



**New Hartford Public Schools**

*Educating for Excellence*



# Student Handbook 2021-2022

**Ann Antolini School**  
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New Hartford, CT 06057

**Bakerville Consolidated School**  
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New Hartford, CT 06057

**New Hartford Elementary**  
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**New Hartford Public Schools**  
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## ***Preface***

This handbook is written for our students and their parents and serves as an annual notification of many New Hartford policies. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

## ***Equal Opportunity Plan/Non-discrimination (0521)***

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.

## ***New Hartford Public Schools Mission Statement***

The mission of the New Hartford Public Schools in partnership with families and the community is to inspire and prepare all children to become independent and enthusiastic learners who achieve personal excellence by providing a challenging and exemplary education program that is differentiated, inclusive, and dynamic.

## ***New Hartford Board of Education Policies***

Pertinent Board of Education policies are referenced, where applicable, throughout this book. Complete copies of Board of Education Policies are located in the Central Office, each school office and online. Follow the link indicated on the district’s web site, [www.newhtfd.org](http://www.newhtfd.org).

## *The New Hartford Public Schools District Goals*

The New Hartford Public Schools will:

- ❖ create and sustain an educational community responsive to the intellectual, social and emotional needs of children.
- ❖ encourage and assist all students to develop to their fullest potential and to be initiators of their own learning.
- ❖ ensure the physical safety and security of all its children.
- ❖ include parents as partners in the educational process, recognizing them as the primary educators of their children.
- ❖ communicate regularly and effectively with town residents, and respond appropriately to the community's needs.
- ❖ promote fiscal responsibility and consistent financial support for our children's education.
- ❖ provide an exemplary curriculum that holds the highest expectations for student achievement.
- ❖ conduct regular comprehensive evaluations of the educational benefits and cost effectiveness of our curriculum and instructional programs.
- ❖ develop and implement a long-range plan for school facilities renovation and maintenance.
- ❖ provide the human and financial resources for instructional improvement initiatives and intervention programs that advance student achievement.
- ❖ integrate administrative and educational technology to increase productivity and efficiency and to improve teaching and learning.
- ❖ provide for professional development for our teachers through specific workshops, professional study groups, action research teams, and the supervision and evaluation process.

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**\*Please refer to the New Hartford Public Schools Reopening Plan on our district’s website. The district’s mitigation guidelines are included in the Reopening Plan.**  
<https://www.newhrtfd.org/cms/lib/CT01000055/Centricity/Domain/1/Opening%20Plan.pdf>

***Absence, Tardiness, Attendance, Truancy (5113.2)***

**Attendance**

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students’ parents, guardians or with students themselves when they become of legal age.

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 the regular day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

The New Hartford Board of Education establishes two levels of criteria for an absence to be considered an excused absence (see table below.)

<i>Level</i>	<i>Total # of Days Absent*</i>	<i>Acceptable Reasons for a Student Absence to be Considered Excused</i>	<i>Documentation Required Within 10 Days</i>
1	One through nine	Any reason that the student’s parent or guardian approves.	Parent or guardian note only
2	10 and above	<ul style="list-style-type: none"> <li>• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length.</i>)</li> <li>• Student’s observance of a religious holiday.</li> <li>• Death in the student’s family or other emergency beyond the control of the student’s family.</li> <li>• Mandated court appearances (<i>additional documentation required</i>).</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria.)</li> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reasons.)

**\*Note:** The total number of days absent includes both excused and unexcused absences.

It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the 10<sup>th</sup> and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

### **Reporting an Absence**

When a parent determines that an absence is necessary, s/he must contact the school by phone (Antolini 860-489-4169; Bakerville 860-482-0288; New Hartford Elementary 860-379- 0713) no later than 9:00 AM of the day of the absence. A message may be left on the school answering machine on the evening preceding the absence. A parent leaving a message on the school answering machine should give his/her name, the child's name, the child's teacher, the date, and the reason for the absence.

Parents should contact the main office in order to obtain homework assignments for a student who must be out for several days due to one of the excused absences listed above.

### **Tardiness**

A student who is not in the classroom when instruction begins is considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. A student may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive. If a student arrives late, she/he must report to the office and sign in.

**Leaving School Grounds Early/Early Release of Students from School (5113.2(b))** The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be required only in emergency situations.

Dismissal before the normal end of the school day must be in writing.

Students who become ill during the school day may be excused by the school nurse, and transportation home will be arranged by school personnel and parents or legal guardians. In the event it is necessary for a student to be dismissed early, a parent should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. The students should be picked up in the school office. If someone other than a parent/guardian picks up a student, the person appearing in the school office should bring a note of identification from the parent or guardian.

### **Truancy (5113.2(b))**

Regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent or legal guardian having control of the child. Every effort must be made to keep absences and

tardiness to a minimum. To assist parent(s) or legal guardians in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages four (4) to thirteen (13) inclusive.

