

# New Hartford Public Schools

## Student and Family Handbook K-6

### 2023-2024



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# Board of Education and Policies

Board members are unpaid elected public officials with the responsibility for governance of the school district. To view a list of the current members of the New Hartford Board of Education please visit <https://www.newhrtfd.org/domain/228>.

Pertinent Board of Education policies are referenced, where applicable, throughout this document. Complete copies of Board of Education Policies are located in the Central Office, each school office, and on the district website.

In order to perform its duties in an open and public manner and in accordance with state law, the New Hartford Board of Education holds regular meetings each month. A schedule is posted in each school as well as on the district website. Parents and other community members are encouraged to attend as an opportunity for public comment is provided. Special additional meetings are scheduled according to notice. Meetings of the Board follow a planned and posted agenda.

## Non-discrimination Statement

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The Director of Student Services is the designated compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## District and School Contacts

### **Central Office** **(860) 379-8546**

Jeffrey Sousa, Superintendent  
Janet Terenzi, Administrative Assistant to the Superintendent  
Michael Lynch, Director of Student Services  
Kellyann Linn-Snowdon, Administrative Assistant to the Director of Student Services

### **Ann Antolini Elementary School** **(860) 489-4169**

Kelly Carroll, Principal  
Chris Barberet, Administrative Assistant to the Principal

### **Bakerville Consolidated School** **(860) 482-0288**

Amy Kennedy, Principal  
Colleen Wipperman, Administrative Assistant to the Principal

### **New Hartford Elementary** **(860) 379-0713**

Amy Kennedy, Principal  
Marissa Waseleski, Administrative Assistant to the Principal

# District Academic Calendar

Parents and students should refer to the current year's school calendar. Parents are responsible for noting indicated dates, including but not limited to, scheduled early release days, holidays and scheduled vacations, conference dates. [Please see the most current calendar at this link.](#)

## The School Day

### School hours

<b>Ann Antolini School</b>	<b>Bakerville Consolidated</b>	<b>New Hartford Elementary</b>
Arrival: 8:20 – 8:30 Instruction 8:30 – 3:00 Pick-up: 3:00	Arrival: 8:25 – 8:35 Instruction: 8:35 – 3:05 Pick-up: 3:05	Arrival: 8:25 – 8:35 Instruction: 8:35 – 3:05 Pick-up: 3:05

### Early arrivals and morning drop offs

Students are allowed into school beginning at the indicated arrival time. For safety reasons, students should not be left unattended outside the entrance before the schools open.

### Late arrivals

A student who is not in the classroom by the start of instructional time is considered tardy. Excessive tardiness has a negative impact on student learning. Please make every effort to have your child arrive at school on time.

### Pick-ups during the day

Parents/guardians should use the front entrance and report to the school office when picking up their student before regular dismissal time. It is essential that parents/guardians send a written note to the classroom teacher that morning indicating the time of pickup.

### Picks-ups at dismissal time

Students who will be picked up at the end of the school day must bring in a note to the teacher indicating such on each occasion. Permanent pick-up/travel notes will be issued for students with specific weekly schedules as indicated on the district transportation form.

Please make every effort to notify the school office by 2:00 P.M. if you have a change in your end-of-the-day plans.

<b>Ann Antolini School</b>	<b>Bakerville Consolidated</b>	<b>New Hartford Elementary</b>
3:00 @ Pick up Parking lot	3:05 @ Main Office Entrance	3:05 @ Main Office Entrance

- The responsible parent/guardian must check in with the supervising staff members before taking children from the building.

- A photo ID may be required for anyone other than a custodial parent and/or persons unknown to the supervising staff members.
- When exiting the parking lot in your vehicle, please do so slowly and carefully.

### After school school sponsored activities

Students that stay after school for activities are to be picked up promptly at the designated time. In order to attend an afterschool school-sponsored activity, such as afterschool enrichment, students must be considered “present” for that school day.

