

The Barkhamsted School



Family Handbook

2023~2024

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School Calendar 2023-2024

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
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October 2023						
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29	30	31				
November 2023						
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December 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Barkhamsted	
65 Ripley Hill Road	
(860) 379-2729 Fax: (860) 379-4412	
Barkhamsted, CT 06063	
Aug. 28	No School-Prof Development Day
Aug. 29	No School-Staff Only Day
Aug. 30	First Day of School for Students
Sept. 4	No School-Labor Day
Oct. 6	No School-Prof Development Day
Oct. 9	No School-Columbus Day
Nov. 7	No School-Prof Development Day
Nov. 22-24	No School-Thanksgiving Break
Dec. 25-Jan. 1	No School-Winter Break
Jan. 15	No School-Martin Luther King, Jr. Day
Feb. 19	No School-President's Day
Feb. 20	No School-Winter Break
Mar. 29	No School-Good Friday
Apr. 15-19	No School-Spring Break
Apr. 30	No School-Presidential Primary
May 27	No School-Memorial Day

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

Category of Events
Board of Education Meetings:
1st Tuesday of the month except for July/August-no meetings
Parent-Teacher Conferences: 1:00 P.M. Dismissal
Oct. 18, 19, & 20 Mar. 20, 21, & 22
Professional Development: 1:00 P.M. Dismissal
Friday, Sept. 15th Friday, Feb. 16th Friday, Mar. 8th Friday, May 3rd
Total Student Days 182

ANY SNOW DAYS USED, WILL BE ADDED TO THE PROJECTED LAST DAY OF JUNE 12TH

January 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
March 2024						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date Calendar Proposed: 12/6/2022 Revision Proposed: 2/7/2023
 Date Calendar Approved: 12/6/2022

School Closed	Professional Dev-No School for students	Parent-Teacher Conferences - 1:00 dismissal
Prof Dev-1:00 P.M. dismissal	Staff work day	Parent-Teacher Conferences - 1:00 dismissal

BARKHAMSTED SCHOOL HOURS

Regular Full Day

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

Scheduled Early Dismissal Days:

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

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

Late Openings:

2 hour late opening - school begins at 10:25 a.m.

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

3 hour late openings - school begins at 11:25 a.m.

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

Early Emergency Dismissal:

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

On days when snow or icy conditions develop during the day, our Parent Communication system will be activated. This system will call home, phone, work phones, cell phones and/or email. This system does not call extensions and some email addresses consider this system spam so you may not receive a message. Closing information will still be announced on T.V. and radio. As we get closer to the winter, which stations the announcements will be on will be communicated with families.

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

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

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

A student is considered to be “in attendance” if present at his/her assigned school, or in an activity sponsored by the school (e.g., field trips), for at least half of the regular school day. Grades K-6 children must be in school at least 3 ½ hours (8:25 a.m.-11:55 p.m. or 11:50 a.m.-3:20 p.m.). 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 and may not attend any school activities.**



INSPIRE ❖ EMPOWER ❖ SOAR

The Barkhamsted School

65 RIPLEY HILL ROAD
BARKHAMSTED, CONNECTICUT 06063
PHONE (860) 379-2729

KRISTEN PLOCKI
PRINCIPAL

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ERIKA SACHARKO
READING/CURRICULUM COORDINATOR

esacharko@barkhamstedschool.org

Welcome to the 2023-24 school year. I am happy to be a part of the Barkhamsted School team and look forward to the start of the new school year with great anticipation. Together, as partners, we will make this a great year for our students, not only in their academic development but also in their social, emotional growth as well.

The Board of Education adopted three long term goals related to improving student learning last year and are listed below. They are also available in more detail on our website, www.barkhamstedschool.org.

Goal Statement 1: The Barkhamsted School staff, parents and community will work together to support the development of students to meet the competencies of the *Portrait of the Successful Student*; in order to support the acquisition of the knowledge and skills that are the foundation of continuous growth.

Goal Statement 2: The Barkhamsted School staff, parents and community will provide a safe and secure learning environment that is nurturing, well-informed and enhances the continuum of student learning while promoting a culture of equity, social consciousness, and civic responsibility.

