

The Barkhamsted School

Family Handbook



We **S.O.A.R.** to Success!

2017-2018

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School Calendar 2017-2018

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					
August 2017						
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27	PD	S	30	31		
						2
September 2017						
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October 2017						
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November 2017						
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December 2017						
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24	25	26	27	28	29	30
31						
						16

Barkhamsted	
65 Ripley Hill Road	
(860) 379-2729 Fax: (860) 379-4412	
Barkhamsted, CT 06063	
Aug 28	No School-Prof Development Day
Aug 29	No School-Staff Only Day
Aug 30	First Day of School for Students
Sept 4	No School-Labor Day
Oct 6	No School-Prof Development Day
Oct 9	No School-Columbus Day
Nov 7	No School-Prof Development Day
Nov 11	Veteran's Day
Nov 22-24	No School-Thanksgiving Break
Dec 25-Jan-01	No School-Winter Break
Jan 15	No School-Martin Luther King, Jr. Day
Feb 19	No School-President's Day
Feb 20	No School-Winter Break
Mar 30	No School-Good Friday
Apr 18-20	No School-Spring Break
May 28	No School-Memorial Day

1:00 P.M. DISMISSAL FOR ALL SCHEDULED HALF-DAYS

Category of Events	
Board of Education Meetings:	1st Monday of the month except for July-no meeting
Parent-Teacher Conferences: 1:00 P.M. Dismissal	
Nov. 20 & 21	Mar. 14 & 15
Professional Development: 1:00 P.M. Dismissal	
Friday, Sept. 15, 2017	Friday, Feb. 16, 2018
Friday Mar. 16, 2018	Friday, May 11, 2018
Total Student Days	182

January 2018						
S	M	T	W	T	F	S
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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						22
June 2018						
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24	25	26	27	28	29	30
31						
						8

Date Calendar Proposed: 2/9/2017
 Revised: 2/15/2017

Date Calendar Approved: 2/15/2017

 School Closed
PD Professional Dev-No School for students
S Staff work day
 Prof Dev-1:00 P.M. dismissal
 1:00 P.M. Dismissal

 First & Last Day of School
 Parent-Teacher Conferences - 1:00 dismissal

BARKHAMSTED SCHOOL HOURS

Regular Full Day

Gr. K - 6	8:25 a.m.- 3:20 p.m.
Preschool (A.M.)	9:00 a.m.- 11:30 p.m.
Preschool (P.M.)	12:30 p.m. - 3:00 p.m.

Scheduled Early Dismissal Days:

Gr. K - 6	8:25 a.m.- 1:00 p.m.
Preschool (A.M.)	9:00 a.m.- 11:30 a.m.
Preschool (P.M.)	Cancelled

- **Students transported to school in the morning by a parent or guardian should arrive at 8:15 a.m. in order to be prepared to begin lessons at 8:25 a.m.**

Late Openings: 2 hour late opening – school begins at 10:25 a.m

- A.M. Preschool: Cancelled
- P.M. Preschool: 12:30 p.m. - 3:00 p.m.

Early Emergency Dismissal:

- Unless otherwise announced, classes are dismissed at 1:00 p.m.
- Preschool P.M. class is cancelled - A.M. class as usual.
- After School Day Care Program cancelled on early emergency dismissal days.

On days when snow or icy conditions develop during the day, our Black Board Connect 5 system will be activated. This system will call home phone, work phones, cell phones and email. Remember this system does not call extensions and some email addresses consider this system spam so you may not receive a message. Closing information will still be announced on T.V. and radio.

- Radio = WTIC (1080 AM), WZBG (97.3FM), or WDRC (1360 AM)
- T.V. = Channel 3 (CBS) Channel 8 (ABC) Channel 30 (NBC)

Barkhamsted will be listed under Regional District #7

In the event of an early emergency closing, all students will be dropped off at home locations, unless you have called or written a note with other instructions for your child that day.

Discuss with your child what to do in the event you are not home when they arrive. For example:

- Where to locate the house key
- What house they can safely walk to
- Whom they may call and the phone number
- Where you may be reached

A student is considered to be “in attendance” if present at his/her assigned school, or in an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Grade K-6 child must be in school at least 3 ½ hours (8:25a.m.-11:55p.m. or 11:50a.m.-3:20p.m.) A student who is serving an out-of-school suspension or expulsion will be considered absent. **A student not meeting a definition of “in attendance” shall be considered absent and may not attend any school activities.**

The Barkhamsted School

65 Ripley Hill Road
Barkhamsted, Connecticut 06063

Jeffrey N. Linton
Superintendent



Dear Parents,

Welcome back! I am delighted to be working in such a caring school system where parents are partners in the education of their children. During my eleven years as superintendent I have been impressed with the Barkhamsted community and their support of our school. We are fortunate to have a school community which truly believes all students can learn.

The Board of Education recently adopted three long term goals related to improving student learning. They are also available in more detail on our website, www.thebarkhamstedschool.org

Goal Statement 1: The Barkhamsted School District shall support the continuous improvement of teaching and learning for all staff and students with the intended outcome of supporting increased levels of student achievement and engagement.