1. Annually notify parent(s) or legal guardian having control of each child enrolled, ages 5 to 18, inclusive in writing of the obligations of the parent or legal guardian pursuant to student attendance (C.G.S.10-184).
2. Obtain from each parent or legal guardian having control of an enrolled child a telephone number or other means of contacting such parent or legal guardian during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, the parent(s) or legal guardian whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent(s) or legal guardian is aware of the student's absence.

The required 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.

5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent(s) or legal guardian of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the Pupil Placement Team (PPT) to determine whether or not an education evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint, by the Superintendent or designee with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent(s) or legal guardian of the child identified as "truant" fails.
  - To attend the required meeting to evaluate why the child is truant, or
  - To cooperate with the school in trying to solve the truancy problem.
  - Such filing shall occur not later than fifteen (15) calendar days such failure to attend the required meeting or such failure to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truant to community agencies providing child and family services.

A student who is identified as "truant" may be subject to the following consequences:

- Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

For further information please see BOE policy 5113.20(a)



### ***Academic Honesty (5143)***

All forms of cheating are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely a student's own work (plagiarism) shall be considered forms of cheating. Violation of Copyright Law and Fair use Regulations are also unacceptable. Cheating will result in disciplinary action.

### ***Admission/Placement (5122)***

A student seeking enrollment in the New Hartford Public Schools for the first time following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the school's office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available and with the approval of the Board of Education.

### ***Allergies***

Due to the potential for severe allergic reactions, latex balloons are not allowed in school.

### ***Arrival and Dismissal Times and Procedures***

#### ***Instructional Times***

##### **Grades 3-6 at Antolini**

Arrival: 8:20 – 8:30

Instruction begins/ends: 8:30 – 3:00

Pick-up: 3:00 – 3:10

##### **Grades K-2 at Bakerville Consolidated and New Hartford Elementary Schools**

Arrival: 8:25 – 8:35

Instruction begins/ends: 8:35 – 3:05

Pick-up: 3:10

#### ***Parent Drop-off and Pick-up***

Parents are encouraged to have their children ride the bus daily to and from school. In the event that a parent chooses to transport his/her child, the child should be dropped off no earlier than 8:20 at the west wing entrance to Ann Antolini and at Bakerville Consolidated or New Hartford Elementary Schools' main office. A child who has brought a note from his/her parent indicating that s/he will be picked up by a parent or designated adult, should meet the adult at the following times and locations:

- |                                  |      |                    |
|----------------------------------|------|--------------------|
| ❖ Antolini School                | 3:00 | West Wing Entrance |
| ❖ Bakerville Consolidated School | 3:10 | Main Office        |
| ❖ New Hartford Elementary School | 3:10 | Main Office        |

At Antolini School, parents may not attempt to drop off or pick up students at the main entrance as this entrance is reserved for buses during the scheduled arrival and dismissal

times. The only exception to this rule is for a child who is tardy. Exterior doors at all three schools will be locked while school is in session.

**Early Arrival**

In order to ensure the safety of all students, parents may not drop their students off at school prior to 8:20 AM, since no adult supervision will be available.

**Late Dismissal**

Students that stay after school for activities are to be picked up promptly at the designated time.

***American With Disabilities Act and Section 504 of the Rehabilitation Act of 1973***

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.

Section 504 prohibits discrimination against persons with disabilities (both student and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & [706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment, which substantially limits one, or more of such a person's major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

While Section 504 provides a means for preventing discrimination against student with disabilities, this does not mean that 504 plans must focus on the disabling condition or on

addressing the disability. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

### ***Asbestos (3516.12)***

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the buildings' occupants. The District has, on file, plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Asbestos Periodic Surveillance Sheets are on file in each building. Requests to review these plans may be made in the superintendent's office.

### ***Automatic Call Service***

The New Hartford Public School District now uses a service linked with our student database program. This service, **SchoolMessenger**, allows us to send a voice message 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.

Our district utilizes the automatic messaging service for the following:

- Emergency notification
- Inclement weather cancellations, delays or early dismissals
- Board of Education meeting dates and agenda
- PTO reminders
- Rumor control
- Early-release reminders
- Transportation messages, such as late bus routes

The ability to deliver a message is only as successful as the contact information we have for our families, *so please make certain* we have the most up-to-date *direct dial* numbers. If this information changes, please let your child's school's Administrative Assistant know immediately.

### ***Board of Education***

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.newhtfd.org/domain/228>

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 on the first and third Tuesday of each month at 7:00 PM in one of the district's three schools or Town Hall. 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.

***Bullying***

See *Conduct Code*

***Bus Transportation (3541)***

Students are only allowed to ride their assigned bus due to safety and space considerations. The bus company and the principal must approve any other arrangements in advance. Dattco is responsible for New Hartford Public Schools bus service. Questions may be directed to Dattco at 860-489-4386. Children are assigned to a bus at the beginning of each school year. Due to space limitations, children may not ride any bus other than the bus route(s) to which they are assigned.

If a child is not going home on the bus, the parent must notify the school in writing. Telephone notification shall be honored only if the caller can be positively identified as the student's parent or guardian. Without a note or accepted telephone call by 2:30 PM, the child will be placed on the bus at dismissal time.

