

# *Richard D. Hubbard School*

*139 Grove Street  
East Berlin, CT 06023  
Phone: 860.828.4119  
Fax: 860.828.6324*



*Family Handbook  
2016 – 2017*

Welcome to Richard D. Hubbard School!

This family handbook has been designed especially for you. It will provide you and your child with important information regarding school operation, health and safety, procedures, and policies. Please take some time to familiarize yourself with the information provided in this handbook.

The staff at Hubbard firmly believes that students are more successful when parents and teachers work together. This collaborative effort increases the opportunity for success exponentially. We believe a parent's role is vital and encourage you to participate in your child's learning experience at home and at school. Please feel welcome to visit our school and help us make your child's educational experience at Hubbard a memorable one.

The Hubbard faculty is looking forward to working with you and your child. Please feel free to contact us at 860-828-4119 regarding any questions or concerns you may have. If you need to contact the school after hours of operation, please leave a message and your call will be returned as soon as possible.

We are confident that your child will have an enjoyable and enriching experience at Richard D. Hubbard School. Welcome to the Hubbard family!

Sincerely,  
Alfred Souza III  
Hubbard School Principal

Kara Watson  
Hubbard School Assistant Principal



The mission of Richard D. Hubbard School is to educate for excellence in a safe and nurturing atmosphere, cultivating a solid foundation of skills, knowledge and values through high-quality instructional practice and increased expectations, inspiring all students to achieve their maximum potential. Students emerge as respectful, productive members of the community with an enduring understanding of 21<sup>st</sup> century skills and learning as a lifelong process.

Richard D. Hubbard School will attain its mission by:

- Believing all children can learn, all children can achieve, and utilizing that philosophy as the foundation for all educational dialogue, decisions, and recommendations.
- Promoting high standards and excellence in academic, social, civic, physical, artistic, and technological endeavors.
- Offering a common, standards-based educational program defined by rigorous performance standards and 21<sup>st</sup> century skills.
- Delivering instruction that is differentiated to meet the learning needs of all students and reflects a commitment to developing learners as problem solvers, risk takers, and critical thinkers.
- Providing a variety of relevant, hands-on, inquiry-based opportunities that expose students to a range of community and real-world experiences in the 21<sup>st</sup> century.
- Employing the concept of continuous improvement concerning professional development and improving achievement and programs by analyzing, reporting, and using student performance data.
- Selecting and retaining high quality staff who exhibit professional, responsible, respectful, collaborative practice through words and actions.
- Affording students opportunities and experiences that foster respect and appreciation of the diverse spectrum of interests, attitudes, beliefs and cultures represented in our school community and beyond.
- Inviting families to serve as partners in their children's education through opportunities that support learning and promote strong educational values.
- Understanding those particular aspects of the school climate and community that contribute to the uniqueness of Richard D. Hubbard School.

# *Richard D. Hubbard Family Handbook 2016-2017*

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# General Information

## BOARD OF EDUCATION

Timothy Oakes  
President  
[Timothy.oakes@berlinschools.org](mailto:Timothy.oakes@berlinschools.org)  
Term: 2014-2017  
31 Belcher Hollow Road  
Berlin, CT 06037  
860-516-1558

Matthew Tencza  
Secretary  
[matthew.tencza@berlinschools.org](mailto:matthew.tencza@berlinschools.org)  
Term: 2015-2016  
25 Ridgewood Lane  
Kensington, CT 06037  
860-829-6229

JoAnn Angelico-Stetson  
[Jangelico-stetson@berlinschools.org](mailto:Jangelico-stetson@berlinschools.org)  
Term: 2014-2017  
188 Stony Mill Lane  
East Berlin, CT 06023  
860-690-7969

Jeffrey Cugno  
[jeffrey.cugno@berlinschools.org](mailto:jeffrey.cugno@berlinschools.org)  
Term: 2015-2018  
34 Chatham Road  
Kensington, CT 06037  
860-832-8809

Kari Sassu, Ph.D.  
[Kari.sassu@berlinschools.org](mailto:Kari.sassu@berlinschools.org)  
Term: 2015-2017  
69 Walden Court  
Berlin, CT 06037  
860-505-7244

Robin Evans  
[Robin.evans@berlinschools.org](mailto:Robin.evans@berlinschools.org)  
Term: 2015-2018  
1233 Worthington Ridge  
Berlin, CT 06037  
860-828-4555