Goal Statement 2: The Barkhamsted School District shall provide and promote programs that develop and assist each child to grow in many areas including academic, creative, civic, social, emotional, and physical wellness.

Goal Statement 3: The Barkhamsted School District shall maintain and improve the technology; infrastructure, equipment, staffing support, software, and applications to prepare students for life and learning in a more technological world.

Our school has improved technology for our students by providing increased access to computers in the classroom. **All students in grades 4-6 have been assigned a Chromebook** to be used as a tool and one part of their learning experience at school. Students in grades K-3 use our computer lab, access to computer carts and a few classroom computers. We believe an important part of student technology use is the **proper and ethical use of technology**. Our library/media teacher is working with students and staff to achieve this proper use, as well as, increase technology skills.

We have finished work on projects to make **our school safer and cleaner** thanks to funding from the town. Facilities work has been ongoing this summer and new equipment is in place. Two major projects have been in place now for one year, our new metal roof and photovoltaic solar arrays. The roof project improved the safety, maintenance and cleanliness of our school while the solar arrays has provided about **50% of our electrical needs**. When you come to see our school you will be able to see how much of our electricity is being provided by solar each day on a display monitor in the front hallway. In addition, we have **finished painting many areas** of our school so that over the last four years the entire interior of the school has been painted including all classrooms, café, bathrooms, gym, hallways, stairwells and exterior areas that needed sprucing up.

We were fortunate to be able to do all this work with a .8 % decrease to our school operating budget for 2017-18. With declining enrollment we have eliminated two teaching positions over the last two years. I look forward to working with the Board of Education on school policies, the preparation of the next school budget and exploring funding opportunities for our school system.

The Barkhamsted School has a devoted and able staff, committed to continuous improvement for our school and students. We will all be working together to help our **students become more accomplished learners; positive school and community citizens; and more kind and caring individuals in their relationships with others.**

We will need your help to achieve these goals. Time spent reading to your child, frequent conversations about the importance of school work, and cooperation with his/her classroom teacher are of great importance to the success of our efforts. We look forward to a very successful school year and working with you as partners in your child's education.

Sincerely,
Jeffrey N. Linton, Superintendent

Board of Education

Sarah Nanni, Chairman
Tom Brodnitzki, Vice Chairman
Jennifer Prelli-Hester, Secretary
Barbara McQueen
Donna Beaudoin
Rob Brainard III
Kim Rascati

Administration

Jeffrey Linton, Superintendent
65 Ripley Hill Rd
Barkhamsted, CT 06063
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jlinton@barkhamstedschool.org

kplocki@barkhamstedschool.org

School Web Site: <http://www.thebarkhamstedschool.org>

THE 2017-2018 PTO BOARD

Vicky Peato, President
Allison Baran, Vice President
Jill Ayers, Treasurer
Samantha Roach, Secretary
Julie Burrell & Jill Lavallee, Fundraising

Faculty and Staff Organization 2017/2018

<p>Administration Jeffrey Linton – Superintendent Kristen Plocki – Principal Quentin Reuckert– Director of Shared Services</p> <p>Office Personnel Robin Rood – Administrative Assistant Amy D’Amore- Administrative Assistant Sheryl Gabelmann – Sup. Administrative Assist</p> <p>Curriculum Cordinator Erika Sacharko</p> <p>Language Arts Rosanne Daigneault: Language Arts Consultant</p> <p>Math Coach Tricia Buys</p> <p>Math Intervention/SpEd Danielle Drenga</p> <p>Pre-Kindergarten Sue Bertrand</p> <p>Kindergarten Jenn Kreske Jeff Szczesniak</p> <p>Grade One Debby Wright-Vincent</p> <p>Grade Two Beth Raccuia Donna Walsh</p> <p>Grade Three Pat Cardascia Judi Santoro</p> <p>Grade Four Ashley Brandt Maria Lavieri</p> <p>Grade Five Mo Barton Steven Kidd</p> <p>Grade Six Travis Boucher Vicky Bowler Greg Midwinter</p>	<p>Specialists Aleta Dubecky – Art Hannah Sobieski – Physical Education Sarah Petersen – Vocal & Instrumental Music Laura Hedenberg – Library/Media Specialist Tricia Wu – Spanish Instruction</p> <p>Para-educators and Tutors Molly Baldwin Meghan Cooke Danielle Dest Kelly Ficalora Priscilla Forest Darlene Fullerton Nancy Galpin Nicholas Gencarelli Stephanie Hartlyn Amy Hatfield Sue Levesque Jayne Moulton Carol Nardi Carla O’Brien Andrea Riley Andrea Schleich Christine Torres Cindy Twarog Joe Villareale</p> <p>Nurse’s Office Vivian Irwin RN</p> <p>Special Education Karen Ransom Donna Ellsmore-Coloske Cheryl Warchol –Bridges Program</p> <p>Related Services Paula Dest – Psychologist Amy Karpovich – COTA Betty Miller – Language/Speech Sue Mulligan – Occupational Therapist Tracy Reed – Physical Therapist Maura Viens – Social Worker</p> <p>Custodial Staff Peter Tycienski – Head Custodian Ryan Butler – Evening Custodian Fred Hudak –Evening Custodian</p> <p>Kitchen Staff Darlene Sczygiel – Cook/Manager Eniko Ujvari – Assistant Cook Eileen Andryzeck – Cashier</p>
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SCHOOL PROCEDURES AND POLICIES

All policies and procedures are on the school website under Board of Ed, BOE Policy Book.

www.thebarkhamstedschool.org , click on BOE Tab and scroll to the bottom of the page.