***Bus Behavior***

See *Conduct Code: Bus Behavior*

***Bus Pass Procedure***

A note requesting alternative transportation for the school year (i.e. daycare route) must be sent to the school office detailing changes. Students may not request transportation on another route for play dates, parties etc.

***Pick-Up Procedure***

Children 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.

***Bus Routes***

Bus routes can be accessed at [www.dattco.com](http://www.dattco.com). Follow the link to "bus routes and schedules," "Region 7/New Hartford." Routes will be posted by the middle of August.

***Bus Safety***

All concerns about bus safety should be directed to the building principal.

## ***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.

## ***Chaperones***

As part of the educational program in the New Hartford Public Schools, children take trips to various points of interest. These trips are carefully planned and supervised by teachers and are designed to enhance the curriculum. Parents are often asked to help with field trips.

Parent volunteers must have completed the necessary paperwork for a Group I or Group II volunteer. Refer to Volunteers (1212)

Parents who volunteer to chaperone classroom activities and field trips must be able to dedicate their undivided attention to the students. Therefore, siblings may not accompany parents who are chaperoning a field trip or classroom activity. In addition, confidentiality is critical and field trip volunteers must respect an individual's privacy.

All concerns relative to children must be reported to the teacher. A lottery system will be used by the teacher to select parent chaperones when the number volunteering exceeds the number of available openings.

## ***Cheating***

See *Academic Honesty*

## ***Child Abuse (5141.4)***

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. Faculty and staff receive yearly training in these procedures.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for its cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect is also considered child abuse.

## ***Child Nutrition***

The Superintendent's office will provide parents with appropriate forms for applying for free or reduced lunch. Questions or concerns must be addressed to the school principal.

### ***Class Placement (5122 and 6152)***

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal.

### ***Community Relations (Series 1000)***

The Board of Education, based upon overwhelming research, believes that involving parents and families in support of children and their education increases student achievement and success. Therefore the Board endorses the “National Standards for Parent/Family Involvement Program” developed by the National PTA as essential for the district’s program to involve parents and families in their child’s education.

The standards, designed to help educators incorporate parents, broadly defined to include all adults who play an important role in a child’s family life, in their child’s learning process are:

1. Communicating – Communication between home and school is regular, two-way, and meaningful.
2. Parenting – Parenting skills are promoted and supported.
3. Student Learning – Parents play an integral role in assisting student learning.
4. Volunteering – Parents are welcome in the school, and their support and assistance are sought.
5. School Decision Making and Advocacy – Parents are full partners in the decisions that affect children and families.
6. Collaboration with Community – Community resources are used to strengthen schools, families and student learning.

These standards will be used as guidelines to develop meaningful programs at the school and district level as one means to improve student achievement through parent involvement. The Superintendent of Schools shall develop appropriate regulations conducive to achieving a high level of parental involvement in the education process.

### ***Computer Resources/Responsible Use Policy***

See *Technology/Student Responsible Use Policy*

### ***Conduct Code (5131)***

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Policies relating to student conduct and behavior are explained, in detail, in the 5000 series, some of which have changed dramatically since the last school year. Please refer to those policies for more specific information.

### **Bus Behavior (5131.1)**

It is critical that we maintain an orderly atmosphere on each bus. A student's conduct must be acceptable to the bus driver who has the responsibility for the safety of his/her passengers. Drivers have the duty to enforce the bus rules and report any offenders. The bus drivers are authorized to assign seats if necessary. The Bus Conduct Code is as follows:

Students will:

- ❖ listen to and obey the directions of the bus driver at all times.
- ❖ wait until the bus has stopped completely before approaching the bus.
- ❖ stay in your seat until the bus has completely stopped.
- ❖ walk to and from the bus; do not run.
- ❖ use inside voices.
- ❖ speak courteously and respectfully to the bus driver and each other.
- ❖ keep feet, hands and objects out of the aisles.
- ❖ not have food or drinks on the bus
- ❖ keep belongings on lap
- ❖ keep hands and feet to self
- ❖ not cause damage to the bus or any other student's property.
- ❖ not use electronic devices, unless approved by the principal
- ❖ not have items hanging from a backpack.
- ❖ think before acting.

All parent bus safety concerns/complaints should be addressed to the building principal.

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.

### **Bullying (5131.911)**

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. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

The Board of Education defines bullying as "the repeated use by one or more students of a written, verbal 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:

1. Causes physical or emotional harm to such student or damage to such student's property;
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. Creates a hostile environment at school for such student;
4. Infringes on the rights of such student at school; or
5. Substantially disrupts the education process or the orderly operation of a school. Refer to Board policy 5131.911 (a-o) for further information. Forms 1,2 and 3 are available for reporting suspected bullying behaviors.

### **Harassment (5145)**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their color, their religion, the country in which they or their parents were born, their sex, or any disability they may have. The district has zero tolerance for harassment of any kind.

Parents are urged to reinforce with their child that, if s/he is harassed or sees harassment happening to someone else, s/he should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by district disciplinary action, if necessary.