Jaymee Miller  
[Jaymee.miller@berlinschools.org](mailto:Jaymee.miller@berlinschools.org)  
Term: 2015-2016  
710 Worthington Ridge  
Berlin, CT 06037  
860-922-0545

Julia Motte  
[julia.motte@berlinschools.org](mailto:julia.motte@berlinschools.org)  
Term: 2015-2018  
115 Norton Road  
Berlin, CT 06037  
860-966-6038

William Rasmussen  
[William.rasmussen@berlinschools.org](mailto:William.rasmussen@berlinschools.org)  
Term: 2015-2016  
139 Redwood Lane  
East Berlin, CT 06023  
860-916-7973

BOARD OF EDUCATION OFFICE  
238 Kensington Rd. Berlin, CT 06037  
860-828-6581

Mr. David B. Erwin, Superintendent of Schools  
Mr. Brian Benigni, Assistant Superintendent of Curriculum and Instruction  
Ms. Linda Holian, Pupil Personnel Services Director  
Mrs. Eva Gallupe, Director of Business Operations  
Mrs. Denise Parsons, Director of Human Resources

**EQUAL OPPORTUNITY EMPLOYER**

***The Berlin Public School District is committed to a policy of equal opportunity and affirmative action for all qualified persons and does not discriminate in any educational program, activity, employment or promotional opportunities on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Berlin Public School District's non-discrimination policies should be directed to Denise Bard, Title IX Coordinator, Berlin Public Schools, 238 Kensington Road, Berlin, CT 06037. (860) 828-6581.***

# HUBBARD SCHOOL DAILY / BELL / RECESS / LUNCH SCHEDULE 2016-2017

\*\*\*\*\*

## REGULAR SCHEDULED DAY

Grades K-5            8:40 a.m.        3:25 p.m.

## SCHEDULED EARLY DISMISSAL

Grades K-5            8:40 a.m.        12:45 p.m.

## EMERGENCY CLOSINGS

Grades K-5            8:40 a.m.        12:45 p.m.

## 2-HOUR DELAY

Grades K-5            10:40 a.m.       3:25 p.m.

\*\*\*\*\*

## BELL SCHEDULE

|   |                        |
|---|------------------------|
| Students Enter Building                     | 8:20 a.m. (No Earlier) |
| Breakfast Students Allowed off School Buses | 8:20 a.m. (No Earlier) |
| Students Allowed off School Buses           | 8:30 a.m.              |
| First Bell (Teachers in Classrooms)         | 8:30 a.m.              |
| School Begins                               | 8:40 a.m.              |
| Announcements (Student Pick-Ups)            | 3:20 p.m.              |
| School Ends (Walkers /Bus Calls)            | 3:25 p.m.              |

\*\*\*\*\*

## LUNCH / RECESS SCHEDULE (30 MINUTES)

### LUNCH SCHEDULE

|                        |             |
|------------------------|-------------|
| Grade 2 & Grade 3      | 11:45-12:15 |
| Grade 4 & Grade 5      | 12:20-12:50 |
| Kindergarten & Grade 1 | 12:55-1:25  |

### RECESS SCHEDULE

|                        |             |
|------------------------|-------------|
| Grade 2 & Grade 3      | 12:15-12:45 |
| Grade 4 & Grade 5      | 12:50-1:20  |
| Kindergarten & Grade 1 | 1:25-1:55   |

