

# Clinton Avenue School



## Family Handbook 2023-2024

**Dr. Jamie E. Coady, Principal**  
**Ms. Patty Gantenbein, Assistant Principal**  
**Dr. Madeline Negrón, Superintendent of Schools**



# Clinton Avenue School

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Greetings!

Welcome to Clinton Avenue School – Home of Cougar Pride!

This handbook is designed to provide you with relevant information about the policies, procedures, and expectations at Clinton Avenue School. This guide is specific to the needs of Clinton Avenue and our students and their families.

The Clinton Avenue School Family Handbook is divided into three sections: General Information, Rules and Regulations, and School Forms. All students and families should become familiar with this guide and use it as a reference throughout the year.

As an added feature we have included important NHPS policies and procedures that are followed by all students across the district.

This handbook is a valuable resource and should be accessible at all times as a reference.

If you have any questions about this handbook, please feel free to contact an administrator at any time.

Dr. Jamie E. Coady, Principal

Mrs. Patty Gantenbein, Assistant Principal



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## Cougar P.R.I.D.E. Expectations 2023-2024

### **Our Teachers will:**

1. Communicate with parents regarding progress and interventions.
2. Be mindful of learning styles and create lesson plans accordingly.
3. Differentiate instruction to meet the needs of all students.
4. Provide meaningful homework that relates to or builds on skills taught.
5. Record academic data and reflect on data to guide instruction.
6. Communicate with parents and discuss strengths and/or weaknesses that impact student learning.
7. Provide opportunities for students to prepare for continuing higher education.

### **Our Student Expectations:**

1. Follow Cougar PRIDE: Be **P**repared, **R**espectful, **I**ndependent, **D**ependable, and **E**ngaged.
2. K-8 Students will come to school in their uniform daily.
3. Complete all homework and school assignments and turn them in on time.
4. Have the necessary tools to complete assignments (pencils, paper, notebooks, etc.).
5. Work hard to achieve academic standards and goals.
6. Abide by the code of conduct for the school and classroom.
7. Respect myself, all school staff, volunteers, and classmates.
8. Take pride in my school building and help keep it clean.

### **Our Families (at home):**

1. Attend school functions (open house, PTO, orientation, report card conferences, family night activities).
2. Sign up for the REMIND App to maintain communication.
2. Make sure that my child gets to school on time and in uniform.
3. Support academic and behavioral expectations at home.
4. Monitor the completion of homework and long term assignments.

### **Arrival and Dismissal:**

**Arrival: 8:20 am**

**Dismissal: 2:50 pm**

## What Students Should Wear to School:

Clinton Avenue School is a uniform school. Students wear white, navy, or light blue shirts with navy or khaki bottoms including shorts, skirts, and pants. Cougar Gear is also an option and can be purchased through Ms. Bush.



## What Cougars Should NOT wear to School:



No Hoods



No Hats



No Ripped  
Jeans



No Spaghetti  
Straps



No Flip  
Flops/Slides

## Cell Phone and Earbud Policy:

Cell phones and ear buds should stay in student backpacks or be placed in the pocket chart in your classroom. Students who need to call home should use the main office phone with help from main office staff. In the event that the cell phone and earbud policy is not followed appropriately, the teacher and/or administration will make every effort to reinforce the policy. If the cell phone and earbud policy is still not followed properly, cell phones and earbuds may be confiscated.

**\*First offense of this policy will result in confiscation. Belongings will be returned by staff members and students will receive a warning.**

**\*Second offense of this policy will result in confiscation and belongings will be turned into administration.**

**\*Third offense of this policy will result in confiscation and a parent meeting will be scheduled with administration.**

***\*\*Parents please call the main office if you need to contact your child. Text messages and phone calls during the day to cell phones are a major distraction to the learning environment. We appreciate your cooperation and support with this policy. Our goal is to keep all students engaged in their learning and safe from unsolicited video recordings and pictures.***

## School Technology Policy:

All students and parents will sign an acceptable use policy (AUP), will treat school technology with respect, and use it appropriately.

## Social Media Policy:

At no time should students be on social media during school hours. Taking pictures and videos during school hours is against New Haven Public School's policy.

## Bullying Policy:

Students do not bully other students or staff members at any time. ***If you believe your student is the victim of bullying, you should immediately notify an administrator, faculty or staff member.*** Bullying may include but is not limited to, acts based on: gender, ethnicity, national origin, race, sexual orientation, physical characteristics, or mental capacity.