### **Weapons and Dangerous Instruments (5131.7)**

No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early admission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **Smoking and Tobacco Use (5131.6)**

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by law.

### **Student Dress (5132)**

In order to maintain an environment conducive to the educational process, the following items are prohibited from wear during the academic school day:

- ❖ head covering including, but not limited to, hats, caps, hoods;
- ❖ footwear that mars the floor or is a safety hazard – flip flops (beach shoes);
- ❖ sunglasses (allowed at outdoor recess only);



- ❖ articles of attire with spikes or studs, or any other clothing item that may present a safety hazard to the student, other students, or staff.;
- ❖ attire or accessories that contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment;
- ❖ attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages;
- ❖ shirts and/or blouses that reveal the abdomen, chest or undergarments;
- ❖ see-through clothing; and
- ❖ short-shorts, short skirts, or pants that reveal the upper thigh or undergarments.

**Substance Abuse (5136.6)**

The manufacture, distribution, dispensing, sale, possession, or use of alcohol or controlled substances on school grounds or during school activities is strictly prohibited. Any student in violation of this will be subject to expulsion.

Possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is against the law. Students violating the law will be reported to the police and expelled.

**Detention**

A student may be detained after school on one or more days for violation of the conduct code and/or for repeated failure to complete school assignments. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

**Expulsion (5131)**

The principal or teacher may remove a student from class or other room in the school (i.e. gym/cafeteria, multi-purpose, library) when the student deliberately causes a serious disruption to the teaching and learning process and has demonstrated a behavior that is a violation of the district's conduct code. The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the

student who was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

### ***Suspension (5131)***

The principal or teacher may remove a student from class or other room in the school (i.e. gym/cafeteria, multi-purpose room, library) when the student deliberately causes a serious disruption to the teaching and learning process and has demonstrated a behavior that is a violation of the district's conduct code.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which the suspension was imposed.

No student shall be suspended without a formal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances, the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

### ***Distribution of Materials (1140)***

Printed material may be distributed to parents via students. All requests from groups or individuals to have students distribute materials to the parents/community, with the exception of school-connected organizations; will be referred to the Principal to determine whether the request complies with the district policy. (See *Friday Folder*.)

### ***Dress Code***

See Student Dress in *Conduct Code*

### ***Emergency School Closing Information (6114.6)***

As mentioned earlier, **School Messenger** will contact families in the event of an emergency school closing via phone and/or email. In addition, information regarding the closing of schools due to inclement weather or other emergency will also be broadcasted on the following radio and televisions:

**WDRC 1360 AM**  
**WTIC 1080 AM**  
**WZBG 97.3**

**Channel 3, WFSB TV**  
**Channel 4, WVIT TV**

### ***Early/Emergency Dismissal***

In the event of early dismissal due to inclement weather or other emergency situations, children will go home on their regular buses. Early dismissals for emergencies will be

broadcasted on the stations listed above. In addition, families will be notified through the *SchoolMessenger* notification system.

### ***Delayed Openings***

When snow or ice storms or other emergencies result in delayed openings school starting times will be delayed 120 minutes (2 hours). There may be an emergency situation that arises and school will be delayed 3 hours. Delayed openings will also be broadcasted on the stations listed above and by the *SchoolMessenger* notification system.

### ***Exemption from Instruction (6164.12)***

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) or Human Growth and Development upon receipt of a written request for such exemption from his/her parent or guardian. Parents are requested to contact the child's teacher if questions arise.

### ***Facilities (1330, 1331, 5131)***

The Ann Antolini, Bakerville Consolidated and New Hartford Elementary Schools should be respected as vital community resources and as town property. All members of the school community must act responsibly when using the school, its equipment, and its supplies. Please note that all school buildings and school grounds are smoke free environments.

### ***Field Trips (6153)***

Field trips may be scheduled for educational, cultural, or extracurricular purposes. The principal may deny participation on a field trip to any student whose behavior is considered detrimental to the well being of other students. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards must be appropriate for the field trip activity. A child will not be allowed to go on a field trip unless a permission slip has been signed by a parent.

### ***Financial Assistance***

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices or any other related expenses. The parent of any student who needs financial assistance in order to participate in school activities should contact the Principal to request confidential help. A separate explanation and application has been sent home concerning our participation in the National School Lunch Program.

### ***Fire Drills and Emergency Preparedness***

See *Safe Schools Plan*

### ***Food (3542)***

Students will be offered free lunch at each school and free breakfast at Ann Antolini School. If students bring their own lunch, they are encouraged to bring healthy lunches and snacks to school. Soda and glass containers are prohibited. In order to ensure the safety of children with allergies, and to support the dietary wishes of parents, children will not share lunches or snacks.

The Wellness Committee has established guidelines for four in-class parties during the school year (Halloween, Winter Holiday, Valentine's Day and End-of-Year party.) A non-candy sweet treat is allowable at the Holiday and End-of-Year parties only. Please refer to the District website for guidelines.