### Planned early dismissal

Dismissal is at 1:00 on planned early dismissal days as indicated on the district calendar. Lunch is served.

## Inclement Weather Schedule Changes and Closures

### School closing

When school must be closed early due to inclement weather or other emergencies expect an announcement via local news and radio as well as our Schoolmessenger automated alert system. You can opt into receiving email, phone calls, and text messages.

### Delayed openings

The Superintendent of Schools may delay the opening of schools by 2 hours or 3 hours. All bus routes and opening schedules will operate 2 hours or 3 hours later than usual. The balance of the school day and dismissal will be on a normal schedule. Lunch will be served. In the event that a delayed opening is called on an early release day, students will remain in school until the normal afternoon dismissal time.

### Emergency early dismissal

It may be necessary to dismiss school early due to unexpected deterioration of weather conditions. In these situations, an announcement will be issued and schools will be dismissed at 12:00. All after-school activities are canceled when school is closed early.

## Attendance

### Reporting an absence

If a student is going to be absent from school, a parent or guardian must call the school office to notify school staff of the absence. Voicemail is available 24 hours a day. Include the child’s full name, teacher, date of absence, and reason for the absence.

<b>Ann Antolini School</b>	<b>Bakerville Consolidated</b>	<b>New Hartford Elementary</b>
860-489-4169	860-482-0288	860-379-0713

## Attendance

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day (3.5 hrs). 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.

## Excuses

A student's absence from school shall be considered "excused" based on the following criteria:  
following criteria:

- A. For absences, one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation/communication to school officials.
- B. For the tenth absence and all absences thereafter, 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 for the following reasons:
  - a. Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence length)
  - b. Student's observance of a religious holiday;
  - c. Death in the student's family or other emergencies beyond the control of the student's family;
  - d. Mandated court appearances (documentation required);
  - e. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  - f. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with the Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless the absence meets the definition of an excused absence and meets the documentation requirements.

Personal Vacations: While we understand the importance of family time, vacations taken during the school year that do not coincide with the designated vacation closings are considered unexcused after the child's 9th total absence and may result in your child being reported to the state as truant.

## Truancy

Truant is defined as a student who has 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.

## Chronic absenteeism

Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day. By monitoring chronic absence, the focus is on the academic consequences of lost instructional time and on preventing absences before students fall behind in school. It is an early indicator that a student may fall behind in the classroom. Parents will be notified if a child is at risk for chronic absenteeism.

# School Breakfast and Lunch

## Menus and pricing

NHPS participates in the National School Lunch & Breakfast Programs. Monthly menus are available on the website [linked here](#).

Breakfast: \$1.85 per serving (Antolini only)

Lunch: \$3.00 per serving

Milk: \$.50

Dessert/Snack: \$1.00 (cash on day of purchase and small bills only please)

***Additional servings would be charged in accordance with pricing at that time. Your child must finish their breakfast by 8:45.***

## Free and reduced lunch program

Families who qualify according to the State and Federal guidelines can participate in the Free and Reduced Breakfast and Lunch Program. Forms are sent home at the beginning of the school year and are available on the website.

# Wellness Guidelines / Food Policies

We encourage students to eat healthy lunches and snacks at school. **Students are not permitted to bring soda or caffeinated drinks to school.** Please avoid glass containers for safety reasons.

In order to ensure the safety of children with allergies, and to support the dietary wishes of parents, children cannot share lunches or snacks.

Special treats for the class are only permitted upon request of the classroom teacher/room parent for specific events based on the Wellness Committee guidelines. Please do not send in special treats for birthdays or other occasions. Room parents and teachers will have specific requests that adhere to the wellness committee guidelines and are sensitive to the allergies of students.

# Attire

## Dress code

The purpose of stressing appropriate clothing for students is to create an atmosphere that is conducive to learning. Students are expected to dress in a manner that will not interfere with instruction or endanger the well-being (physical, mental and emotional) of others and themselves.

