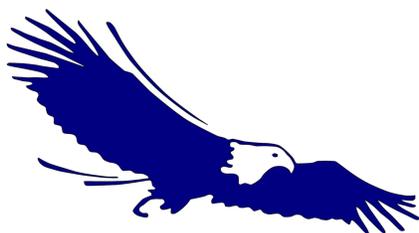


2021 - 2022
Lincoln Bassett Community School

**Parent/Student Handbook
and
Title 1 Parent/School Compact**

In order to maintain an environment that is as clean and sanitary for all students and staff, we have made several changes to how the school functions. These changes are based on the guidelines set forth by the Center for Disease Control (CDC), Connecticut State Department of Education (CSDE) and New Haven Public School (NHPS) Superintendent, Dr. Ilene Tracey.



SOAR OTAH
Every Day I Will SOAR with...

Safe Behaviors
On Task behaviors,
Accountability for my actions
and
Respect for myself and others.

Principal: Rosalind Garcia

Assistant Principal: Stephanie Skiba

**130 Bassett Street
New Haven, CT 06511
Phone: 475.220.8500 Fax: 203- 946- 5607**

Nondiscrimination Statement

It is the policy of the New Haven Public Schools district that no person shall be excluded from participation in, denied the benefits of or otherwise discriminated against under any program, including employment. Protected classes include Age, Ancestry, Color, Gender Identity or Expression, Genetic Information, Learning Disability, Marital Status, Mental Disability, Intellectual Disability, National Origin, Physical Disability, Race, Religious Creed, Sex, Sexual Orientation, and the offer of equal access to school facilities and school premises to Boy Scouts for America and other designated youth groups.

**Title IX Coordinator: Dr. Michelle Bogart, School Climate Leader
Address: LBCS, 130 Bassett Street, New Haven, CT 06511
Telephone: 475.220.8500**

**504 Coordinator: Meghan Murtagh, School Counselor
Address: LBCS, 130 Bassett Street, New Haven, CT 06511
Telephone: 475.220.8500**

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I. Letter to Parents/Guardians and Students

August 2021

Dear Parents & Students:

Welcome to Lincoln Bassett Community School!

This *Parent/Student Handbook* & *Title 1 Parent/School Compact* have been written to help you understand our school rules, procedures and policies. We also want to ensure the safety, health, and continuous education of all our students. The *Title 1 Parent / School Compact* explains how parents and teachers will work together to help students meet the State standards.

At Lincoln Bassett Community School, our educational goal is to create a learning environment that challenges our students to excel academically, think critically, and develop into self-sufficient and disciplined individuals who take responsibility for their learning and actions. It is our intent to have our students become productive and informed individuals ready to meet the challenges of the 21st Century.

It is very important for parents to take time to read this handbook. It is a supplement to the New Haven Public School's Parent/Student Handbook with 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.

Lincoln Bassett Community School continues to strive towards academic excellence and social responsibility for all students. This can only be accomplished when we all work together and support each other in the education of our children.

Please review the *Lincoln Bassett Community School Parent/Student Handbook and Title 1 Parent/School Compact* with your child. **We ask that parents and students sign the Parent/Student Contract and return it to school by September 10, 2021.** Together with your help and support we will foster academic excellence and social responsibility.

Thank you.

Sincerely,

Rosalind Garcia, Principal

II. Our Mission and Vision

Our Mission:

To educate our children and equip them with the intellectual, emotional, and social tools necessary to become thriving, contributing, and productive members of their communities.

Our Vision:

To create a nationally recognized urban school of excellence that achieves major gains in student achievement and revitalizes the surrounding community.

III. Title 1 Parent/School Compact

School Responsibilities

Lincoln Bassett Community School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Lincoln Bassett Community School will provide high quality curriculum and instruction through our professional practices for teaching and learning. Assessments and observations will be used to monitor, assess, and/or adjust the instruction to maximize learning.

We will create a positive and culturally sensitive learning environment for students that are welcoming to parents as well. Parents will be encouraged to become involved in their child's education.

Teachers will strive to have their classrooms reflect exemplary standards and practices at all times.