Arrivals

Children begin arriving at 8:15AM when the first buses come. **Supervision begins at that time. No children should be brought to school prior to that time, as the school is not responsible for students before or after school hours.**

Absences

Parents are asked to call the school whenever a child is absent. We need to know the reason for the absence. The call also serves as a precautionary measure because sometimes parents leave for work before the child boards the bus and in some situations a child waits alone at a bus stop. If you need to leave a message and you are calling prior to 8:00 AM, call **(860) 379-2729** to leave a message for the nurse at ext.302. **Please leave a detailed message.** If we are not informed of the absence, we will attempt to reach you by telephone at home or at work to ascertain your awareness of the absence. Your cooperation is much appreciated.

Students Attendance and Excuses

Connecticut State Statutes require parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or in an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Grade K-6 child must be in school at least 3 ½ hours (8:25am-11:55am or 11:50am-3:20pm). A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent. **A student not meeting a definition of “in attendance” shall be considered absent and may not attend any school activities.**

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without the parents’ or guardian’s knowledge and consent.

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted upon the student’s return to school and meets the following criteria:

For absences 1 through 9, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. *Such documentation includes a signed note from the student’s parent/guardian.*

Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For the 10th absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

1. Student illness (requires written verification by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student’s observance of a religious holiday;
3. Death in the student’s family or other emergency beyond the control of the student’s family;

4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child and is made aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

Asbestos Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires that all schools have a written plan for monitoring any asbestos that may be found in the building. Our plan was submitted to the State Department of Health in 1990 and approved. An update and re-inspection occurred in 1994. The regulations also require that we periodically notify parents and staff that the plan exists and that it is available for inspection in the school office.

Aggressive Behavior (see Appendix I)

Policy 5131.912(a)

Attendance/Request for Early Dismissal (see Appendix I)

Policy 5113(a)

Assignment of Students to Classes (see Appendix I)

Policy 5128

Bullying (see Appendix I)

Policy 5131.911(a)

Class Size (see Appendix I)

Policy 5137

Classroom Parties, Celebrations and Birthdays (see Appendix I)

Policy 6142.101

To promote good health, the Board of Education is encouraging healthy eating in school. The Board does, however, recognize that other foods can be eaten in the classroom on special days such as birthdays, Halloween, Winter Holidays and Year-end Parties.

Birthdays: To recognize that each child has a special day, parents may provide a small one serving snack from the following list: cupcakes, cookies, brownies, popsicles, ice cream cups, pretzels, popcorn, and fruit/vegetables. These items are to be individual portions that the students may consume during their snack time. Birthdays are not parties but a brief recognition of the child's special day, Goodie bags, balloons and decorations are not allowed. Birthday invitations may not be handed out in school.

Halloween, Winter Holidays and Year-end Parties: There should be no more than one sweet snack provided at these celebrations. For Valentine's Day festivities, please do not attach candy to the

Valentine's card. If a goodie bag is to be provided for each student, it should be of a non-edible nature. No food will be sent home with the children. Year-end parties may include pizza.

Behavior Expectations: Below are the behavior expectations for The Barkhamsted School. Please review them with your child/children. In addition, each grade level will have clear behavior expectations that will be taught in each classroom, posted in each classroom and shared with parents.

Expectations	All Settings	Bus	Café	Recess	Hallway
I am Safe	*Hands, feet and objects to self	*Remain seated * Sit back to back, bottom to bottom *Walk to and from the bus	*Remain in seat *Eat only your own food *Sign-out when leaving	*Use all equipment in the proper way *Keep hands, feet and objects to self	*Walk at all times *Walk without touching or cutting others in line
I am Organized	*Ready to learn	*Keep your belongings with you	*Line up in an orderly fashion *Raise hand to ask to get up *Have money and food choices ready	*Pick up and return equipment and belongings *Line up without pushing, touching or cutting	* Listen to and follow directions of all adults *Talk quietly
I will Achieve	*100% effort to learning	*Listen and follow directions from the bus driver *Keep hands, feet and objects to self	*Use proper table manners *Begin and finish eating on time *Listen and follow directions of all adults	*Exercise and have fun in an appropriate way *Follow rules of the game *Share equipment	* Keep to the right *Use a proper greeting
I am Respectful and Responsible	*Practice kindness, caring, and sharing to myself and others	*Talk quietly and use appropriate language *Treat students and bus driver in a positive and polite manner	*Clean up table area and self *Use inside voice *Share clean-up responsibility with others	*Listen to and follow directions of all adults *Use kind words and actions at all times *Everyone who wants to play, can play	* Respect student work and bulletin boards *Walk directly to your destination