Students who wear clothing that is deemed to be inappropriate for school or school-related activities may be subject to administrative action. Students who fail to comply with expectations concerning attire will be subject to school discipline in accordance with the Board's policy on student discipline. Administrative action may include, but is not limited to, the following:

- Request of student to change clothing
- Request of parents to bring to school a change of clothing for student
- Removal of student from class

Please Note:

- Shoes should be appropriate to the weather and activities of a typical school day. Flip flops and sandals can be dangerous on the playground.
- All pants and shorts should fit snugly at the waist with no exposed skin between pants/shorts and shirt.
- Shirts with sleeves are recommended.
- Undergarments should not be visible.
- Any logos, phrases or images on attire cannot promote the use of drugs/alcohol or violence.
- Hats/hoods are not permitted during instructional time.

School administrators, at their discretion, may make changes to the list above.

### Cold weather clothing

We try to hold recess outdoors whenever possible. Students should wear appropriate clothing such as warm jackets or coats, hats, mittens/gloves and boots during cold and inclement weather. Students without boots and/or proper winter attire must stay on the blacktop area as long as snow covers the playground.

## Bus Transportation and Bus Behavior Expectations

### Bus transportation

Bus transportation is provided through a contract with DATTCO. Children are assigned to a bus according to their home address/completed transportation form. Students are only allowed to ride their assigned bus due to safety and space considerations. Questions may be directed to Dattco at 860-489-4386.

Bus routes can be accessed at [www.dattco.com](http://www.dattco.com) or the district website. Follow the link to “bus routes and schedules,” “Region 7/New Hartford.”

A parent must notify the school in writing for a change in dismissal. Phone notification is acceptable prior to 2:30 PM only if the caller can be positively identified as the student’s parent or guardian.

Bus Drop-Off: Students in kindergarten who ride a school bus home must be met at their designated stop by an adult. If an adult is not there to meet the bus, the student will remain on the bus and will be returned to school. The student must then be picked up immediately by the parent or guardian.

### Bus behavior

In accordance with Board of Education policy, school transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct (while awaiting and/or receiving transportation to and from school) that endangers persons or property or violates a Board policy or administrative regulation. Inappropriate behavior includes creating a high level of volume, not sitting properly in one’s seat, holding or dropping items out of the window, or breaking any of the general school rules. Behavior that is considered by the driver or principal to be unsafe or inappropriate may result in consequences ranging from seat assignments, a phone call home, suspension, and/or loss of the privilege of riding the bus for a designated period of time. In the event that a student’s bus privileges are suspended, the parent/guardian is responsible for transporting the student to and from school.



When a student does not follow the Bus Conduct Code, the bus driver/company notifies the building principal. Remediation and disciplinary action are determined by the administration on a case-by-case basis. The administration may immediately suspend transportation privileges for any student whose conduct while receiving transportation to and from school endangers persons or property. In addition, the cost to repair damage is the responsibility of the student.

## Academics

### Progress reports trimester dates

Progress reports will be sent home at the end of each trimester. Trimester end dates are available on the school calendar.

### Assessments

Assessment is an integral part of effective teaching. We use the following types of assessments to measure student growth and achievement:

- Formative assessment is a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning to help students meet the intended learning targets or goals. Examples include teachers observing or meeting with individuals or small groups to listen and take notes on students' thoughts; reviewing classwork to determine students' proficiency in the skills practiced; providing descriptive feedback to students during the lesson; students self-reflecting on their level of understanding of specific concept or skill.
- Summative assessment is a process of looking back at students' performance with a unit of taught concepts, skills and/or content. These results are often used to determine and report students' overall understanding or mastery. Examples include graded unit tests and quizzes, graded projects and presentations, and scored final-drafts of writing pieces.
- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is a set of procedures and measures for assessing the acquisition of early literacy skills.
- STAR Assessments are used as a universal screening to monitor student progress toward grade level benchmarks in reading and math. Teachers review students' performance on this computer-based assessment at least 3 times per year.
- Smarter Balanced Assessment (SBA)/NGSS are the next-generation testing systems used by the state of Connecticut for students in grades 3 through 8. These computer-based assessments measure students' progress toward college and career readiness.

### Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. When homework is assigned, it is intended to strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school. Homework frequency and length may vary by grade level. Teachers will not provide homework during absences due to vacations and other leisure activities. All work should be made up when the student returns to school.

## Exemption from instruction

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Human Growth and Development and/or Sexual Abuse and Awareness upon receipt of a written request for such exemption from a parent or guardian.

[Policy 6164.12](#)

[Policy 5145.511](#)

# Student Services

## Section 504

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

## Special education

Special Education is a service, not a placement. These services may include direct academic instruction, counseling, nursing, speech, occupational therapy, physical therapy, behavioral consultation, autism consultation, assistive technology consultation, and transportation. Services such as nursing are available to all students. Students with special educational needs may be recommended to either receive services under an IEP or a Section 504 plan. These decisions are made with the collaboration of parents and professional educators through the Planning and Placement Team (PPT). New Hartford is committed to excellence for all learners- and the ability to access the curriculum is a primary goal.

## Multi-Tiered Systems of Support

MTSS (Multi-Tiered Systems of Support) is a school-wide framework that includes universal screening of all students, multiple tiers of instruction and intervention, ongoing assessment and progress monitoring, and systematic collaboration and problem solving. All students have access to this support system. Please reach out to your child's teacher if you have any concerns about your child's academic, behavioral, or social-emotional progress.

## English Language Learners

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services through the MTSS model. Students that are identified as English Learners will be assessed annually through the Las Links Assessment.

# School Safety

## Emergency drills

Emergency drills are held at regular intervals monthly and include fire drills and periodic "lockdown" drills. A crisis response drill may be substituted for one of the required monthly school fire drills every three months. Students are required to follow the directions given and posted in each classroom.

## School visitors

All visitors must report to the main office for a visitor badge. This badge must be worn at all times during the visit. Visitors must sign out and return the visitor badge at the main office at the end of their stay.

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

## Weapons and dangerous instruments

Students shall not possess firearms, facsimiles of firearms, weapons, or dangerous instruments of any kind including martial arts weapons, on school grounds, school buses or in the school building. Students shall not possess any of the above mentioned at any school related or sponsored activity away from the school facility. Students who violate this policy will be subject to appropriate disciplinary measures according to the Board policy, as well as possible law enforcement intervention.

[Policy 5131.7](#)

## Mandated reporting

All employees of the Board of Education are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or imminent risk of serious harm to the Connecticut State Department of Children and Families Services. Such mandated reporters are subjected to fines for failure to report suspected child abuse or neglect. Specific procedures governing the reporting of abuse and neglect are in effect.

[Policy 5141.4](#)

## Asbestos

The Asbestos Hazard Emergency Response Act (Title 40 CFR Part 763.93 (g)(4)) requires written notification that each school has a Management Plan for the safe control and maintenance of asbestos-containing materials if present in the school building. This management plan is available and accessible to the public in the school office.

[Policy 3516.12](#)

## Pets and live animals in school

Students are not allowed to bring live animals or pets to school for the safety of the students and the animals.

# Technology

## Acceptable use agreement

In order for students to use the Internet and technology equipment at school, each student and a parent/guardian must sign an acceptable-use policy. Violation of the terms of the contract can include loss of technology privileges and/or disciplinary or legal action.

[Policy 6141.321](#)

## Audio/Video recording devices

Students shall not use any personal electronic devices to record audio and/or video or to take pictures in school unless directed by a teacher as part of the curriculum and instruction. All other audio or video recording

requires permission from school administration. We also ask that visitors and parents refrain from audio/video and photos when visiting classrooms to maintain student data privacy and confidentiality.