Goal Statement 3: The Barkhamsted School staff, parents and community will maintain operations that are flexible, adaptable and responsive to current context and focused on supporting student learning.

Goal Statement 4: The Barkhamsted School staff, parents and community will work in conjunction with the Region 7 school districts to ensure a cohesive and smooth transition to middle school regarding social-emotional development and academic achievement.

The Barkhamsted School has a dedicated, capable, and professional staff committed to the safety and the achievement of our students. Your involvement in the educational process greatly improves the achievement of your son/daughter. Time spent reading to your child, frequent conversations about the importance of school work, and cooperation with his/her classroom teacher are of great importance to our combined efforts to make your child successful. Working together with you, our students become accomplished learners, develop strong social and emotional skills, and gain confidence as they proceed through their formal education.

I look forward to working with you as partners in your child's education.

Sincerely,
James C. Agostine
Superintendent of School

The Barkhamsted School

<http://www.barkhamstedschool.org>

(860)379-2729 Phone

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Administration

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Board of Education

Caprice Shaw, Chairman

Rob Brainard III, Vice Chairman

Jackie Dombrowski, Secretary

Jennifer Grant

Susan Larson

Marykate Terzini

Sean Hays

PTO Board 2023-2024

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Jackie Vincent, Vice President

Becky Lippincott, Secretary

Michelle Nadolny, Treasurer

Jenn Kreske, Teacher Liaison

Faculty and Staff Organization 2023/2024

<p>Administration James Agostine – Superintendent Kristen Plocki – Principal Erika Sacharko -Curriculum Coordinator Quentin Reuckert– Director of Shared Services</p> <p>Office Personnel Robin Rood – Administrative Assistant Amy D’Amore- Administrative Assistant Julia Cardillo – Superintendent Administrative Assist</p> <p>Math Coach Danielle Radke</p> <p>Pre-Kindergarten Susan Root</p> <p>Kindergarten Jennifer Kreske Jeffrey Szczesniak</p> <p>Grade One Lauren Hanlon Abigail Harwood</p> <p>Grade Two Christy Dzubay Maria Lavieri</p> <p>Grade Three Ashley Neary Judi Santoro</p> <p>Grade Four Patricia Buys Mary Erin Clem</p> <p>Grade Five Morrice Barton Steven Kidd</p> <p>Grade Six Travis Boucher Christopher Snyder</p> <p>Special Education Karen Ransom Donna Ellsmore-Coloske Mary Vasile Cheryl Warchol: Bridges Program</p>	<p>Specialists Shana Bazelmans – Art Laura Hedenberg – Library Media Specialist Kaleigh Selino - Physical Education & Health Sarah Luther - Music Michael Welcome - IT Specialist Tricia Wu – Spanish</p> <p>Paraeducators Stephanie Blass Rachel Bova Mary Estacio Priscilla Forrest Nancy Galpin Jessica Garand Kristy Grammatico Rebecca Kirsch Stephanie Levesque Andrea Schleich Joseph Villareale</p> <p>Bridges Paraeducators Brooke Collins Emeline Corban James Destefani Darlene Fullerton Jennifer Levesque Jacob Plitt Sarah Trafka Patricia Veneziano</p> <p>Pre-K Paraeducators Elissa Muscaro</p> <p>Nurse Sheila Forrest</p> <p>Related Services Paula Dest – School Psychologist Amber Lewis - Social Worker Melissa Duksis - Social Worker Susan Mulligan – Occupational Therapist Kathleen Rooney - Speech Language Pathologist Shelly Taddio - Speech Language Pathologist</p> <p>Custodial Staff Ryan Butler – Head Custodian Scott Messenger - Evening Custodian Jon Talarski – Evening Custodian</p> <p>Kitchen Staff Pamela Cole -Manager/Cook Kelly James - Cashier</p>
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SCHOOL PROCEDURES AND POLICIES

All policies and procedures are on the school website: [Barkhamsted BOE Policy Book](#)

Arrivals

Supervision begins at 8:15 a.m. Students will be allowed to enter the building at that time.

Absences

Policy 5113

Parents need to call the school whenever a child is absent. If you need to leave a message prior to 8:00 a.m. or after 3:30 p.m., call **(860) 379-2729** and leave a message for the school nurse at ext. 304.