- 2. Hold Parent-Teacher Conferences to discuss your child's achievement.**

Marking Period	Date	Time
1	Nov. 17th	5pm - 7pm
2	Feb. 2nd	5pm - 7pm
3	Report Cards will be sent home with students and can be found on PowerSchool's Parent Portal.	
4		

Early Release Day

Time: 1:15 -3:00 & 5:00 – 7:00 (Teachers will be scheduling appointments.)

3. **Provide parents with frequent reports on their children’s progress.**

Report Cards for 4 Marking Periods:

Marking Period 1 Ends Fri. Nov. 5th (44 days)

Marking Period 2 Ends Fri. Jan. 21st (44 days)

Marking Period 3 Ends Thurs. April 1st (45 days)

Marking Period 4 Ends Thurs. June 21st or Last Day of School (49 days)

Mid-Term Notices for Grades K-6: Issued halfway through the marking period.

Possible Retention Information: February/March April/May Final June, 2022

Classroom Newsletters:

o PreK-6 – Monthly

o Art, Music, Gym & STEM - Quarterly

Lincoln Bassett Community School will:

4. **Provide parents reasonable access to staff.**

Parents may call the School at 475.220.8500 and schedule a meeting at a mutually agreeable date and time with staff.

To ensure the safety of the students, parents are asked to wait in the Main Office when bringing their child to school or picking up their child. Parents are asked NOT to go directly to the classroom.

Requests for classroom visits/observations of classroom activities are directed to the Principal 24 hours in advance. A mutually agreeable date and time for no more than 30 minutes will be scheduled. Parents must adhere to the time limit. Parents are reminded that the observation is limited to only their child’s behavior and learning. This is to minimize the disruption to the students’ learning environment. * Due to the pandemic there are no visitors being allowed in the building at this time *

5. **Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities, as follows:**

District policy requires that all parent volunteers complete a NHPS Volunteer Application prior to any volunteering. Please see the school clerk, Mrs. Patterson, for an application.

Parent opportunities to volunteer may be through classroom newsletters, notes, Parent Link, school fliers/notices, PTO flier, individual teachers for a specific event on a specified date and time.

Parent workshops are held on topics of interest to the parents throughout the school year.

Parent requests for classroom visits/observation of classroom activities are directed to the Principal 24 hours in advance. A mutually agreeable date and time for no more than 30 minutes will be scheduled. Parents must adhere to the time limit. Parents are reminded that the observation is limited to only their child's behavior and learning. This is to minimize the disruption to the students' learning environment.

*** Due to the pandemic there are no visitors being allowed in the building at this time ***

Parent Responsibilities

We, as parents, will support our children's learning in the following ways by:

- Communicating the importance of education and learning to my child
- Share information with the teacher that may impact my child's education
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the district either received by my child or by mail and responding, as appropriate.
- Participating, as appropriate, in decisions related to my child's education.
- Supporting Lincoln Bassett Community School's and the District's Code of Conduct
- Making sure my child attends school regularly and on time, ready to learn
- Making sure my child is prepared to learn every day by only bringing to school materials needed to learn and leaving all toys and electronic devices at home
- Providing an area that is quiet for my child to do his/her homework
- Encouraging my child to read every day
- Limiting the amount of time my child watches television and the amount of time spent playing video games when it takes time away from his/her schoolwork
- Attending parent/teacher conferences and/or Report Card Conferences
- Participating, as appropriate, in decisions related to my child's education
- Serving, to the extent possible, on parent groups and /or attend PTO Meetings
- Attending Report Card Conferences held twice a year
- Attend Orientation Meeting held in August



The 2020 - 2021 academic year will begin:

<u>Grade</u>	<u>Date</u>	<u>Dismissal</u>
K - 6	Monday, August 30 th	2:50
Pre K & Head Start (Preschool students with last names beginning with A-L)	Wednesday, September 8th	2:50
Pre K & Head Start (Preschool students with last names beginning with M-Z)	Thursday, September 9th	2:50
ALL Pre K & Head Start Students	Friday, September, 10th	2:50

Orientations

Parent(s)/Guardian(s) must view the following orientation:

- Orientation is virtual. You may view the orientation from the district's website at NHPS.net.
- LBCS will host virtual grade level orientations. Please see the dates, times and link for your child's orientation.