### Chromebook use

Due to the lifespan of Chromebook hardware and routine Google maintenance updates, NHPS requires an annual fee for a school-loaned device of \$10.

### Cell phone/Smartwatch use

Student cell phones and smartwatches must remain silenced for the entirety of the school day including the bus ride. Cell phones must stay in student backpacks while at school or on the bus. Per [Policy 6141.321](#) use of personal technology is only allowable at school provided that such technology is used for instructional purposes and students must abide by the instructions provided by teachers.

## Field Trips

Parents will be notified in advance of all field trips. A permission form must be signed by a parent or guardian and received by the classroom teacher before a student is allowed on a field trip. If you are in need of financial assistance, please contact the building principal.

## Opportunities for Parent/Guardians

### PTO

The PTO serves the school community through its support of school enrichment programs. PTO fundraising efforts provide fiscal resources that enhance classroom programs and field trips. The membership drive takes place in September of each year. Every family is encouraged to participate in PTO-sponsored activities.

### Volunteers and chaperones

Our schools actively welcome volunteers and the value they bring to the educational experience. Examples of opportunities for volunteering include:

- Chaperoning at field trips
- Speaking with students about your real-world connection/application of academic skills
- Facilitating a recess activity
- Guest readers
- Co-facilitating a hands-on activity

In accordance with district policy, volunteers are asked to fill out the Group 1 volunteer application and provide a copy of a photo ID prior to volunteering. Volunteers wishing to chaperone field trips and overnight events must fill out the Group II volunteer application. [Forms can be accessed via the school website, linked here.](#)

We also ask that volunteers and chaperones refrain from audio/video and photos to maintain student data privacy and confidentiality.

### School committees

Individuals looking to work closely with the building principal may participate on the principal's advisory committees or Safe-School Climate Committee. Committees meet at various points during the school year.

While the advisory committees may discuss a wide range of school related topics, the Climate Committee focuses exclusively on maintaining a safe, bully-free school climate. Please contact the principal for more information.

## Fundraising

Student clubs, classes, or school-related parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. A request for permission must be made to the principal at least one month prior to the event.

# Behavior and Discipline

## Discipline procedures

Students are expected to exercise good habits of character at all times while in school. This includes respect for the rights of others and regard for personal and school property. Students should strive to contribute to the climate of the school by being courteous and well-mannered.

All school district employees share responsibility for supervising the behavior of students to help them meet the standards of conduct established by the Board of Education and the school administration. Discipline problems are addressed at the level at which they occur (e.g. classroom, cafeteria, playground, bus, etc.) and include a discussion with the child about other choices that could have been made. If the behavior is significantly disruptive or unsafe, a parent/guardian will be notified.

Each teacher shall have the authority to remove a student from class/setting when such student deliberately causes a serious disruption of the education process within the classroom such as the following:

- Conduct that endangers persons or property or is seriously disruptive of the educational process or is a violation of publicized board policy;
- Open defiance, including verbal abuse, obscene or profane language or gestures, of the authority of any teacher or person having authority over the student;
- Fighting;
- Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Other serious misconduct determined by the school principal.

Consequences for inappropriate behavior may include removal from setting, a phone call or note home, trips to the principal's office, loss of privileges, lunch detention, alternative recess, field trip restriction, suspension, or expulsion, subject to the discretion of the school principal.

## Hallway expectations

In order to ensure the safety of all students as well as to maximize the learning opportunities in classrooms, we ask that each child know and comply with the following expectations for traveling in the hallway:

- Follow adults' directions the first time.
- Be safe and mindful of physical boundaries with others.
- Walk directly to your destination.
- Hold the door open for the person behind you.
- Admire artwork and student work posted on hallway walls with your eyes only.
- Use quiet and respectful voices

- No intentional noise distractions (e.g. stomping, scuffing or squeaking of shoes).
- Stay to the right.