Expectations	All Settings	Bathrooms	Assemblies	Dismissal Pick-ups
I am Safe	*Hands, feet and objects to self	* Respect other's privacy * Use a quiet voice * Keep hands, feet and objects to self	* Walk into the assembly * Sit where directed * Sit on bottom * Keep hands, feet and objects to self	*Walk to the dismissal line * Keep hands, feet, and objects to self
I am Organized	*Ready to learn	* Flush * Wash hands * Keep soap and water in the sink	* Listen to and follow directions of adults	* Listen to afternoon announcements * Listen to adults on duty
I will Achieve	*100% effort to learning	* 1 pump of soap *1 paper towel * Throw trash away * Return to class right away	* Be a good listener * Applaud appropriately	* Remain quiet in line * Walk to car when called * Stay on sidewalk
I am Respectful and Responsible	*Practice kindness, caring, and sharing to myself and others	* Use bathroom only when necessary * Sign out * Keep bathroom clean and litter free * Use soap, water and paper responsibly	* Remain seated during the program * Raise your hand to ask a question	* Have belongings ready for dismissal

Bus: Additional Information (see Appendix I)

Policy 5131.1

It is crucial that we maintain an orderly atmosphere on each bus. Distractions may cause the driver to take his/her eyes off the road and we do not want this to occur. Please review the bus behavior expectations listed above with your child. Emphasize the importance of maintaining an orderly atmosphere throughout the school, its boundaries and on the school buses.

Parents will be advised of misbehavior. Some infractions such as fighting on the bus may lead to immediate loss of bus privileges (See below: Bus Report/Warning Guidelines). Parental cooperation and communication will assure the safety of all involved. Please call the LeGeyst Bus Company at 379-2035 with any bussing concerns you have

Bus Report/Warning Guidelines

First Incident-Warning #1: Principal conferences with the student. A report is sent home to be signed by the parent and returned to school. Copies of the incident report are sent to the bus driver and classroom teacher.

Second Incident-Warning #2: Principal, student and bus driver will conference. A report is sent home to be signed by the parent and returned to school. A phone call may be made to the parent/guardian to discuss behavior expectations and possible consequences for non-compliance. Copies of the incident report are sent to the bus driver, principal, and classroom teacher.

Third Incident-Suspension: Student will be suspended by from riding the bus (only by school administration) for one to ten days depending on the severity and frequency of the misconduct. Copies of the incident report are sent home, to the bus driver, the principal, classroom teacher, and the superintendent.

Note: Students may be suspended at any time prior to warning reports if serious misconduct occurs, such as property damage or physical abuse. When a student is suspended from riding the bus, transportation becomes the responsibility of the parent/guardian.

Classroom Behavior Expectations:

Each classroom teacher posts a list of expected behaviors and consequence procedures in the room. Expected behaviors and consequence procedures are discussed with students. Speak with your child's teacher for an outline of specific details.

In cases involving physical injury, use of profanity or any behavior deemed extreme by an adult in charge, an incident report is filled out and sent to the principal along with the student(s) involved. The principal meets with parties involved. Parent notification is part of this procedure by either the teacher or principal. Appropriate consequences are determined and acted upon, based on the specifics of each situation.

Cell phones/Beeper(see Appendix I)

Policy 5131.81

Students may not bring cell phones to school without permission from the principal. The school administration will confiscate the device and notify parent/guardian.

Conferences (Parent-Teacher) Timely communication between home and school is an important part of a successful learning experience. While this communication happens on an on-going basis and takes a variety of forms, specific Parent-Teacher Conference Days for the elementary school have been established in the fall and spring to facilitate the process. The following is the K-6 Parent-Teacher Conference Schedule for the school year.

Conference Days:

Monday, November 20th
Tuesday, November 21st
Wednesday, March 14th
Thursday, March 15th

Report Cards for grades K-6 will be distributed on Friday, November 17, 2017 & Friday, March 9, 2018, and the last day of school in June as determined by the BOE.

Conference Goals: In anticipation of your upcoming parent-teacher conference, please consider the following goals so your conference can be as productive as possible.

Conferences in Barkhamsted are held to:

- Establish early communication with the home.
- Exchange information about the child.
- Plan how home and school will work together for the child's benefit.
- Develop understanding of concerns and expectations.
- Report student progress and show samples of student work.
- Answer questions about grades (where applicable)

- Talk about the transition from grade to grade.

Please consider what you would like to share or ask in these areas at your conference.

Dismissals

Buses and Bus Passes: All children will be dismissed according to their regular bus route each day unless we have a note giving us different directions. Children are expected to ride only on the bus to which they are assigned and to get on and off at their regular stop. Should it be necessary to deviate from this routine, permission must be obtained through the school office. Availability of seating on any bus will affect whether or not requests for a bus pass to ride a different bus will be considered.

Parents, please be aware that the buses are fairly full. We are not able to accommodate bus passes for birthday parties or other group events after school. You will have to make alternate transportation arrangements.

