offer taste-tests and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful and appealing food choices;
1. The food services management company will offer taste-tests and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful and appealing food choices;
2. Celebrations with food will be discouraged;
3. List of non-food alternatives for classroom celebrations is available;
4. No home baked items may be brought in to be shared or for classroom celebrations;
5. Eliminate the use of foods/beverages as either incentive or reward unless specified in a student's program. Food or beverages will not be withheld at any time as punishment
6. All food and beverages outside the reimbursable school meal programs that are sold to students on school grounds during the school day will meet or exceed state nutrition standards. State Standards link is: www.sde.ct.gov/sde/cwp/view
7. Food and beverages that meet or exceed the Connecticut Nutrition Standards may be sold through fundraisers on the school campus during the day. Foods that do not meet the Connecticut Nutrition Standards may be sold after school hours only. Students are allowed to collect orders and money after school hours, but distribution of any food orders must be picked up by parent/guardian
8. Continuing professional development for all nutrition professionals in school will be provided through the food services management company. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.

Invitations to birthday or other parties cannot be given out at school unless every student in the classroom will be invited. Further, because of confidentiality, neither the school nor the teacher can provide the addresses or telephone numbers of students in your child's classroom.

HOMEWORK

Homework is an important part of the instructional program at school. It allows students to follow through on their own commitment to academic work, learning and success. Homework will be meaningful and help our children to develop positive attitudes and reinforce their skills.

Homework is given to:

- supplement, reinforce and enrich classroom work
- provide additional practice in specific skills
- make up work due to absence(s)
- develop initiative, independence, self-direction and responsibility
- help develop good study habits and skills

Parents can help by:

- being aware of the child's homework
- knowing the teacher's requirements for homework, discussed at Open House held in the Fall
- providing appropriate conditions for completion of homework--a definite and quiet time and place
- being interested in the work, but providing minimal help to allow the student to think for him/herself
- notifying the teacher if there is a problem with homework.

In general, ten minutes of homework per grade level is considered appropriate, i.e. 10 minutes for grade one, 20 minutes for grade 2, 30 minutes for grade 3 and 40 minutes for grade 4. However, all

students need to read 20 minutes each night. Parents can read to and with their children, but the 20-minute guideline is very important—in fact, it's the best gift you can give your child!

At Home Reading Goal - We recommend that students read (or be read to) from ten to thirty minutes per day depending on their grade level.

MEDICAL INFORMATION

Students are not allowed to bring in prescription nor over the counter medicines; an adult must bring them to the Nurse. Prescriptions must be in a container that was received from the pharmacy and over the counter items must be in their original packaging. No medication can be given to a child by school personnel without a written doctor's order. Parents may come to school and administer medication until such an order is obtained. Students may not use "cough drops" during the day. If they must be used, they are to be brought to the nurse's office when the child arrives at school and the child MUST sit in the nurse's office while the "cough drop" is in their mouth. "Chapstick" should only be applied in the nurse's office, as well. If you have any questions regarding medical matters, please contact our school nurse at 720-5232.

Parents often send us a note that their child must be kept inside for recess because they are at the end of a cold, just beginning one or are recovering from something more serious, but are not sick enough to miss school. We do not want to seem uncaring, mean or inflexible, but we do not have the space or staff to monitor students who have to stay inside. Parents have said, "It's just one child ..." If only 10% of our students needed to stay inside because they are just a bit "under the weather," that represents about 35 students. That is the equivalent of nearly two classrooms. How would children be properly supervised? When a student comes to school, we must assume that they can participate in all school activities; if they cannot, they should be kept at home. Thank you for your understanding regarding this matter.

BOARD OF EDUCATION POLICIES

The Naugatuck Board of Education maintains policies that address: student discipline, non-discrimination, sexual harassment and alcohol, tobacco and drugs, bullying and attendance. These policies, and all Board of Education policies, are available for you in the school office, at the Tuttle House, and on the district website www.naugatuck.k12.ct.us

LIBRARY BOOKS

Children are encouraged to take books home to read. Books must be returned to school when they are due. If your child misplaces a book, please contact Mrs. Cerra, Technology/Library teacher. Fines will be levied for unreturned books.

PHOTOGRAPHS/MEDIA

If you do not want your child's picture appearing in the newspaper or on our school's website, please send in a signed note indicating such to your child's teacher.

VISITORS AND VOLUNTEERS

Parent volunteers are encouraged to become involved in the school. If you are interested in becoming a volunteer at Hop Brook School please contact your child's teacher or the Principal. All volunteers must complete an application that authorizes the school district to conduct an investigation to determine whether candidate has been convicted of any criminal or drug offenses as a condition of the candidate's participation. A DCF check is also completed. Forms are available in the main office. These steps are taken to ensure safety of the students in the school.

Visitors and volunteers in the school should observe the following rules:

- Park in appropriate lots, **not in the circle.**
- Sign in at the office. Pick up a name badge if visiting or volunteering.
- Make certain the office and the person you wish to see knows, in advance, you are coming.
- Parents are not allowed to interrupt a classroom unless they have permission from the office.
- Teachers are not expected to hold conferences unless an appointment has been made ahead of time.

School Messenger Service

Sign up for the School Messenger by providing the office with your phone number and email. This system sends quick notifications to either your cell phone or e-mail. Many school correspondence is transmitted through this service.

PARENT QUESTIONS/CONCERNS

What should I do if I have a problem concerning my child?

1. Parents/Guardians should contact their child's teacher **first** to address any concerns or questions.
2. If a parent and teacher cannot solve the problem, make an appointment with the principal and arrange a conference.
3. Both the teacher and principal can be contacted through e-mail or a phone call. E-mail is located on the Hop Brook School Website at <http://www.hopbrook.naugatuck.k12.ct.us/>. Phone calls will be returned within 24 hours.

Please keep this Handbook in a convenient place so you can refer to it as necessary during the school year.

Hop Brook Elementary School
2017 - 2018 Parent/Student Handbook
Policies and Procedures



PARENT SIGNATURE/RETURN SLIP

Each teacher has discussed school rules with his/her students. After reviewing the school policies and procedures with your child(ren), please sign and return this page only. Keep all other information for future reference and periodically review the Handbook with your child as the year progresses. Thank you.

I have received a copy of the 2017-2018 Hop Brook School Handbook and have reviewed the contents.

Parent Signature: _____

Date: _____

Student(s) name(s): _____

Please complete this page and return this slip only to your child's teacher within one week.

Thank you!