### Cafeteria expectations

Lunchtime provides a wonderful opportunity for students to recharge and interact with peers in a non-academic setting. In order to ensure the safety of all students, we ask that each child know and comply with the following:

- Raise your hand and look at one of the adults on duty when you need help.
- Follow adults' directions the first time.
- Walk in the cafeteria.
- Use manners with fellow students and adults.
- When signaled by an adult, immediately stop talking and follow directions of the adult.
- Switching tables or seats is not permitted.
- Recess equipment, toys, stuffed animals, etc. are not allowed at the lunch tables.
- Saving seats for friends is not allowed.
- Sit safely facing forward.
- Use utensils safely and for their intended purpose.
- No shouting or loud noises.
- Sharing or handling of other students' lunch items is not allowed.
- If you make a mess, please clean it properly, asking for adult help if necessary.
- Ask for the bathroom pass to leave the cafeteria.
- Uneaten food and waste are to be disposed of in the appropriate barrels.
- Clear and wipe your table and clear your floor area before leaving the cafeteria.

### Recess expectations

Recess provides a wonderful opportunity for students to expend their energy in a fun and social manner, as well as to interact with peers in a non-academic setting. In order to ensure the safety of all students, we ask that each child know and comply with the following:

- If you need help at any time, go to one of the adults on duty.
- All adults' directions should be followed the first time.
- Be safe and mindful of physical boundaries with others.
- Use manners with fellow students and adults.
- Include others and be friendly.
- No pretending of weapons or violence toward oneself or others.
- Use all playground and recess equipment safely and as intended.
- Ball-sports should be played in the appropriate field/court area.
- No bats or hard balls (e.g. baseballs, softballs, lacrosse balls, golf balls).
- Stay in sight of all adults and ask permission to enter the building.
- In the event of a lockdown alarm or teacher's whistle while at recess outdoors, all students should immediately stop talking and look at the nearest adult for directions.

### Toys and games

Students should not bring toys or games to school unless they have permission from their teacher. Trading of collectable cards is not allowed in school or on the bus. Such items may be confiscated if the policy is violated. They may be retrieved upon parental request.

# Bullying

The New Hartford Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

## Definition of Bullying

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

[This school incident report can be used to report a suspected bullying issue.](#)  
[Policy 5131.911](#)

# Sexual Harassment Policy

It is the policy of the Board of Education to maintain learning and working environments that are free from sexual harassment. The Board of Education prohibits any form of sexual harassment. The full policy on sexual harassment can be found here.

[Policy 5145](#)

# Health

## Administration of medication

- Connecticut State Law, Public Act No. 723 dictates that no medication, prescription or over the counter (i.e. aspirin, Tylenol, etc.) can be given at school without a doctor’s written order and written permission from the parent or guardian. The medication must be in the original container, and directions on the container must correspond with the doctor’s written order.
- Students must never carry any medication to or from school. All medication must be delivered to the nurse’s office, school office or principal by a parent or other responsible adult.
- All medication must be delivered in and dispensed from the original container, with the label containing the student’s name, medication name and strength, dosage, prescribing doctor’s name, date of original prescription, and directions for administration.
- A parent or guardian must pick up unused medication by the last day of school in June, or it will be disposed of by the school nurse.
- An “Authorization for the Administration of Medication” form can be obtained from the nurse’s office or [from our website \(linked here\)](#).
- New Hartford has a standing order through the school medical advisor to administer certain as-needed medications such as antibiotic ointment and Tums. Please complete this [Permission to Treat](#) online form to give the school permission to administer these common medications.

## Injuries

If your child sustains an injury that limits one or more school activities (i.e. P.E., recess, etc.) or requires the use of a walker, crutches or a wheelchair, a doctor's written orders clearly listing limitations and procedures must be on file in the nurse's office.

## Fevers / vomiting / diarrhea

Children must be fever-free (without the use of Tylenol or other fever-reducing medication) for 24 hours before returning to school. This 24-hour rule also applies to vomiting and diarrhea. Children who are sick during the night should not be sent to school the following morning.