<u>Grades</u>	<u>Orientation Date</u>	<u>Orientation Time & Link</u>
Preschool	Wednesday, September 1st	10:00 am - 11:00 am Join Zoom Meeting https://us02web.zoom.us/j/84497511843?pwd=TGZ3MzZZbEovRmxaZDh6SGsydjVEUT09 Meeting ID: 844 9751 1843 Passcode: X69JcP *Link Will be posted to the LBCS Website*
Kindergarten - 6	Tuesday, August 17th	4:00 pm - 5:00 pm

		<p align="center">Join Zoom Meeting https://us02web.zoom.us/j/89618848287?pwd=bm9jcTVvZ3pQMldic1FTYUdTT29nQT09 Meeting ID: 896 1884 8287 Passcode: 4ywbHV *Link Will be posted to the LBCS Website*</p>
PreK - 6	<u>Meet & Greet BBQ</u> Friday, August 27th Meet your child's teacher and receive orientation information	11:00 - 1:00 BBQ will take place in the field/playground

During the orientation session:

- We will share pertinent information in order to ensure a successful school year for our families.
- Distribute Parent/Student Handbooks.
- Complete required district and school paperwork.
- Uniforms:
 - K – 2 – Navy Blue or White Shirt & Khaki Bottom
 - 5 – 6 – Light Blue Shirt & Khaki Bottom

Please make every effort to attend. We look forward to seeing you at orientation.

Student Responsibilities

We, as students, will share the responsibility of our academic achievement and work to be good citizens of LBCS through our words and actions. Specifically, we will:

- Come to school regularly and on time
- Leave electronic toys and devices at home
- Be respectful toward adults and students in school and on the bus
- Be trustworthy and honest
- Take care of school property such as the physical building, desks, lockers, science equipment, musical instruments, computers, art materials and supplies.
- Be responsible for our textbooks and any instructional materials given to us
- Use the computers appropriately
- Do my homework every day and ask for help when I need it.
- Read at least 30 – 60 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

IV. Parents and Teachers Working Together

Here at LBCS, families, school faculty, business partnerships, and the community work together to provide an enriching learning environment for all students. We believe families are their child's first teacher and must continue to be role models for them by emphasizing the importance of school. As their child's role model, we ask families to support the school's efforts to have a safe and orderly environment and support our standard code of conduct.

School Safety Procedures

Parents are asked to sign in at the Main Office and to sign out when leaving.

This has been implemented for the safety of our children and in accordance with the Board of Education's safety procedures.

Parents are asked not to wander through the hallways.



Parent/Teacher Communication

We encourage consistent communication between parents and teachers. The teachers at LBCS 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. When calling the school, please provide our office personnel with your name, current, working phone number and a convenient time for your child's teacher to return your call. The teacher will receive your message in writing and will return your call as soon as possible.

Parent Request for Classroom Observation

Parents who wish to observe their child in the classroom MUST direct their request to the Principal 24 hours in advance of their visit. Parent observations are limited to 30 minutes. This is to minimize the disruption to the learning of all students in the classroom. Parents are reminded that the observation is limited to only their child's behavior and learning.

Once a mutually agreeable date and time are established, parents must sign in at the Main Office before entering the classroom. Parents must adhere to the time limit.

*Note – For the security and safety of all students, parents must go directly to the classroom and not wander through the hallways.

Parent Survey

Periodically throughout the school year, parent surveys are sent home for parent feedback. Please support us by completing the surveys. We want to know how we can strengthen our partnership with you.

Parent /Teacher Organization (PTO)

LBCS encourages parents to become involved through the Parent/Teacher Organization or PTO. Parents are welcome to share their ideas, provide input on their child’s learning growth, volunteer as classroom helpers and assist with special projects and school events.

We would like to thank our Parent/Teacher Organization for their on-going support!

V. General School Information

Lincoln Bassett Community School

130 Bassett Street
New Haven, CT 06511

Main Office Phone: 475.220.8500

Fax Number: 203.946.5607

Principal: Rosalind Garcia (rosalind.garcia@new-haven.k12.ct.us)

Assistant Principal: Stephanie Skiba (stephanie.skiba@new-haven.k12.ct.us)

Website: www.lbcnewhaven.com

Facebook:

School Hours

Regular School Day 8:35 a.m. – 2:50 p.m.

Early Dismissal 8:35 a.m. – 12:50 p.m.