**Richard D. Hubbard Elementary School  
Faculty & Staff List  
2016 - 2017**

| <b><i>FACULTY/STAFF</i></b>                    | <b><i>NAME</i></b>   | <b><i>ROOM</i></b>        |
|--|----------------------|---------------------------|
| <b><i>Principal</i></b>                        | Al Souza             | Principal's Office        |
| <b><i>Asst. Principal/Math Coordinator</i></b> | Kara Watson          | S-6                       |
| <b><i>Secretary</i></b>                        | Carol Mongillo       | Front Office              |
| <b><i>Office/Duty Paras</i></b>                | Kelly Votino         | Front Office              |
|  | Serafina Mangiafico  | Front Office              |
|  | Miriam Ithier        | Front Office              |
| <b><i>Nurse</i></b>                            | Pat Snow, R.N.       | Health Room               |
| <b><i>Kindergarten</i></b>                     | Katie Wasilewski     | A-8                       |
|  | Ali Lacroix          | A-7                       |
| <b><i>Grade One</i></b>                        | Melissa Cohen        | S-5                       |
|  | Sara Suranna         | A-2                       |
| <b><i>Grade Two</i></b>                        | Rebecca Lorch        | S-3                       |
| <b><i>Grade Three</i></b>                      | Megan Wesoly         | S-2                       |
|  | Cheryl Hlavac        | S-4                       |
|  | Christine DeAngelo   | S-1                       |
| <b><i>Grade Four</i></b>                       | Tim Maule            | N-3                       |
|  | Holly Fusco          | N-4                       |
| <b><i>Grade Five</i></b>                       | Megan Sirois         | W-4                       |
|  | Mallory Brochu       | W-2                       |
| <b><i>Literacy Coordinator</i></b>             | Deb Thibault         | Library Media Center      |
| <b><i>Literacy Specialist</i></b>              | Carol Batorski       | S-8                       |
| <b><i>Reading Support Teacher</i></b>          | Cathy D'Amato        | S-8                       |
| <b><i>Literacy Paraprofessional</i></b>        | Katharine Shaskus    | S-8                       |
| <b><i>Math Specialist</i></b>                  | Shannon Gottsman     | A-1                       |
| <b><i>Math Paraprofessional</i></b>            | Cathy Nielsen        | A-1                       |
| <b><i>Special Education</i></b>                | Michele Prior        | N-1                       |
|  | Heather Sita         | N-2                       |
| <b><i>Special Education Paras</i></b>          | Ruth Bilinsky        | N-1                       |
|  | Kim Comeau           | N-2                       |
|  | Sheryl Desroches     | N-1                       |
|  | Robin Sanzo          | N-2                       |
| <b><i>Building Substitute</i></b>              | Deborah Peate        | Front Office              |
| <b><i>ESOL Tutor</i></b>                       | Vesna Tokic          | N-9                       |
| <b><i>Art</i></b>                              | Mary Smeallie        | N-7                       |
| <b><i>Vocal &amp; Instrumental Music</i></b>   | Shelby Ryan          | N-8                       |
| <b><i>Physical Education</i></b>               | Nancy DeBlasio       | Physical Education Office |
|  | Nancy Cavaliere      | Physical Education Office |
| <b><i>Library Media/Technology</i></b>         | Debbie Lamond        | Library Media Center      |
| <b><i>LMC Instructional Para</i></b>           | Krystal DeMarco      | Library Media Center      |
| <b><i>School Psychologist</i></b>              | Elizabeth Atwood     | S-7                       |
| <b><i>Speech Pathologist</i></b>               | Terri Lambert        | N-1                       |
| <b><i>Occupational Therapist</i></b>           | Paula Riley-Friedman | N-5                       |
| <b><i>Physical Therapist</i></b>               | Jessica Garrity      | N-5                       |
| <b><i>Cafeteria</i></b>                        | Dawn Kanaple         | Kitchen Office            |
|  | Amy Swantek          | Kitchen Office            |
| <b><i>Head Custodian</i></b>                   | Michael Demma        | Custodial Office          |
| <b><i>Custodians</i></b>                       | Albert Lile          | Custodial Office          |
|  | Roy Cyr              | Custodial Office          |
| <b><i>Recess/Lunch Paras</i></b>               | Shannon Sweitzer     | Front Office              |
|  | James Fabrini        | Front Office              |



**AIDS CURRICULUM** It is the policy of the Board of Education to provide, during the school day, planned, ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS). The Superintendent shall develop procedures concerning the exemption of pupils from such instruction upon written request from the parent/guardian.

**BICYCLES** A child from any grade level can ride a bike to and from school. Parents/Guardians are required to write a note informing the school that they give permission for this to occur. Only one note is needed to grant permission for the entire year.

**BLACKBOARD CONNECT** The school and district's primary communication system is Blackboard Connect. Throughout the course of the year, families will receive voice and/or email notifications concerning various school events, activities, delays, and cancellations.