Bullying is defined as overt acts by one or more students intended to ridicule, humiliate,

or intimidate that are committed more than once against any student(s) during the school year. Bullying involves physical, social and/or psychological power over the individual(s). Refer to NHPS student/parent handbook. *The definition states that bullying includes actions such as teasing, calling names, hitting, kicking, stealing, threatening as well as spreading rumors and influencing others to do these things.*

### **Harassment Policy:**

Students do not harass other students or staff members at any time. Harassment is unwanted behavior which interferes with the rights of individuals to study, work, and enjoy school. Everyone has a right NOT to be harassed and the staff at Clinton Avenue School believes strongly that all students should feel safe at school.

### **Student Attendance Policy:**

Attendance is the responsibility of both the parent and the student. Parents/Guardians must submit documentation for excused absences within two (2) days after a student returns to school.

Clinton Avenue School starts at **8:20 a.m.** and dismisses at **2:50 p.m.**

### **Tardiness to School:**

Our school opens for students at 8:20 am. Parents must ensure that students arrive no later than 8:40 a.m. each school day. Clinton Avenue School requires all students to attend homeroom. During the homeroom period, important information is distributed, appointments with guidance counselors are made, school news and activities are announced, and the official daily attendance is taken.

### **Excused Absences:**

Valid excused absences are:

1. Illness or injury with verification from physician
2. Death in the immediate family
3. Religious obligation
4. Court appearance (court documentation should be obtained)
5. School sponsored activity
6. An emergency or other exceptional circumstance (approved by an administrator)
7. Out of school suspension

Parents/Guardians must submit written documentation for excused absences within two (2) days after a student returns to school. Because documentation is so important the following information must be included:

1. Student's full name, ID number
2. Student's grade
3. Date(s) and reason(s) for the absence
4. Parent/Guardian's phone number for confirmation
5. In the case of illness, a doctor's note

*All absences not meeting the criteria stated in this section shall be considered unexcused.*

**Students are only allowed 10 excused absences for the year. Anything additional will be considered truant.**

### **Truancy/Truant Students:**

Truants are defined as pupils who are absent from school without acceptable excuse for part or all of four or more days during a month in which school is being held. The law provides dispositions to the court including suspension or an order to participate in counseling, community service, and/or supervision.

### **Emergency Contact Information:**

All parents/guardians need to complete an updated emergency contact information form and submit it to the main office. If your information changes throughout the year, please contact the main office staff in a timely manner at 475-220-3300.

### **Communication:**

Clinton Avenue School uses the Remind App to keep families in touch with staff and administration. Please be on the lookout for information on how to sign up and connect with your student's teachers.

### **Early Student Pick Up:**

Students are expected to be in school for the full day. In the event of an appointment or other need, parents/guardians may request an early dismissal by sending in a letter with a phone number for verification or by making a phone call to the main office **prior to 1 pm**. Students will not be dismissed early after 2:30.

**Please make every attempt to keep your child in school all day until dismissal. Students that are taken out of school early miss valuable instructional time. Appointments should be made outside of school hours as much as possible.**

## **Unauthorized Absences from Class/Cuts:**

A cut is an unauthorized absence from a class. The following are considered a “cut”:

1. Absence from class when in school
2. Arriving late to class after 15 minutes of the period
3. Leaving a class without permission

**If a student is noted as missing classes or arriving late, an administrator will set up a meeting with both the student and parent to discuss next steps.**

## **Code of Conduct:**

The purpose of the Unified Code of Conduct is to provide school personnel, students, parents and guardians with a consistent framework of expected behaviors and responses to behaviors that are harmful or negatively affects others’ ability to learn.

- Behavioral expectations are fair, age appropriate and consistent from school to school.
- Behavioral expectations protect and support the educational process and every student’s right to an education.
- All students understand the behaviors expected of them.
- All students understand what will happen if they engage in behaviors that harm others and/or disrupt the learning environment.

The code of conduct applies to **EVERY** student who is under the jurisdiction of the New Haven Board of Education. It is in effect on all school property and at other places where school personnel have responsibility for students. The code also applies to students when they travel to and from school. (Refer to the Unified Code of Conduct manual.)

## Grading Policy:

Student progress reports are given each marking period to notify students who are failing or in danger of failing in any subject. These progress reports will be sent home and available for parents to view on the NHPS Parent Portal.

<b>Marking Period 1:</b> August 31 - November 1	<b>Open House:</b> September 20, 2023  <b>Report Card Conferences:</b> November 15, 2023
<b>Marking Period 2:</b> November 2 - January 19	<b>Report Card Conferences:</b> January 31, 2024
<b>Marking Period 3:</b> January 22 - March 28	
<b>Marking Period 4:</b> April 1 - June 14	

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## Clinton Avenue School Family Agreement 2023-2024

I have read the family handbook and I acknowledge and agree to the policies listed within it. I will support teachers and administration at Clinton Avenue School by helping to enforce the school policies with my child/children.

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Parent Name

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Parent Signature

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Date

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Student Name

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Grade

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Student Name

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Grade

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Student Name

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Grade

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Student Name

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Grade