## Coughs

Children with persistent coughs may be sent home from school. Coughing is disruptive and interferes with all students' abilities to concentrate on class work. In some cases, with parental permission only, students will be allowed to have a cough drop to relieve a temporary cough.

## Communicable diseases

Students with any medical condition, which, within the school setting, may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Please reference this policy for information on communicable diseases.

[Policy 5141.22](#)

## Allergies

The school nurse will document individual student allergies and appropriate school personnel will be made aware of allergies and specific medical plans related to those allergies.

## Immunizations and physical exams

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons, a statement from a physician must be provided.

For more information on required immunizations, please reference [Policy 5141.3](#) or contact the school nurse.

## Illness while at school

In the event of a student's illness, the parent or adult designee, as indicated on the student's emergency contacts, will be notified by phone. If the school nurse is unable to contact any designated adult, they will contact the child's physician or emergency services as appropriate.

## Emergency medical treatment and emergency contacts

Parents are asked each year to complete the emergency information form for use by the school in the event of a medical emergency. It is imperative that parents update the health office and the main office of any changes to emergency information.

# Directory Information

Student Directory information includes name, address, home phone and parent's name and email. In addition, the media may sometimes photograph/videotape students at work or play and teachers may post student's



work and photograph to the school's website and school social media accounts.. It is the district policy that full names and identifying information never be published either on our website or to the media.

Parents are required to complete the [5125 form](#) annually to indicate permission for the sharing of directory information.

[Policy 5125](#)

## School Records

Student records may be inspected and reviewed by a parent or guardian with a written request. No student information can be released or made public without written consent from the parents or guardian.

[Policy 5125](#)

## Communication

### Automatic notification service

The SchoolMessenger service is used to send a voice message, text and/or email to all students' parents. This service also assists us in the event of an emergency such as an early dismissal. If an emergency occurs, all emergency contact numbers listed on each student's district registration page will be notified. Please ensure your most recent contact information is on file with the school office.

Our district utilizes the automatic notification service for the following types of communication:

- Emergency notification
- Inclement weather cancellations, delays or early dismissals
- Event and PTO reminders
- Transportation messages
- School newsletters and weekly emails

### Weekly school email and Friday Folder

The schools' primary method of regular communication between home and school is our weekly email and digital Friday Folder. This system provides a method for streamlining communication and for reducing the volume of paper that is sent home. You will automatically receive this through the email account that you have registered with the school. If you would like to register a new email account, please contact the school office to register your email address.

### Parent/teacher conferences

Parent/teacher conferences are held in November and March with afternoon and evening appointments available. The 1:00 early-dismissal schedule is followed on conference days.

### Contacting a teacher

Due to the schedule and pace of the typical school day, teachers are generally not available to take phone calls during school hours. Parents/Guardians may contact the teacher by email or by calling the school office to leave a message. Please note, however, that teachers are not always able to check their email during school hours. Therefore, urgent messages, including changes in dismissal plans, should be delivered via a phone call to the office. Email is often ideally suited for non-urgent messages. Staff check their emails daily and will

respond to parent questions within 24 hours, as long as it is not a weekend, holiday or vacation. Confidentiality is always a priority and therefore email may not always be the most appropriate method of communication for certain situations.

Lines of communication

<b>If you have a question or concern about...</b>	<b>Please contact the...</b>
Your child's academic performance	Classroom teacher
Your child's behavior or socialization	Classroom teacher
Classroom activities and concerns	Classroom teacher
Classroom expectations	Classroom teacher
School events	Website, Friday Folder, Main office
Parent involvement in the school	Classroom teacher, Principal, Main office, PTO
School discipline policy	Principal
School safety	Principal
Attendance	Office Secretary, School Nurse
Health concerns	School nurse
Special education	Special education teacher, Director of Student Services
PTO business	PTO Leadership
Bus route/transportation questions	DATTCO
Bus safety concerns	Principal