Students will not be called from classrooms after 2:15 on a regular school day and 12:15 on an early dismissal day. In order for instruction to be uninterrupted and the main office to run smoothly, we must adhere to this school policy. Educating is our first priority.

Students may enter the building at 8:20 a.m. when supervision begins. Students arriving after 8:45 a.m. must report to the Main Office.

Parents will not be permitted to go with their child to the classroom at the beginning of the day. This is for the children's safety and will help ensure an orderly transition to the classroom.

Students in Grades K-6 who are not taking the bus **MUST** be picked up by an adult no later than 3:00 p.m.

- o K - 2 - On the Bassett St. side of the school, in front of the auditorium
- o 3 - 6 - Front of the school

Parents picking their child up must wait for their child at the designated area for their child to be dismissed.

Student Information Forms

Every student is required to have a current emergency information form with the correct address and phone number(s) on file in the Main Office. The school **MUST** be able to reach parents at all times in case of an emergency. Please notify the Main Office immediately if your phone number changes. We will check all numbers periodically to be sure we can reach a parent/guardian. Students will not be allowed to participate in any activity (field trip, after-school program, etc.) without a working emergency phone number.

"ParentLink" (automated phone system) is used to notify and update parents.

School Delays and Closings



In case of inclement weather, school may have a delayed opening, early dismissal, or cancellation. The Superintendent will have this information reported through a Parent Link and on local radio and T.V. stations. (WELI, WPLR, WAVZ, WKCI, WEZN, WYBC or watch Channel 8 or Channel 3)

Reminder:

- **Early dismissal is 12:50 p.m.**
- **Delayed Opening Days, school will follow the same procedures.**
School doors will open 15 minutes before the delayed starting time.

(For example, if there is an hour delay, school will start at 9:35 a.m. and school doors open at 9:20 a.m.)

Valuables

Students should never bring large sums of money as well as valuable personal items to school. **The school is NOT responsible for personal items in the event of loss due to damage, theft, etc. CELL PHONES OR ANY ELECTRONIC DEVICES ARE NOT ALLOWED TO BE USED DURING THE SCHOOL DAY.**

*** See New Haven Public Schools Parent/Student Handbook.**

Administrators, teachers, support staff, teacher assistants, security guards, substitute teachers have the right to confiscate video games, cell phones, laser pointer, or any other electronic devices, sports cards, toys, etc.

If confiscated, the parent is responsible for picking up the items from school. In the event that a cell phone rings, it will be confiscated by school staff and must be picked up by a parent/guardian. These items will be placed in a secure area in the principal's office.

- ***1st confiscation*** - parent must pick up the item from the principal and sign for it.
- ***2nd confiscation*** - parent must pick up the item from the principal and sign for it.
- ***3rd confiscation*** - parent/student will receive the confiscated item on the last day of school and sign for it.

Note: Each item confiscated counts as a confiscation regardless of the item.

Lockers for Grades 5 & 6 (No backpacks are to be worn during the school day.)

Student lockers are the property of the school and should be kept in good order and not abused. Students are responsible for the condition of their locker. Nothing may put on the outside of the lockers.

Students in grades 5-6 will be assigned a locker. **Students may NOT bring in locks from home and attach them to their assigned lockers.**

- **Due to COVID -19, students will not have access to lockers.**

Damage to School Property

Damage to school property will not be tolerated. School property includes the physical building, school furniture, lockers, as well as school textbooks, computers, science equipment, art and music equipment and supplies.

- Students are responsible for their textbooks, school equipment and supplies used in the classroom
- Students are responsible for using the computers properly and following the school guidelines
- Students are responsible for the condition of their locker

- Students are responsible for their actions with regards to the physical building (classrooms, bathrooms, gym, café, stairwells, etc.) and furniture

Please refer to the New Haven Public Schools Parent/Student Handbook regarding replacement of textbooks.



Books and Other Instructional Materials

Students are responsible for the care of any and all textbooks and instructional materials which are used by him/her. Students will be charged the full replacement cost for any lost or damaged materials which are assigned to them. All lost or damaged material must be paid for before the end of the school year or before the student officially withdraws from LBCS. Students who have not fulfilled these obligations will be denied report cards.

Please refer to the New Haven Public Schools Parent/Student Handbook.



Student Supplies

Each grade level teacher will inform parents of the supplies their child will need during the school year.