**BREAKFAST** Hubbard School will be offering breakfast for our students. When students arrive at school, they can go to the cafeteria to purchase breakfast before heading to their classrooms to start the day. Breakfast will consist of a milk, fruit and grain. A variety of choices will be available each day. All breakfast items are nut-free. Breakfast will cost \$1.50 per day. Students eligible for reduced breakfast will pay \$0.30 per day. Students eligible for free lunch will receive breakfast at no charge. Families can pay into their child's *My SchoolBucks* account either on-line or by check. Students may also pay cash when they go through the breakfast line.

**CARE OF SCHOOL PROPERTY** Students are supplied with materials of instruction including textbooks and library books. They are held to strict account for proper care of these materials. Students will be assessed the cost of damages resulting from improper care beyond normal use or for loss of materials.

Vandalism by pupils involving damage to school property will result in disciplinary action. The repairs of school property from vandalism will be completed by the school or town and the cost of repairs must be paid by the parents or legal guardian of the pupil responsible.

**CHARACTER DEVELOPMENT** It is important that each child at Hubbard School develop strong character. Our *Husky Pride* character development program focuses on 10 core character traits: Honesty, Caring, Citizenship, Respect, Responsibility, Cooperation, Assertion, Empathy, Self-Control, and Sportsmanship. Staff and administration educate/promote the aforementioned concepts through a variety of avenues (ex. programs/assemblies, class meetings, curricular integration, student acknowledgement at all levels) while students strive to demonstrate such traits in class, within the school building, on school grounds, or on school buses. Students should demonstrate these traits during daily classroom situations, school-related events, field trips, sports games, and evening events.

## **CHARACTER TRAITS**

### **HONESTY:**

The Hubbard student will:

- ❖ Tell the truth
- ❖ Tell the truth
- ❖ Tell the truth

### **CARING:**

The Hubbard student will:

- ❖ Help others
- ❖ Be kind to others
- ❖ Forgive others

**CITIZENSHIP:**

The Hubbard student will:

- ❖ Follow the rules
- ❖ Volunteer his/her time and talents
- ❖ Make his/her school community better

**RESPECT:**

The Hubbard student will:

- ❖ Treat others how he/she wants to be treated
- ❖ Be considerate and accept differences
- ❖ Use good manners

**RESPONSIBILITY:**

The Hubbard student will:

- ❖ Own his/her words
- ❖ Own his/her actions
- ❖ Own his/her learning

**COOPERATION:**

The Hubbard student will:

- ❖ Work well with others
- ❖ Play well with others
- ❖ Share and take turns

**ASSERTION:**

The Hubbard student will:

- ❖ Stand up for him/herself
- ❖ Stand up for others
- ❖ Advocate for him/herself

**EMPATHY:**

The Hubbard student will:

- ❖ Care about others' feelings
- ❖ Accept and respect differences
- ❖ Listen to others' ideas

**SELF-CONTROL:**

The Hubbard student will:

- ❖ Control his/her words
- ❖ Control his/her actions
- ❖ Control his/her emotions

**SPORTSMANSHIP:**

The Hubbard student will:

- ❖ Play fair
- ❖ Follow the rules of the game
- ❖ Respect teammates and opponents

**CLASS LETTERS** Parents who wish to distribute letters or communications to their child's class must have the permission of the building principal before being distributed.

## **CODE OF CONDUCT**

### *Richard D. Hubbard Code of Conduct*

#### **Hubbard students:**

- **Are HONEST**
- **Are CARING**
- **Are GOOD CITIZENS**
- **Are RESPECTFUL**
- **Are RESPONSIBLE**
- **Are COOPERATIVE**
- **Are ASSERTIVE**
- **Are EMPATHETIC**
- **Are in CONTROL**
- **Are GOOD SPORTS**

The expectation for each student at Hubbard School is to develop and display strong character through respectful, responsible, honest, caring behavior and good citizenship. Student behavior is the responsibility of both home and school. Even with proper guidance from home and school, children will still have difficulty making the correct choice from time to time. When they do, the school will use a variety of strategies to ensure that the guidance and discipline provided are learning experiences with the ultimate goal being that the child will not make the same poor choice again.