If a child does not have a note indicating a bus change and is insistent that there is no adult at home to receive the child, the office shall call each parent listed on the emergency card. If the parent is unable to be reached, the school shall attempt to contact each name listed on the child's emergency card. In the event the school is unable to reach any adult listed on the emergency card, the school will retain the child at school until either the parent or parent designee is contacted. If neither has been located by 6:00 PM, the school will notify the Connecticut State Police to assume responsibility for the child's well-being.

All early dismissals will be from the office. For security reasons, **parents must report to the office for their child** and sign them out.

Drop-off/Pickup

In order to create a safer environment for students entering and exiting the school building, we have established the following regulations for all students not using the bus transportation.

Morning Drop Off

1. All Students must be dropped off in the **back** of the school between 8:15AM and 8:25AM.
2. **No student may be dropped off prior to 8:15AM.**
3. No parking is allowed in the drop-off circle; however, parking is available in the **back** of the school.
4. After 8:25AM, parent and student should come to the office and check in.
5. Under no circumstances may a vehicle be parked in the fire lanes or in handicapped area in the front or rear of the building.

Pickup during school hours

1. For students being picked up between 9:00AM and 3:15PM, the parent/guardian must go to the office to sign the student out.
2. All students must be picked up by 3:20PM, unless attending a (school) function where an adult has been designated as responsible for that student.
3. Under no circumstances may a vehicle be parked in the fire lanes in the front or rear of the building.

Pickup at dismissal

If a student is going to be picked up on a regular basis at dismissal time, a note must be on file with the school office so that students are on the dismissal list. For students who are going to be picked up on different days, a note must be sent in with the child or a phone call placed to the school office, so that the student's name will be added to that day's dismissal list. Without a note or phone call from a parent, students will be sent home on their regular bus. Students on the dismissal list will have their name called at dismissal time. Student will wait in an orderly fashion in the kindergarten hallway. Parents will remain in their cars and pull up to the doors. Staff on duty will call students to their cars and assist them with boarding if necessary.

When visiting the school during the day: 8:30AM-3:20PM

If you come to school between the above hours, all the doors will be locked. Please ring the bell located on the right side of the main doors in the front of the building. No one will be allowed entrance from the back doors of the school during school hours. You must identify yourself before you are allowed into the building.

Upon entering the school, you **MUST** come to the office, sign in, and pick up a visitor or volunteer badge. **Parents should never go directly to the student's classroom without signing in.** If you fail to do so, and are not wearing a badge, you will be asked to go to the office to sign in. Upon leaving the school we ask that you sign out and return your badge.

These procedures have been put into place for the safety of your children. Please help us by complying and coming to the office.

Parents wishing to pick their children up after 4:00 p.m. should park in the lot which adjoins the Town Hall and walk to the main entrance using the crosswalk. The "Bus Driveway" is also a fire lane and should be open and passable during the day and after school hours as well.

Dress and Grooming (see Appendix I)**Policy 5132**Drug and Alcohol Free Schools (see Appendix I)**Policy 5131.6 (a)**Equal Employment Opportunity (see Appendix I)**Policy 2111**Emergency Information Form

The school must have an emergency information form on file for each student. This form is sent home at the beginning of the school year or given to a parent when a child is enrolled. You are asked to provide information about:

- Where you may be reached in the event of illness or accidents at school.
- Names of two other responsible adults who may be called if you are not available.

This information should always be kept up-to-date.

Environmental Education

White Memorial is an environmental experience offered to students in grade 5. Through pre-site, on-site, and post-site activities, students relate their environmental learning to all areas of the curriculum.

Field Study Trips

Any trip made by a school group or class outside the limits of the school property is considered a field study trip. All field study trips are an extension of the educational program of the school. Written permission will be obtained from parents for each field study experience offered.

Costs may be paid by:

- parent incurred costs
- Board of Education funds
- subsidized by other activity account funds
- PTO.

Health Procedures

Your child's health and well-being are very important to us. The staff, school nurse and principal want to work cooperatively with you to make Barkhamsted School a safe and healthy environment. We need the support of all parents to keep us informed on health matters and to follow procedures which will ensure good health practices.

Philosophy of the School Health Program: The objectives of the school health program are to reduce the obstacles to learning caused by poor health and to contribute to education in healthful living. These objectives are carried out by a regular program of health records for all students, and by a program of health assessments, health screenings, with referral and follow-up, immunization updates, the maintenance of cumulative health records for all students, and by a program of health education.

State Law: Physical Examinations are required by state law at the following times:

- Pre-enrollment in school
- Prior to entering grade 7

Forms will be given to parents during spring of the year the child will enter The Barkhamsted School. Transfer students must present a complete State of Connecticut Health form to the school nurse. The examination must be provided by the family at the family's expense. The cost of the examination will be paid by the Board of Education of those students who demonstrate financial need. Requests for financial assistance will be accepted by the Superintendent of Schools at 738-4016.

State Mandated Screenings: On an annual basis, students will be screened for vision and hearing (K,1,3,4,5) and scoliosis Grade 5 girls.

Immunizations: The Barkhamsted Board of Education requires all students who are entering the Barkhamsted School shall have been successfully immunized against polio, measles, rubella (German measles), diphtheria, pertussis, tetanus, mumps and Hepatitis B. A record of these must be presented to the school nurse at or before registration of any child and before he/she will be permitted to attend school. In addition, if your child was born January 1, 1997 or after, the varicella vaccine is required or written proof of having chicken pox is needed.