Students in Grades K-1 should have at home pencils and crayons for homework.

Students in Grades 2-6 should have at home a ruler, notebook paper, pens and/or pencils and erasers for homework.

Money Sent To School

Any money sent into school should 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



Kindergarten Requirements

The kindergarten program is a full-day program. Students must be five years of age by December 31st of the current school year to enter kindergarten. Kindergarten will begin on Monday, August 30, 2021.

No student will be enrolled in kindergarten without a birth certificate, health certificate, social security card, and immunization record. Legal immunizations are those required for a child to attend school.

VI. Medical Information

The school nurse is responsible for checking all health records to be certain 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.

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 acceptable as of 2010. New Haven Public School Medical forms may be obtained from the School Nurse, New Haven Board of Health, or most doctors' offices.

Medicine

All medicine must be brought to school by an adult parent/guardian or childcare provider. **No medication will be accepted from a student. All medication brought onto school property must be taken to the Main Office or 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. *(i.e. Administration of Medication Request Form)*

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 NOT come to school until they are fever free for a minimum of 24 hours. Students who leave school with a fever may NOT return the next day.

VII. School Attendance

- **If we are in distance learning, attendance is taken in the Google Classroom.**

Student Attendance

Parents are responsible for their child's school attendance every day except in the case of illness, contagious health conditions, or other unavoidable circumstances.

If a student has to be absent from school, parents must notify the school that day.

If parents do not call, a note to the school indicating the date(s) the student was absent and the reason for the absence should be sent with the child. For verification purposes you must send in a note even if you call the school. Parents will receive a phone call informing them of their child's absence. This is for excused and unexcused absences.

In the case of a long term illness, parents must notify the school 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. Parents will be asked for a doctor's note when there is a pattern of absences.

NOTE:

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within 10 school days of student's return in accordance with section 10-201 of the Connecticut General Statutes.

A family with Service Needs will be filed with Juvenile court when a student has ten (10) unexcused absences or twenty (20) days regardless of excused or unexcused.

Personal vacations are not considered legitimate reasons for absence from school and will be recorded as unexcused absences. Family vacations should be planned during the scheduled vacations in the school calendar whenever possible.

*Truancy is defined as staying away from school without permission. Parents will be notified in the case of a student being truant.

VIII. Arrival & Dismissal Procedures

Arrival: 8:20 a.m.

- Students in grades K - 6 will report to their classrooms when they arrive in school.

Morning supervision begins at 8:20 a.m. Students will NOT be allowed in the building before 8:20 a.m. **Parents who bring children to school may not leave them before 8:20 a.m. because there will be no adult supervision until 8:20 a.m.**

Tardiness

- The school day begins at 8:35 a.m.
- Students are considered tardy after 8:35 a.m.
- Each time a student arrives late to school, the time will be documented in PowerSchool.
- Once the amount of tardy time accumulates to 6.25 hours (the equivalent to 1 day of school) this will result in 1 day absent from school.

A parent or guardian must come into the office and sign-in students who are late.

Request for Early Dismissal

- Parents MUST request early dismissal in writing.
- Please do NOT call the Main Office for early dismissal unless it is an unexpected emergency.
- **In order to avoid confusion during dismissal, we ask that early dismissals not take place during 2:20 - 2:50.**
- Each time a student leaves school early, the time will be documented in PowerSchool.
- Once the amount of time associated with early dismissals accumulates to 6.25 hours (the equivalent to 1 day of school) this will result in 1 day absent from school.

Lincoln Bassett Community School requires that only persons listed on the student's Emergency Contact Information form be allowed to sign-out students.

- Parents should make every attempt to limit the number of times they request an early dismissal for their child.
- For our students' safety, school personnel will ask for proof of identification from any person picking up a student.

Dismissal

Early Dismissal:

- o Parents are asked to wait in the Main Office for Early Dismissal.
- o **Students will be called to the main office once the parent has arrived at the school.**

Regular Dismissal:

- o Parents/Guardians are asked to check-in with the designated staff member when picking up students in the designated pick up areas.
- o Parents/Guardians will then be asked to proceed into the cafeteria where they will pick up their child and check out with another designated staff member.

Walkers:

- o Walkers must walk directly home at dismissal time.
- o Students are not permitted to stay on the school playground until all after-school programs have ended.