### ***Friday Folder***

All notices (conferences, special programs, calendar changes) will be communicated to parents via our electronic Friday Folder system. All notices are posted on the website on a weekly basis, and an email is sent to all families each Friday with a link to the notices for the week. The Friday Folder system provides a method for streamlining communication and for reducing the volume of paper that is sent home.

### ***Fundraising (6145.81)***

Student clubs or classes, or school-related parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least one month prior to the event. Except as approved by the Superintendent and/or Principal, fundraising by non-school related groups is not permitted on school property.

### ***Green Cleaning 3524.2***

The New Hartford Board of Education encourages and supports efforts to implement green cleaning in all District schools.

### ***Health Services (5125, 5141)***

The School Health Office is designed to provide care to students who become ill or are injured while in school.

There shall be a cumulative health record for each student enrolled in the District which will be maintained in the Nurse's office. Health records shall be granted the highest level of confidentiality and access to these records will be granted by the school administrator or school nurse.

Parents are notified of any deviation from the normal pattern of health, and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, s/he is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

There are numerous policies relating to student health services, please see the 5000 series.

### ***Administration of Medication***

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse, and must be signed by both the physician and the parent. All medication must be in original container with proper labels, and must be delivered by the

parent directly to the school nurse. ***Children are prohibited from transporting such medications.***

In the absence of the school nurse, medication for students may be administered by the principal, teacher or a licensed physical or occupational therapist.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year. Forms for making such statements are available at the School Health Office.

### **Communicable/Infectious 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.

A student may not return to school until s/he is fever-free for twenty-four (24) hours. If a student has been vomiting or experiencing diarrhea, s/he may not return to school until twenty-four (24) hours without such an incident. In addition, students are to be excluded from school for communicable diseases according to the following schedule:

- Chicken Pox: Until all primary scales have come off, not longer than six (6) days.
  
- German Measles: For four (4) days from onset of rash.
  
- Measles: For five (5) days from onset of rash.
  
- Whooping Cough: For fourteen (14) days.
  
- Mumps: As long as glands remain swollen.
  
- Scarlet Fever: For forty-eight (48) hours after institution of specific therapy or seven (7) days from onset of first symptom.
  
- Impetigo: Parents are to be instructed to cleanse the area thoroughly with soap and water and apply either Bacitracin or Bacimycin. The school nurse may initiate this procedure at school. If there is no improvement in two (2) days, the child will be excluded from school.
  
- Pediculosis (lice): The student must be "nit and lice free" prior to returning to school. The student may only return to school after treatment. An appointment must be made with the school nurse on the day the student returns to school. The school nurse will

check each student and authorize his/her return to the classroom. If, however, a student is inspected by his/her private physician and found to be nit and/or lice free, and the student returns to school with a note from the physician stating that the student is nit and/or lice free, the student can be admitted back into school at the discretion of the principal. In such a case the nurse will reexamine the student at her earliest convenience. If the school nurse then finds nits and/or lice, the student is referred to the school medical advisor for reexamination and further steps.

- Ringworm: Excluded until under treatment. Check contacts. Inspection by school nurse upon return to school.
- Scabies: Same as for ringworm, as described above.
- Streptococcal Infections: Excluded for at least twenty-four (24) hours after medication is initiated and temperature remains normal.
- Conjunctivitis (Pink-Eye): Excluded until treatment.
- Hand, Foot, and Mouth Disease: Excluded until mouth sores have cleared and foot/hand rash has dried.
- Pinworms: Excluded until twenty-four (24) hours after the medication and treatment have been instituted.
- Roseola (Exanthem Subitum): Excluded during rash and fever symptoms. Return twenty-four (24) hours after fever and rash have disappeared.
- Erythema Infectiosum (Fifth Disease): If diagnosed by a physician as fifth disease, no treatment is indicated and student isolation is not required.

Before a child may return to school after an absence due any of the above conditions, parents may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others. If a child has had surgery, the parent must present a written authorization from the physician/surgeon stating that the student may return to school, and indicating any dietary or physical restrictions or other pertinent information.

### **Disabilities**

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### **Emergency Medical Treatment**

Parents are asked each year to complete the emergency information, on the district registration page, for use by the school in the event of a medical emergency. It is imperative that parents update the School Health Office and the School Main Office of any changes to emergency information.

### **Illness While at School**

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

### **Immunizations**

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 or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

School nurses will keep immunization records on file in the Health Office. In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade.

For further information regarding immunizations contact the school nurse.

### **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) A health assessment shall also be required for entry to grade 7. All students in grades K-6 will undergo vision screening by the school nurse or school health aide. Weight and height will also be checked and recorded annually in grades K through 2. Hearing screening will be conducted for all students in grades K-3, and grade 5. Postural screening will be conducted for all students in grade 5.

### **Homeless Students (5118.1)**

Under the McKinney-Vento Act, children who are homeless will not be excluded from school. Please see Board of Education policy 5118.1.

### **Homework (6154)**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may 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. Parents are expected to ensure that their child has a quiet, suitable place to do homework.

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.