Please leave a detailed message. If we are not informed of the absence, we will attempt to reach you by telephone at home or at work to ascertain your awareness of the absence. Your cooperation is much appreciated.

Students Attendance and Excuses

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

A student is considered to be “in attendance” if present at his/her assigned school, or in an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Grades K-6 children must be in school at least 3 1/2 hours (8:25 a.m.-11:55 p.m. or 11:50 a.m.-3:20pm). A student who is serving an out-of-school suspension or expulsion should always be considered absent. **A student not meeting the definition of “in attendance” shall be considered absent and may not attend any school activities.**

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

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

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

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

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

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

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

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

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

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

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

Asbestos Notice

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

Aggressive Behavior

[Policy 5131.912\(a\)](#)

Attendance/Request for Early Dismissal

[Policy 5113](#)

Assignment of Students to Classes

[Policy 5128](#)

Bullying

[Policy 5131.911](#)

Class Size

[Policy 5137](#)

Classroom Parties, Celebrations and Birthdays

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

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

Birthday invitations may not be handed out in school, unless they are handed out to the entire class.

Holidays and Year-end Parties: There should be no more than one sweet snack provided at these celebrations. For Valentine's Day festivities, please do not attach candy to the Valentine card. If a goodie bag is to be provided for each student, it should be of a non-edible nature. No food will be sent home with the children. Year-end parties may include pizza.

Behavior Expectations: At the Barkhamsted School we are a Positive Behavior Intervention System school and our motto is to "SOAR to Success". We are currently in the process of updating our behavior expectations. Each classroom will develop a set of expectations that will be shared with parents. As we update the language for behavior expectations in general areas, such as recess, lunch, and the school buses we will communicate them with parents.

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

Bus: Additional Information

[Policy 5131.1](#)

It is crucial that we maintain an orderly atmosphere on each bus. Distractions may cause the driver to take his/her eyes off the road and we do not want this to occur. Please review safe bus behavior with your child and emphasize the importance of maintaining an orderly atmosphere. In addition, as there are students in all grades from Kindergarten through sixth grade, it is important that kind language and actions are used by all students at all times.

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

Bus Report/Warning Guidelines

First Incident-Warning #1: Principal confers with the student. Student receives a verbal warning. A report *may* be sent home to be signed by the parent and returned to school.

Second Incident-Warning #2: Principal confers with the student. Principal also confers with the bus driver. An assigned seat or change of seating assignment may occur. A report is sent home to be signed by the parent and returned to school. A phone call or email may be made to the parent/guardian to discuss behavior expectations and possible consequences for non-compliance.

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

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

Cell Phones

[Policy 5131.81](#)

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

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

Conference Dates-

Wednesday, October 18, 2023

Thursday, October 19, 2023

Friday, October 20, 2023

Wednesday, March 20, 2024

Thursday, March 21, 2024

Friday, March 22, 2024

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

Conferences in Barkhamsted are held to:

- Establish early communication with the home.
- Exchange information about the child.
- Plan how home and school will work together for the child's benefit.
- Develop understanding of concerns and expectations.
- Report student progress and show samples of student work.
- Answer questions about student progress.
- Talk about the transition from grade to grade.

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

Report Cards for grades K-6 will be distributed on Tuesday, November 21, 2023, Friday, March 15, 2024, and the last day of school in June as determined by the BOE.

Dismissal

Buses and Bus Passes: All children will be dismissed according to their regular bus route each day unless we have a note giving us different directions. Children are expected to ride only on the bus to which they are assigned and to get on and off at their regular stop.

Students are expected to ride on the bus assigned to them by the bus company. We **CANNOT** accommodate daily changes to buses for students for events such as playdates or birthday parties. If a student needs to go on another bus for child care purposes, an email must be sent to Mrs. Rood, rrood@barkhamstedschool.org verifying a child bus change. A permanent bus pass will be issued.

If your child will not be riding the school bus this year, please email Mrs. Rood, rrood@barkhamstedschool.org. She will add your child to our daily pick up list.