Communicable Disease: The following diseases are easily spread from one child to another. A child having any of these diseases will be excluded from school until he or she is free of the condition or is receiving treatment for it. (Chicken Pox, Ringworm, Strep Throat, Hepatitis and Conjunctivitis (Pink eye). Head Lice and Scabies can also easily spread and proper treatment must be done in order to be in school.

Illness : The school nurse should be aware of any absences for reasons such as an illness, operation or communicable disease. An operation may require program modification for your child.

- **Elevated Temperature:** A child with a temperature of 100 degrees or greater must be kept at home until the temperature is normal for 24 hours.
- **Vomiting and Diarrhea:** Please keep your child home if he/she vomited or has diarrhea in the morning.

- Any child who is not feeling well in the morning should remain at home. This will lead to a faster recovery and prevent exposure of the child's illness to others.

A parent/guardian will be notified when a student becomes ill and the student will be transported home by the parent/guardian. A parent/guardian must designate a physician to see an ill student when a physician's services are deemed advisable by the school nurse or principal.

When a parent/guardian cannot be contacted and a physician's services are necessary, the school principal may have the student's private physician or the school doctor, Dr. Jason Perkel, attend to the student. If a real emergency arises, the student may be taken to the nearest medical facility by a parent, someone designated by the parent/guardian or in most cases by ambulance.

If a parent/guardian is not home, an ill or injured student must not be taken home unless a responsible adult can be at home.

Qualified school personnel may render first aid only. Medications may be given only as described under the Board's Administration of Medication policy.

Head Injury Action Plan

1. Remove the student from activity where the injury occurred.
2. Send student to health room immediately to be evaluated if student is lightheaded or complaining of extreme discomfort call health room the school nurse will respond to the scene.
3. The nurse will inform the parents or guardian verbally followed by a parent information sheet on concussions.
4. Depending on the outcome of the nurse evaluation the student will be doing the following:
 - The student will remain in the health room for 15 min for observation
 - If symptom free they will be returned to the classroom and is to return to the health room 15 min. later
 - If student remains symptom free he/she will be sent back to the classroom only to return if symptoms arise.
 - If any symptoms develop or are observed at any time the parent will be asked to pick student up and seek further medical evaluation.

Medication: Children are not allowed to possess medication at school, including all over-the-counter oral drugs - even aspirin and acetaminophen - in compliance with the state law. Parents may make arrangements with the school nurse should it be necessary for a child to take medication during school hours. A special form, for this, is available in the Health Room. State law requires that medicines left in the Health Room be in the original bottle or package, and be accompanied by written authorization from the parent and physician.

If your child is under a special medication program at home or is being treated for a long term condition, please keep the nurse and classroom teacher advised of the situation.

No medications are to be carried to school on the school bus with the exception of emergency medications such as epi-pens or approved self-carry inhaler users.

Administering Medications (see Appendix I)

Policy 5141.21(a)

Allergies: It is important that the school nurse and staff be alerted to such allergies as bee stings, insect bites, or any severe reaction to foods, medication or environmental substances. If indicated by a physician, emergency medication should be authorized and kept in the nurse's office at school to be administered when needed.

During Vacation Time and Summer: Many times children have been stricken with a serious illness or communicable disease, sustained a fracture or injury, have had an operation or procedure such as tubes in ears, etc., have seen the doctor and received prescription for glasses or new lenses, or have received an immunization booster during the summer. The nurse should be informed so that medical information can be updated and staff informed when necessary.

Sharing Information: If there is any problem or unusual occurrence at home that might affect your child's optimal learning such as illness or death of a family member, friend or household pet, or if there are changes within the family, including, separation and/or divorce, please share that information with the nurse and classroom teacher.

AIDS/ARC: Based on the most recent medical and educational information, the administration will review each case on an individual basis to recommend the most appropriate educational program. (BOE Policy 7.00)

Wells: Our two wells have been approved for use by the State Department of Health.

Homework (see Appendix I) **Policy 5158**

Homework/Make-Up Assignments (see Appendix I) **Policy 6154**

Internet Usage (see Appendix I) **Policy 5136**

Kindergarten Registration

Kindergarten registration takes place in early spring. Additionally, forms are given to parents upon request. Children who will become five years of age by December 31st are eligible to attend kindergarten beginning in the fall term of that year.

All children entering Barkhamsted School must:

- Present a birth certificate
- Have completed primary immunizations or provide an exemption certificate for health or religious reasons.
- Have a health assessment and screening prior to school entrance (Connecticut State Law C.G.S. Secs. 10-204, 10-206. and 10-214)

Transfer pupils may enter school upon presentation of proper transfer records at any time during the year.

Library: Return of Library Materials

Policy 5131.9

The School District may withhold a student's final report card until all library materials are either paid for or returned.

Lunch Procedures

Please see information under “Lunch” on the school website.