In addition to specifically assigned homework, all Antolini students should read daily at home for a minimum of thirty (30) minutes. Bakerville Consolidated and New Hartford Elementary students should read for a minimum of twenty (20) minutes.

### ***Limited English Proficient (LEP) Students (6141.311)***

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring.

### ***Lost and Found***

Any articles, which are found in the school or on school grounds, should be turned in to the main office. Unclaimed articles will be disposed of. Loss or suspected theft of personal or school property should be reported immediately to the main office.

### ***Lunch Program (3542)***

The school lunch program shall be an integral part of the school district's total educational program. An attractive, wholesome, well-balanced lunch is essential for students to produce their best work. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price meals to students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.



The Board realizes that funds from the nonprofit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through prepaid accounts.

The district strongly discourages meal charging, but understands that an occasional emergency makes it necessary. The District's policy is as follows:

1. All charges must be paid within 10 days.
2. Additionally, parents will receive a weekly email notification when their child's balance reaches \$5.00.
3. Parents of students who amass a balance of \$25.00 will be contacted by the Food Services Manager.

### ***Migrant Students (6141.312)***

A full range of services will be provided to migrant students, including special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### ***National Assessment of Educational Progress (NAEP)***

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

### ***New Hartford Education Fund (1260)***

The New Hartford Education Endowment is a not-for-profit organization created to promote excellence in education, encourage innovation and creativity, and broaden learning opportunities for all students by generating an endowment through grants, private gifting and tax-deductible contributions. It has been created as a permanent endowment that will grow and serve the New Hartford Public Schools and the New Hartford community forever.

### ***Parent/Teacher Conferences (110.1(b))***

New Hartford Public Schools encourages parents to become partners in their child's educational success. Parent/Teacher conferences are scheduled following the conclusion of the first and second marking period as follows:

**November 22 & 23, 2021**  
**March 23 & 24, 2022**

In addition to the regularly scheduled conference dates listed above, parents may make an appointment to meet with their child's teacher at any other time during the school year. Parents and students, as well as teachers, the school nurse, the school psychologist, the Principal, the Director of Special Services, and the Superintendent may initiate a conference. These specially arranged conferences are held during school hours, but every effort will be made to accommodate parent schedules.

***Parent/Teacher Organization (1210)***

The PTO is a vital link between the school, community and the parents. Parents and teachers are urged to join and take an active part in the PTO.

***Pesticide Application (3524.1)***

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents who want to be notified prior to pesticide applications inside Antolini, Bakerville Consolidated and/or New Hartford Elementary Schools must advise the principal in writing by completing the Pesticide Notification Form.

***Photography and Videoing***

Please see *Student Directory*

***Pledge of Allegiance (6115)***

The New Hartford Public Schools will provide an opportunity during morning opening exercises for all students to say the Pledge of Allegiance. Participation in the recitation of the Pledge is voluntary.

***Promotion/Retention (5123)***

Promotion or retention will be handled on an individual basis. The final decision rests with the school principal.

***Psychotropic Drug Use (5141)***

The New Hartford Board of Education prohibits school personnel from recommending use of psychotropic drugs for any child.

School medical staff, including the nurse or medical advisor, may recommend that an appropriate medical practitioner evaluate a child, and PPT's may discuss the appropriateness of consultation and evaluation by a medical practitioner.

***Pupil Progress Reports (6146.1)***

Written reports of student grades and absences shall be issued to parents three times each year. During the 2021-22 school year, Pupil Progress Reports will be sent home with the students on the following dates:

**November 19, 2021**

**March 18, 2022**

**The last day of school**

Parents should review the Pupil Progress Report with their child and be prepared to discuss the contents of the report with their child's teacher at parent/teacher conferences. Your student's report card envelope should be signed where indicated and returned to the classroom teacher.

### ***Response To Intervention***

Response To Intervention (RTI)/Scientific Research Based Instruction (SRBI) is a method of academic intervention used in the United States designed to provide early, effective assistance to children who are having difficulty learning. Response to intervention was also designed to function as a data-based process of diagnosing learning disabilities. This method can be used at the group and individual level. The RTI method has been developed by researchers as an alternative to identifying learning disabilities with the ability-achievement discrepancy model, which requires children to exhibit a severe discrepancy between their IQ and academic achievement as measured by standardized tests. Further, the RTI process brings more clarity to the Specific Learning Disability (SLD) category of the Individuals with Disabilities Education Improvement Act (IDEA 2004), which has been referred to as a residual category for children with moderate learning problems.

RTI seeks to prevent academic failure through early intervention, frequent measurement, and increasingly intensive research-based instructional interventions for children who continue to have difficulty. Students who do not show a response to effective interventions are likely (or, more likely than students who respond) to have biologically-based learning disabilities and to be in need of special education. Please speak to your child's teacher and/or principal for additional information.

### ***Safe School Plan (6114)***

The New Hartford Public Schools has implemented a Safe School Plan that, among other things, includes a variety of emergency and drill procedures, in addition to our regular fire drill procedures. Throughout the year, teachers talk with their students about these emergency procedures so that they are fully prepared for the drills and for any potential emergency situation. These discussions will help to alleviate any concerns or worries that the students might experience. These plans are not posted publicly as much of the information is pertinent to school personnel and town safety officials.