IX. Homework Policy

Homework Policy

Homework is considered an integral part of the total school program. Teachers at LBCS assign homework in accordance with the Superintendent's guidelines. Homework is assigned to reinforce skills and concepts or to give students the experience of working on an independent project. **HOMEWORK IS NOT OPTIONAL. HOMEWORK IS ALWAYS DUE ON THE DUE DATE DETERMINED BY THE TEACHER.**

The minimum homework requirement from LBCS will be:

GRADE	TIMES PER WEEK	MINUTES PER DAY
K-1	4	15 - 30
2-4	4	30 - 45
5	4	45 - 60
6	4	60 -75

This may include independent reading at home.

Daily Reading Log

All students in grades K to 6 are expected to read nightly as part of their homework. Your child is responsible for a daily reading log where they keep track of their reading while at home. *We are asking for your support in recognizing your child's efforts to read nightly.* Students should be asking for your signature on a daily basis and teachers will be assessing the reading logs as part of your child's reading grade.

***Daily reading is the most important way for your child to achieve his or her reading goals.**

X. Report Cards / Grading System



The academic year is divided into four marking periods. A student's grade in each class will be based on the following: daily work, class participation, homework assignments, projects, assessments and overall effort. Parent-teacher conferences will be scheduled for the 1st and 3rd marking periods (November 16th and April 26th).

The teacher or parent(s) may initiate additional conferences. Parents who wish to schedule an appointment should send a note to the teacher and arrange a mutually agreeable time.

Report cards are sent home for the 3rd (April) and 4th marking periods (June).

All grades can be accessed on PowerSchool at any time for grade 1 - 6.

Progress Reports

A progress report for grades K- 6 will be sent home at the midpoint of each marking period. We strongly encourage parents to meet with teachers if necessary.

XI. General Rules of School Behavior

Responsibility of Behavior

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

Each student is expected to:

- Respect him/herself, other students, staff and adults
- Observe proper safety practices
- Abide by class and school rules and regulations. When the student is in another class such as physical education, art, music, computer lab, and library the student will follow the rules and expectations of that teacher.
- Respect and refrain from taking, misusing or damaging school property or any article belonging to another person.
- Be actively involved in the learning process
- Complete all assigned work by the due date.

Disrespectful behavior towards staff and adults is described as, but not limited to:

- Inappropriate language or tone of voice

- Inappropriate hand gestures or body gestures such as rolling of the head or eyes
- Deliberate sucking of teeth that signals disrespect to any building adult
- Deliberate attempt to brush up or bump into any adult in the building
- Leaving the classroom without permission

Disrespectful behavior toward another student is described as, but not limited to:

- Fighting with another student
- Making another student uncomfortable through inappropriate personal remarks and/or sexual comments
- Deliberate attempt to alienate another student through unkind remarks
- Touching or putting hands on another student
- LBCS has no tolerance for Bullying or Sexual Harassment)

When students misbehave, consequences can be:

- Referral to office and verbal notification to parents for disciplinary action taken.
- Disciplinary action may include, but is not limited to:
 - *Detention*
 - *Disqualification from participation in school activities*
 - *Disqualification from Field Trips*
 - *In-School suspension*
 - *Out-of-School suspension*
 - *Development of individual contracts*
 - *Bullying Report Filed*
 - *Notification to District Security Officer*

Every student at LBCS is expected to follow school rules and procedures through his/her actions or words at all times. Students are reminded that any teacher or staff member has the authority and responsibility to correct unruly individuals whose actions are not aligned with our high standards of behavior.

Any behavior or action which supports a positive learning environment and demonstrates appropriate social interactions among peers or with school staff will be encouraged. However, any behavior that disrupts the learning environment or remarks that are verbally inappropriate will be addressed.

The LBCS staff sets high standards of behavior for all students.

XII. "DRESS for SUCCESS" Dress Code

LBCS is a uniform school. All students should wear the school uniform each day. **This policy will be encouraged and we ask that parents support us in our efforts.**

One's dress and appearance fosters a healthy and conducive environment for learning. In addition, proper dress and grooming promote good health and personal hygiene. The acceptable dress guidelines are listed below.