Lunch With Your Child

To help make your visit a positive one, please be sure to:

1. Stop in the office, sign in and put on a Visitor sticker;
2. Allow students to be seated first;
3. Bringing lunch? Only bring for your own child. This will avoid any risk to children with food allergies.
4. Support the posted lunchroom procedures.

Non - Permitted Objects

Children are not allowed to bring sharp objects, hard balls, water pistols, weapons, fireworks and other dangerous materials to school.

Additionally, children should not bring in valuable items like iPod, mp3 players, any handheld game devices, cell phones, valuable jewellery, etc. unless permission is obtained from the principal. These items are too valuable to be in school and the school will not be held responsible for lost or stolen valuables.

During recess and Physical Education periods, children are allowed to use only the equipment provided by the school on the playground.

Any object in question should be approved by the classroom teacher and/or principal.

Animals may be brought to school for educational purposes only, providing that permission has been secured from the classroom teacher and principal beforehand. **(Policy 6163.3)**

Parent Involvement (see Appendix I)

(Policy 1110.1)

A parent is the most important teacher a child will ever have. Your child’s attitudes, values and ideas about education begin with you. The school needs your help in getting your child to understand that learning takes hard work and commitment. Excellence in education cannot be achieved without perseverance, as well as, good study and work habits. Educators and parents must work together to meet the needs of our children, help them to function well, and achieve their best in school.

You can be involved in your child’s education in a variety of ways. Below are just a few suggestions.

Discuss the School Day: Set aside a time to ask your child about his/her day in school. Showing interest in your child’s school day indicates that you care about that aspect of your child’s life.

Reading at Home: An integral part of your child’s reading and language development hinges on the opportunities they have to read at home. We encourage reading to or with your children, **15 to 20 minutes daily.**

Backpacks: Be aware of what is in your child’s backpack before (s)he leaves for school. Check at the end of the day for papers and notes which were sent home to you from school.

Parent Bulletins / Newsletters: Flyers, notices and letters are sent home often. A weekly newsletter is updated each Friday and can be found on our website (www.thebarkhamstedschool.org) throughout

the year. Please read this each week as it gives valuable information as to what is happening in the school and community.

PTO: The Barkhamsted PTO meets three times a year. Dates and times of meetings will be listed in the school newsletter.

Parent Volunteers/Visitations: When visiting the school please park in the back of the school. Enter through the back entrance, sign in at the office and receive a visitor's badge. If an adult is seen in the school without a badge, they will be escorted to the office to sign in. **NOTE that all volunteers must attend a one-time volunteer orientation prior to volunteering in the school.**

Parking: Traffic conditions at our school can be busy at times. Parents are therefore requested to exercise due caution and to observe the following rules:

- In the morning students should be dropped off at the **back entrance** of the school between 8:15AM and 8:25AM.
- If a parent needs to come into the school, please **DO NOT** park in the circle or at the Town Hall parking. Parents must park in the back of the school and come into the main entrance.
- Anyone entering the school **MUST** report to the office to sign in and receive a visitor's badge. This includes parent helpers. If an adult is seen in the school without a badge, they will be escorted to office to sign in.

Pesticide/Herbicide Application (see Appendix I)

Policy 3524.1(a)

Phone Calls and Notes

We try to keep the phone lines open for emergency use and for business purposes. You can help by sending notes to school with your child rather than calling. Notes should be sent to school when the child:

- Will be picked up early by the parent;
- Is to go home other than in the usual manner;
- Is to go to an after school club or meeting (i.e. scouts, homework club);
- Someone other than the parent will be temporarily responsible;
- Has a change in family circumstances that may cause the child's behaviour or learning ability to change.

Promotion and Retention (see Appendix I)

Policy 5123(a)

Questionnaire

A Student Questionnaire is sent out the first week of school. It is designed to assist the teachers in better knowing your child. This is an optional questionnaire.

Registration

Students transferring from another school district may enter at any time during the year upon presentation of the proper transfer records and proof of residency. All children entering Barkhamsted School must present proof that they have been immunized against polio, rubella, measles, diphtheria, pertussis, tetanus and mumps. Exemption for health or religious reasons may be requested. State required immunizations and a recent physical.

Report Cards/Conference Days (see **Conferences** for dates & times)

There are three report cards issued per year. The first two reports will be sent home the Friday prior to the parent conferences in November and March and the final report card will be sent home on the last day of school. Parents may request a conference with a teacher at any time during the school year if they have special concerns that need to be addressed. **Parents are to refer all concerns about a child's progress first to the classroom teacher.**

Regular conference sessions are scheduled two times during the year to allow teachers to meet with parents. On these days, school will be dismissed at 1:00PM. Prior to the scheduled days, your child will bring home a notice, from the teacher, so that a mutually convenient time may be arranged. If you need to meet with other teachers, be sure to indicate this on the notice you receive from the teacher.

Interim reports will be sent home by the classroom teacher, specialist and support staff as needed in October, January and April.

Sixth Grade Recognition Ceremony (see **Appendix I**)**Policy 5127**

In compliance with Board of Education Policy (5127) the school will be responsible for the planning and implementation of a brief recognition ceremony for sixth graders. This ceremony will occur the last week of the school year.