The primary function of student discipline is to change behavior, not to punish students. Whenever possible, logical consequences are given related directly to the infraction. Accordingly, behaviors that threaten the health, safety, and welfare of students or staff need responses commensurate with the seriousness of the offense. Some of the consequences used may include:

|                            |                               |
|----------------------------|-------------------------------|
| Verbal warning             | Phone call to parent/guardian |
| Note to parent/guardian    | Loss of recess time           |
| Separation from peers      | Loss of privileges            |
| Assigned seat              | Detention                     |
| Written reflection         | Apology note                  |
| Service to the school      | Conference                    |
| Mediation between students | In-School Suspension          |
| Out-of-School Suspension   | Expulsion                     |

**CONFERENCES** for kindergarten - grade 5 will occur during December and March. Conferences will be offered in the afternoon and during the evening. The Online Scheduler software will be used to set appointments for parent conferences. Families will receive specific information on how to access this scheduling system prior to conferences in the fall and spring.

**FIELD TRIP INFORMATION** The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives. Each child must return a permission form signed by a parent or guardian before he/she will be allowed to participate on the trip. If the trip is within the Berlin School System, no form is required.

Teachers on field trips will administer all students' medication normally administered during school. If the field trip is beyond normal school hours, an additional physician's authorization form and medication must be provided prior to day of field trip to the school nurse.

**FOOD ALLERGIES** Children's health and safety are most important, so it is necessary for the school to know of any food allergies your children may have. Please have your doctor forward a note explaining the allergy information to Tim Prosinski, Food Service Director at the Board of Education and Pat Snow, the school nurse at Hubbard School.

**FUNDRAISING** Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fundraising activities may involve door-to-door solicitation in the community of students.

**GRADING** of student progress occurs three times each year for students in kindergarten - grade 5 (November, March, and June). Students are continually evaluated as to their individual progress, and instruction is planned accordingly.

**HOMEWORK** Homework is a vital part of learning. This process is intended to reinforce and provide practice of the day's lessons. The Board of Education requires homework to be reasonable in length and appropriately challenging. The suggested homework guidelines for the elementary level are:

|                              |                                |
|------------------------------|--------------------------------|
| Kindergarten & First Grades: | Shall be discretionary         |
| Second & Third Grades:       | 15 to 20 minutes per weeknight |
| Fourth and Fifth Grades:     | 20 to 30 minutes per weeknight |

\*These guidelines do not include time for independent reading or long-term projects.

**INVITATIONS** for birthdays and parties are not to be distributed at school.

**KEYBOARDING** Students in grades 2 – 5 will receive keyboarding instruction.

**KINDERGARTEN ORIENTATION AND WELCOME** Kindergarten orientation will be scheduled for the spring of 2017. The purpose of this meeting is to inform parents about the kindergarten curriculum, immunizations and health forms, services for students, and the daily kindergarten experience. In addition to the orientation, a Kindergarten Welcome is scheduled for the spring. At this time, students will be able to experience the kindergarten classroom with Hubbard staff while parent information and questions are finalized and addressed. If you have specific questions regarding registering your child for kindergarten, please contact the Board of Education at 828-6581.

**LOST AND FOUND** items are located in the office. Students are encouraged to check frequently for missing items. Parents are requested to label all articles of clothing and lunch boxes. Throughout the school year, items that have not been claimed will be donated to charitable groups.

**LUNCH** is scheduled for 30 minutes each day for students in grades K-5 under staff supervision. If a child needs to borrow money for lunch, he/she will be sent to the office for a note, which should be returned the following day with the borrowed amount. Students eligible for reduced lunch will pay \$0.40 per day. Forms for free/reduced lunch are sent home to all families at the beginning of each year or upon enrollment.

**Lunch Prices:**

|                        |                         |
|------------------------|-------------------------|
| <b>Full Lunch Meal</b> | <b>\$2.50</b>           |
| <b>Milk</b>            | <b>\$0.50</b>           |
| <b>All Snacks</b>      | <b>\$0.10 to \$0.75</b> |

**LUNCH PAYMENT** is accomplished through our district’s mySchoolBucks.com system. Families can pay into the account either online or by check. Checks can be made payable to “Hubbard School Cafeteria”. *Please put your child’s name and room number on the check.* Each child has a 5-digit student ID number that they use when they come through the cafeteria. Parents or guardians also use this number to set up and access their online accounts. Your child’s account can be used to buy milk and snacks along with their lunch. The student’s account is a debit account and NOT a credit account. There is a \$1.75 convenience fee every time you add money to your child’s account online. This fee goes to PayPal. You can still send checks or cash and we will add it to your child’s account with no fee. Students can still pay with cash. You can view a child’s transaction(s) online even if they pay with cash.