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

Drop-off/Pick-up

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

Morning Drop-Off

- Students in grades 1-6 who are not taking school transportation must be dropped off in the **back** of the school between 8:15 a.m. and 8:25 a.m. Kindergarten students who are not taking the bus should be dropped off at the front of the school. Kindergarten parents must park in the Town Hall parking lot and walk their child across the parking lot to the front of the school.
- **Students may not be dropped off prior to 8:15 a.m.**
- After 8:25 a.m. parents may pull into the bus lane in the front of the school. Parents must walk their child to the front entrance, ring the bell, and you will be let into the vestibule. **Parents must sign their child in.** Only students will be admitted into school.

Dress and Grooming

[Policy 5132](#)

Drug and Alcohol Free Schools

[Policy 5131.6](#)

Equal Employment Opportunity

[Policy 2111](#)

Emergency Information Form

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

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

This information should always be kept up-to-date. If you change your phone number or email, please notify the school so that the information database can be updated.

Environmental Education

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

Field Trips

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

Health Procedures

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

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

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

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

Forms will be given to parents during spring of the year the child will enter The Barkhamsted School. Transfer students must present a complete State of Connecticut Health form to the school nurse. The examination must be provided by the family at the family's expense. The cost of the examination will be paid by the Board of Education of those students who demonstrate financial need. Requests for financial assistance will be accepted by the Superintendent of Schools at (860)738-4016.

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

Immunizations: The Barkhamsted Board of Education requires all students who enter the Barkhamsted School should be successfully immunized against polio, measles, rubella (German measles), diphtheria, pertussis, tetanus, mumps, Hepatitis B, Hepatitis A and Varicella. A record of these must be presented to the school nurse at or before registration of any child and before he/she will be permitted to attend school.

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

Illness : The school nurse should be aware of any absences for reasons such as an illness, surgeries or communicable disease. Surgery may require program modification for your child per a doctor's orders which must be provided to the school nurse.

- **Elevated Temperature:** A child with a temperature of 100 degrees or greater must be kept at home until the temperature is normal for 24 hours without medication.

- Vomiting and Diarrhea: Keep your child home if he/she vomited or had diarrhea in the morning.
- Any child who is not feeling well in the morning should remain at home. This will lead to a faster recovery and prevent exposure of the child's illness to others.

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

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

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

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

Head Injury Action Plan

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

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

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

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

Administering Medications

[Policy R5141.21](#)

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

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

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

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

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

Homework

[Policy 5158](#)

Homework/Make-Up Assignments

[Policy 6154](#)

Internet Usage

[Policy 5136](#)

Kindergarten Registration

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

All children entering Barkhamsted School must:

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

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

Library: Return of Library Materials

Policy 5131.9

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

Lunch Procedures

Please see information under "Lunch" on the school website.

<https://edadvance.org/support-services/food-services/barkhamsted-elementary-school/>

Non - Permitted Objects

Children are not allowed to bring sharp objects, hard balls, water pistols, weapons, fireworks and other dangerous materials to school. Additionally, children should not bring in valuable items such as handheld game devices, cell phones, valuable jewelry, etc. unless permission is obtained from the principal. These items are too valuable to be in school and the school will not be held responsible for lost or stolen valuables.

During recess and Physical Education periods, children are allowed to use only the equipment provided by the school on the playground. Any object in question should be approved by the classroom teacher and/or principal.

Parent Involvement

Policy 1110.1

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

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

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

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

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

Parent Bulletins / Newsletters: Flyers, notices and letters are sent home often. A weekly newsletter is updated each Friday and can be found on our website (www.barkhamstedschool.org) throughout the year. Please read this each week as it gives valuable information as to what is happening in the school and community.

PTO: Be sure to join the Barkhamsted School PTO Facebook page to find out about the latest events and meetings. We look forward to some great events and involvement from all members of our school community.

Parking: Traffic conditions at our school can be busy at times. Parents are therefore requested to exercise due caution. Please do not park in the bus circle during arrival and dismissal times. Please follow the traffic pattern in the back parking lot during drop-off and pick-up.