School Visitors (see **Appendix I**)**Policy 1250****School Volunteers** (see **Appendix I**)**Policy 1212****Sexual Harassment** (see **Appendix I**)**Policy 5145.511****Smoking On School Premises**

There is NO smoking in all school buildings and on school grounds.

Soliciting Funds from and by Students (see **Appendix I**)**Policy 1324****Special Area Subjects**

Every child at The Barkhamsted School is scheduled for at least one class per week in art, library, music, physical education and Spanish. Library and computer instruction is integrated as part of the curriculum units of study. Recorder lessons are offered by the music teacher for students in grades three and four. Band and chorus are offered by the music/instrumental teacher for students in grades four, five and six.

Special Education Services

The Barkhamsted School strives to provide appropriate educational opportunities for all its children, including special educational programs and related services for exceptional children. In Connecticut, State Statute defines special education as “specially designed instruction... to meet the unique needs of a child.” Adhering to federal and state mandates, personnel of the Shared Services Department identify and evaluate children who have been referred because of persistent learning difficulties and for whom pre-referral interventions have not been successful. If the child is found to be handicapped and is in

need of special education or related services, parents and selected school personnel meet as a Planning and Placement Team (PPT) to collaboratively plan an appropriate program. Parents will be given a copy of procedural safeguards yearly, upon initial referral, parent request for reevaluation, request for due process or parent request. Parental permission is required for evaluation, placement in Special Education, and for approval of the child's Individualized Education Program (IEP). Specialized pre-school services are also available for 3 and 4 year old children.

Special services are provided through consultation with classroom teachers and parents, special instruction within a resource room setting or within the classroom and sessions with a speech/language pathologist or physical/occupational therapist, or psychologist/social worker. Every effort is made to provide the necessary services within the regular classroom to maximize time with peers and expose the student to regular curriculum.

Homebound Instruction: Pupils unable to attend school for an extended period of time due to illness or accident are eligible for limited home instruction by a tutor provided by the Board of Education. Parents who wish to inquire about homebound instruction should contact the principal.

RTI Team: A teacher may refer a child to an RTI (Response to Intervention) Team. This team consisting of the principal, classroom teacher, shared services personnel, language arts consultant, and any other personnel deemed beneficial will meet to offer support to the classroom teacher in helping a student.

Regarding Section 504: Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Section 504 of the Rehabilitation Act provides services for students identified as having a disability as defined by the Act, which substantially limits a major life activity. You have the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
2. The right for your child to have equal opportunities to participate in academic, non-academic, and extracurricular activities in your school.
3. The right to be notified about referral, evaluation, and programs for your child.
4. The right for your child to be evaluated fairly.
5. The right, if eligible for services under section 504, for your child to receive accommodations, modifications and related services that will meet the child's needs, as well as the needs of students without disabilities are met.
6. The right for your child to be educated with peers who do not have disabilities as much as possible.
7. The right to an impartial hearing if you disagree with the school regarding your child's educational program.
8. The right to review and obtain copies of your child's school records.
9. The right to request attorney fees related to securing your rights under Section 504.
10. The right to request changes in the educational program of your child.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Shared Services, Quentin Reuckert. The Shared Services office telephone number is 860-379-8583. Steps to protect a child's right to special education: Procedural Safeguards may be obtained upon request in the school office.

Student Records

In order to provide the best educational program for each child, the school must collect record and maintain information about each child and his family. This information will be used only for educational purposes including instruction, guidance and research. The contents of the records are available to parents, those staff who deal with that child and certain agencies as authorized by state statute.

The Family Educational Rights and Privacy Act (**FERPA**) affords parents of enrolled students and enrolled students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access to the records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible students believe is inaccurate or misleading. Parents or eligible students may ask school officials to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If school officials decide not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education, a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfil his or her professional responsibility.

Upon request, the school district may release education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
O.S. Department of Education
600 Independence Avenue, SE

Washington, D.C. 20202-4605

Suspension and Expulsion/Due Process (see Appendix I)

Policy 5114(a-g)

Tardiness

Punctuality by all students is encouraged. Frequent tardiness causes children to miss important instructional time from learning. Children who are tardy must report to the office before going to their classroom. The child must also let the kitchen know immediately if lunch is needed.

Teacher, tutor and paraprofessional qualifications provided upon request

Testing

- Standardized reading tests will be administered at the end of grades K, 1, and 2.
- Children in grades 3, 4, 5 and 6 will be administered the Smarter Balanced Assessment in the Spring.
- Individual student test results are made available to parents.

Transfers out of the School System

If your family is moving out of Barkhamsted, please let us know. We will ask you to sign a release form which allows us to send your child's school records to the new school.

Truancy (see Appendix I)

Policy 5113.2(a-b)

Use of School Facilities (see Appendix I)

Policy 1330(a-b)

Vacations When School Is In Session (see Appendix I)

Policy 5160

Video Surveillance (see Appendix I)

Policy 5131.111

Volunteering

Prior to volunteering at the Barkhamsted School, you must attend a one hour orientation offered at various times during the year. This is a one-time requirement. Dates and times will be posted in the Friday newsletter.

Weapons and Dangerous Instruments (see Appendix I)

Policy 5131.7