### ***Fire Drills***

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill may be substituted for one of the required monthly school fire drills every three months.

### **Total Security Situation Drill**

This refers to a complete lockdown procedure when a potential or actual danger threatens the safety of the school population. (An example would be a threatening intruder in the building. The building principal (or designee) would announce a total security situation via the school intercom.

### **Security Situation Drill**

This refers to a partial lockdown procedure when the general school population is not threatened but there is an emergency involving a student or a small group of students. (An example would be a student medical/behavior emergency or loss of power.)

### **Building Evacuation Drill**

The building evacuation protocol is to be followed in the event that the school must be immediately evacuated. (An example would be a threatening odor or chemical spill.)

### **Bomb Threat**

Building evacuation procedures would be followed as directed by our police department.

### ***School Ceremonies and Observances (6115)***

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. New Hartford Public Schools reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are compromising their own beliefs.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

### ***School Property and Equipment (3510)***

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action.

Each student is assigned a desk and is provided with textbooks, calculators, and other school materials. These items are the property of the school and lent to students for their convenience during the school year. School property should be kept in good order and not abused. School desks and closets may be subject to inspection by school officials. These items are school property and are subject to search without cause; students should have no expectation of privacy.

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

### ***Section 504 Parental Rights***

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, nonacademic 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 for your child, if eligible for services under Section 504, to receive accommodations, modifications, and related services.
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 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.

### ***Sexual Harassment (5145)***

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.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board of Education to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding education or that it will interfere in any way with a person's education or create an intimidating, hostile, or offensive educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any student who believes s/he has been the victim of sexual harassment should promptly report such complaint to the principal or to the Title IX coordinator (The Director of Student Services). All complaints of sexual harassment will be investigated promptly and appropriate action taken as a result. To the extent allowed by law, confidentiality will be maintained by all persons involved in the investigation.

No reprisals or retaliation will be allowed against anyone making a good-faith report or charge of sexual harassment.

### ***Smoke Free Environment (1331)***

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings.

### ***Student Directory (5125)***

School personnel are often asked to share student 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. It is the district policy, in regards to the media, that full names and identifying information never be published either on our website or to the media.

If you choose to not have certain information released, please sign form 5125. This form is also included in the yearly registration packet.

### ***Student Privacy – Surveys (5145)***

Surveys can be a valuable resource for schools and communities in determining student needs for educational services. When a survey is used, every effort will be made to ask questions in a neutral manner to ensure the accuracy of the survey.

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Administrative approval is required for surveys. Surveys and responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education. Parents must be notified of any such surveys given by other agencies. Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Survey results will be available to parents and other interested parties.

Parents/guardians have the right to refuse participation by their child in writing, in the following activities:

1. The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above.
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians or a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

### ***Student Records (5125)***

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

The cumulative file contains the student's name, address, phone numbers, date of birth, age, health records, progress reports, test results, attendance data and legal documents.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. Records may be reviewed during regular school hours upon completion of the written request. The record's principal will respond to reasonable requests for explanation and interpretation of the records.

Parents may request that specific records be removed from the cumulative file by submitting a written request to the principal. (See Board policy #5125). If the principal decides that the requested change is not warranted, the principal will inform the parents of their right to a hearing with the Superintendent.

Copies of student records are available at a cost of \$ .50 per page. Parents may be denied copies of a student's records if the parent fails to follow proper procedures and pay the copying charge, or when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

The District, when a student moves to a new school system, will send the student's records to the new district within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

***Teacher and Paraprofessional Qualifications (4111 & 4222.1)*** Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

***Technology/Student Responsible Use Policy (6141.321)***  
**Acceptable Use Policy for Students of Technology Resources**

New Hartford Public Schools is pleased to offer to all students, regardless of gender religion, ethnicity, developmental level or learning exceptionality, equitable access to district computers, communication systems (email, web sites, smart phones, blogging, podcasting and/or other emerging technologies), the Internet and an array of technology resources, to promote educational excellence and innovation. While using District and personal technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. The District recognizes its responsibility to educate students regarding appropriate online behavior. Therefore, students will be provided instruction including, but not limited to, positive interaction with others online, educationally related social networking sites and chat rooms, proper online social etiquette, protection from online predators and personal safety, and how to recognize and respond to cyberbullying and other threats.

Access to New Hartford Public School technology resources is provided to students who agree to act in a considerate and responsible manner. Prior to being allowed access to the Internet at school or through technology resources provided through New Hartford Public School, students and their parents must sign the New Hartford Public School Acceptable Use Consent Form acknowledging their responsibilities. Students must comply with New Hartford Public School standards and honor this agreement to be permitted the use of New Hartford Public School technology resources.



New Hartford Public School technology resources are provided to students to conduct research, access curriculum resources, enhance parent involvement, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks, technology resources, and/or personal technologies.