K thru 2nd Grade Students (Lower School):

- Navy tops/Khaki bottoms

3rd thru 6th Grade Students (Upper School):

- Light blue tops/Khaki bottoms

During the winter months, students may wear a navy blue vest, sweater or fleece.

NOTE: Unacceptable dress guidelines are listed below.

1. NO shirts with any inappropriate writing or pictures
2. NO baggy pants hanging below the waist
3. NO ripped or torn pants
4. NO revealing tank tops (spaghetti straps), NO belly shirts, NO short shorts, NO muscle shirts, NO ripped jeans
5. NO hats, caps, do-rags, bandanas or coats worn (during the day)
6. NO flip flops or shoes that may be a safety hazard

The NHPS Board of Education policy is as follows:

The Board recognizes the effect which student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and prepare students for working environments, the Board shall require that all students, grades K-12, exercise good taste with regard to their personal appearance. Attire considered disruptive or a risk to health or safety is not appropriate.

XIII. Cafeteria Guidelines



Lunch Schedule

Grades	Lunch Time & Location	Recess Time
PreK & Pelley	Classroom	10:30 - 11:00
K-1	11:05 - 11:35 Kindergarten- Cafe Grade 1 - Classroom	11:35 - 11:50
2 - 4	11:40 - 12:10 Gr. 2 - Classroom Grade 3 - Cafe Grade 4 - Classroom	12:10 - 12:25
5-6	12:15 - 12:45 Grade 5 - Classroom Grade 6 - Cafe	12:45 - 1:00

Cafeteria Rules

The cafeteria is the school's dining room. It serves approximately 350 students each day. It is the responsibility of every student to leave his/her place clean and tidy for the next student who will be using it. Since there are large groups of students who eat lunch at the same time, we have certain rules of conduct. Students are to respect the rights of others.

The Cafeteria/Classroom Rules are:

- Students are expected to use good table manners
- Students are allowed to bring their own lunch from home
- Glass drinks are not allowed in school and the cafeteria
- Parents and students are not allowed in the food preparation area of the cafeteria
- Students are responsible for keeping their eating area clean
- Students are expected to follow the adult directions
- Students must remain seated during their lunch period.
- No food may be taken out of the cafeteria
- Students are expected to use their "inside" voices.

Any loud yelling, talking, or unacceptable behavior will result in disciplinary action



XIV. Transportation Information

Important information for Kindergarten and Grade 1 students and parents:

- It is the responsibility of the parents of kindergarten and first grade students to be at the bus stop to pick up their child after school. This is a New Haven Public School policy. Failure to adhere to this policy will result in loss of bus privileges.
- A *Pick-Up Authorization Form* is used when parents of Kindergarten and Grade 1 students want another adult to pick their child up from the bus. This form should be completed even if it is a family member.

Bus Conduct

Our bus drivers are responsible for getting students to and from school safely. We will do everything possible to support them in their job. Students are to get on the bus, sit down and stay seated until they arrive at school. At all times, while on the bus, students are expected to obey the bus rules. Students are to follow the guidelines below for proper bus behavior:

- 1. Always follow the directions of the driver**
- 2. Stay seated at all times**
- 3. Use reasonable voice levels and appropriate language**
- 4. Do NOT yell or throw things out the bus windows**

5. Be polite and considerate to the driver and other students at all times

Bus Conduct Reports submitted to the Administrator will be addressed. Consequences may include loss of bus privileges and/or participation in school and/or classroom trips or assigned seating on the bus. (Please refer to NHPS Parent/Student Handbook)

Severe problems, such as fighting, will result in immediate suspension from the bus for an extended period of time, as determined by the principal. This extended period may be for the remainder of the school year. **There will be no exceptions.** It is the student's responsibility to act appropriately on the bus at all times.

Parking

Please DO NOT block cars in parking spaces. You must park in a designated parking space.

XV. Parent/Student Contract

**2021 - 2022 Lincoln Bassett Community School Handbook
&
Title 1 Parent/School Compact
*Parent/Student Contract***



**We support and understand the expectations and guidelines
written in the Lincoln Bassett Community School
Handbook
&
Title 1 Parent/School Compact.**

Parent Signature / Date

Student Signature / Date

Teacher Signature / Date

My signature above indicates that I have read the agreement and will work in partnership with the school to help my child become a responsible student and lifelong learner.

Thank you