Pesticide/Herbicide Application

[Policy 3524.1](#)

Phone Calls and Notes

We try to keep the phone lines open for emergency use and for business purposes. You can help by sending an email to the office staff. Emails should be sent to school when the child:

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

Promotion and Retention

[Policy 5123](#)

Questionnaire

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

Registration

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

Report Cards/Conference Days (see [Conferences](#) for dates & times)

There are three report cards issued per year. Parents may request a conference with a teacher at any time during the school year if they have special concerns that need to be addressed. **Parents are to refer all concerns about a child's progress first to the classroom teacher.**

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

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

Reporting of Child Sexual Abuse & Sexual Abuse Prevention and Education Program

Reporting of Child Abuse, Neglect and Sexual Assault

[Policy 5141.4](#)

Informational videos about guidelines on identifying and reporting child sexual abuse can be found on the DCF website. [Follow this link](#) to access the on-line Mandated Reporter Training for School Employees. [Follow this link](#) to access the on-line Identification and Prevention of Adult Sexual Misconduct Against Children Training for School Employees. The Connecticut Department of Children and Families has developed the following resource for assisting in the identification and reporting of child sexual abuse, [What Is Grooming? Fact Sheet](#).

Sexual Abuse Prevention and Education Program

[Policy 5145.511](#)

All Connecticut schools have been required to implement [DCF's Sexual Abuse and Assault Awareness and Prevention Program](#) since 2016. The goal of our curriculum is to develop students' knowledge and skills for protecting themselves and others from unsafe and abusive situations. We implement a series of lessons that build on the foundation of assertiveness, empathy, emotion management, problem-solving, and friendship skills with content that encourages help-seeking behavior. We teach students to recognize, report, and refuse unsafe or abusive situations, including sexual abuse using *Committee for Children - Second Step Child Protection Units*.

Sexual Harassment

[Policy 5145.5](#)

Sixth Grade Recognition Ceremony

The school will be responsible for the planning and implementation of a brief recognition ceremony for sixth graders. This ceremony will occur during the last week of the school year.

Smoking On School Premises

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

Soliciting Funds from and by Students

[Policy 1324](#)

Special Area Subjects

As part of the Barkhamsted School Board of Education goals, students will be involved in a variety of special area classes. Specials may include, Art, Library Media, Music, Physical Education, Health, and Spanish. Band and Chorus are offered in grades 4, 5, and 6.

Special Education Services

The Barkhamsted School strives to provide appropriate educational opportunities for all its children, including special educational programs and related services for exceptional children. In Connecticut, State Statute defines special education as "specially designed instruction... to meet the unique needs of a child." Adhering to federal and state mandates, personnel of the Shared Services Department identify and evaluate children who have been referred because of persistent learning difficulties and for whom pre-referral interventions have not been successful. If the child is found to be in need of special education or related services, parents and selected school personnel meet as a Planning and Placement Team (PPT) to collaboratively plan an appropriate program. Parents will be given a copy of procedural safeguards yearly, upon initial referral, parent request for reevaluation, request for due process or parent

request. Parental permission is required for evaluation, placement in Special Education, and for approval of the child's Individualized Education Program (IEP). Specialized pre-school services are also available for 3 and 4 year old children.

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

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

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

Regarding Section 504: Rights in Identification, Evaluation and Placement

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

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

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

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Shared Services, Quentin Reuckert. The Shared Services office telephone number is 860-379-8583.

Steps to protect a child's right to special education: Procedural Safeguards may be obtained upon request in the school office.

Student Records

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
O.S. Department of Education
600 Independence Avenue, SE
Washington, D.C. 20202-4605

Suspension and Expulsion/Due Process

[Policy 5114](#)

Tardiness

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

Teacher, tutor and paraprofessional qualifications provided upon request

Testing

- Progress monitoring and standardized tests are administered throughout the school year. Standardized testing in reading occurs three times in grades K-3rd.
- Children in grades 3, 4, 5 and 6 will be administered the Smarter Balanced Assessment in the Spring.
- Individual student test results are made available to parents.

Transfers out of the School System

[Release of Records Form](#)

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

Truancy

[Policy 5113.2](#)

Use of School Facilities

[Policy 1330](#)

Vacations When School Is In Session

[Policy 5160](#)

Video Surveillance

[Policy 5131.111](#)

Volunteering

Parents who wish to volunteer at the school must complete the Volunteer Online Training each school year. An updated list is kept by the office staff. If you wish to volunteer please contact your child's classroom teacher.

Weapons and Dangerous Instruments

[Policy 5131.7](#)