**If a student violates any of these rules, his/her use shall be terminated and future access may be denied. Disciplinary action may also result.** If possible criminal activity is discovered, the proper law enforcement authorities will be notified. Disciplinary action for students shall be in accordance with existing discipline policies and may include suspension or expulsion in accordance with the laws of the State of Connecticut and New Hartford Public School policy.

1. New Hartford Public School technology resources shall only be used to access educational information and to promote learning activities both at school and home, including the facilitation of communication between the home and school.
2. Students shall not load personal software or programs on District computers nor shall they download programs from the Internet without the approval of their instructor. 3. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, or communication systems will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action. This includes restitution for damaged equipment.
4. Students agree not to send, access, submit, publish, display or print over the Internet or New Hartford Public School network, or using New Hartford Public School technology resources, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Cyber-bullying is specifically prohibited. (See also Bullying Policy 5131.911.) It shall be the student's responsibility to report the inappropriate use, website, or communication to the student's teacher or other staff member.
5. Although the District uses a software filter to block known inappropriate websites and prohibit access to harmful materials accessed from a District network, the District does not filter or block access to harmful materials accessed from a District-provided resource that is being used outside of the District network. Under any circumstances, filtering technology is not perfect and therefore may in effect both interfere with legitimate educational purposes and allow some objectionable material to be viewed.
6. The use of New Hartford Public School technology resources is not private; students should not expect that files stored on or transmitted via the District's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is New Hartford Public School property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly.
7. New Hartford Public School denies any responsibility for the accuracy of information obtained from the Internet or on-line resources.
8. New Hartford Public School makes no warranties of any kind, expressed or implied, for the technology resources it provides to students.

9. Copyright ©, Trademark ™ and/or Registered ® laws must be adhered to at all times. All materials from the Internet and other digital resources, including graphics, which are used in student projects or reports, must be properly cited. Copyrighted, Trademarked or Registered materials may not be placed on the Internet without the permission of the author/owner.
10. Students shall not post or transmit their own or other's personal information such as home addresses, telephone numbers, last names, photos or other personal identifying information.
11. The use of District technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by the student to others.
12. Students shall not use District technology resources to conduct for-profit business activities. Students shall not use District technology resources for advertising, promoting commercial purposes or similar objectives, including the purchase of any items or services.
13. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to school provided that such technology is used for instructional purposes. Students shall abide by the instructions provided by teachers and other school staff in the use of such personal technologies. Access to the Internet or other District communication systems from personal technology is limited to wireless access points on the school campuses or other access devices away from school. Access to the Internet or other District communication systems from personal technology is not available via hardwire connections.

#### **Consequences of Misuse and/or Violation of the Provisions of this Agreement**

Misuse of personal or District technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources via off-campus remote access, may result in disciplinary action up to and including expulsion from the schools of the District. This Agreement shall be used in conjunction with New Hartford Public School Board of Education policies, Connecticut Education Code, and other local, state and federal laws and regulations governing the applicable matter.

Students, parents and guardians should recognize that the nature of the use of District technology resources extends outside of the school itself and into off-campus remote locations such as homes. The District's jurisdiction to enforce student behavior and discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as the District's technology resources are being used in the inappropriate behavior.

#### **Limitation of Liability**

***New Hartford Public Schools shall not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. New Hartford Public School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.***

*The District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold New Hartford Public School harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.*

### ***Title I (6172.4)***

#### **Comparability or Services**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

#### **Parental Involvement**

Parents of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs.

### ***Toys and Games (5131)***

Students should not bring toys or games to school unless they have permission from their teacher. Trading of collectible cards is not allowed in school. In addition, the use of cell phones, ipods, laser pointers and other electronic devices is prohibited. Such items may be confiscated if the policy is violated. They may be retrieved upon parental request.

### ***Visitors (1250)***

Parents and other visitors are welcome to visit the school. All visitors must first report to the principal's office where they will sign in and receive a visitor badge. This badge must be worn at all times during the visit. Visitors must sign out at the main office at the end of their stay, and must return the badge at that time. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be 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.

### ***Volunteers (1212)***

The Board of Education recognizes that volunteers can make valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulation and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Form 1212 must be completed annually by all volunteers and be housed in the Main Office. The district has identified two classifications of volunteers: Group I and Group II. Volunteers will be classified in Group I when they engage in activities in the presence of a New Hartford Schools employee. Volunteers will be classified as Group II when they provide services to students when not in the direct presence of a New Hartford Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry.

Refer to Board policy 1212 (a-c)

### ***Wellness***

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

### ***Youth Suicide Prevention (5141.5)***

Any school employee who has knowledge of a suicide threat or suicide attempt must report this to the building principal who will notify the Superintendent, family and appropriate school resources. The Principal with the School Psychologist will determine an appropriate plan of action.

The office for Civil Rights of the U.S. Department of Education located in Boston and serving New England has moved to a new building. Their address is:

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, Suite 900  
Boston, MA 02110-1491

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**School Nurses:**

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Dattco Bus  
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School Age Child Care – EdAdvance  
Phone: 860-567-0863 (Litchfield Office)  
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