You can set up an account, access existing accounts and view transactions by going on [www.mySchoolBucks.com](http://www.mySchoolBucks.com).

Monthly lunch menus are sent home with each student. If your child is eligible for a reduced-price lunch, you may also use the mySchoolBucks.com system. Monthly reduced-priced tickets are purchased in the same way as described above. All student lunch tickets with students’ identification numbers are identical in appearance. For further information, contact Tim Prosinski, Food Service Director, at 860-828-6581.

Children’s health and safety is most important, so it is necessary for the school to know of any food allergies that your child(ren) may have. Please have your doctor forward a note explaining the allergy information to Tim Prosinski, Food Service Director, at the Board of Education, 238 Kensington Road.

**PHOTOGRAPHS** From time to time during the school year, personnel and/or the media take photographs for newspaper articles and our school/class/program website. If you do not wish your child to be photographed it is your responsibility to send a note to the principal. Articles, photographs, and videotapes of students are often posted to district, school and/or teacher websites. In addition, since all Board of Education meetings are televised, student presentations to the Board will be cablecast by Nutmeg Television following each Board meeting. If you would prefer your child’s name and/or photo/video image not be included, please send a note to the principal. Additional information can be found in Board Policy 5125: Confidentiality and Access to Education Records.

**RECESS** Students in kindergarten through grade five have 30 minutes of supervised recess each day.

**RECESS SPORTS** is a direct outgrowth and extension of the regular physical education program at Hubbard School. During the course of the school year, various athletic activities may be offered on a voluntary basis to 3<sup>rd</sup> and/or 4<sup>th</sup> and/or 5<sup>th</sup> grade students.

**REPORT CARDS** for Kindergarten – grade 5 are sent home three times per year. The general times for receiving report cards are the end of November, the beginning of March, and the last day of school. Parents are requested to sign and return the envelope.

**SCHOOL PICTURES** typically occur twice during the school year. Your child will be having a picture taken individually and with his/her class. You are not obligated to purchase any package and may choose to purchase parts of each package. A make-up date will be scheduled for children who were absent on the original date.

**SPECIAL SERVICES** Some students require the services of special education staff to assist them in overcoming or adjusting to learning, emotional, and other issues, which can prevent them from reaching their full potential in school. Pupil Personnel staff, including special education teachers, school psychologists, school social workers, speech-language pathologists and the occupational and physical therapists, work with students upon referral. Programs for students with a variety of disabilities are provided within the Berlin Schools. Cooperative arrangements are also made with the neighboring school districts and other public and private facilities to provide special diagnostic and educational services where/when appropriate.

Any parent who feels his/her child has a speech, learning, social, emotional, or physical issue which might require special education is asked to contact the building principal or Linda Holian, Director of Pupil Personnel Services, at 828-6581.

**SPECIALS** Students at Hubbard are afforded educational experiences in Art, Library, Music, Computers/Technology, and Physical Education. Sneakers are required for physical education. A child may be excused from physical education only for medical reasons with written permission from a parent or doctor.

**STUDENT TELEPHONE CALLS** Students will NOT be permitted to call parents for forgotten items, such as, lunch, homework assignments, projects, instruments, notices, etc., unless given permission by the principal. No student will be allowed to call parents to change after school arrangements except in the event that an organized club (Boy/Girl Scouts, etc.) has canceled an after school meeting.

**VALUABLES** Items of value should not be brought to school. Such items include trading cards, electronic games, handheld game systems, portable CD/DVD players, iPods, cell phones, etc. Any items will be collected by teachers and turned in to the principal or his designee. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether a parent/guardian will be contacted to pick up the item. If an item is brought to school for the purpose of show-and-tell (and approval was received by the classroom teacher), the item should be kept in the child's backpack and only taken out during the time of sharing. Please consider leaving jewelry at home.

**WELLNESS** It is the policy of the Berlin Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created a Wellness Advisory Council to review any available state or federal guidelines on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students.

Students will be encouraged to make healthy food choices in order to develop life-long healthy habits. In addition to traditional cupcakes and pastry snacks, parents are encouraged to provide alternate snacks for celebrations such as apples, fruit bars, fruit kabobs, popcorn, fruit popsicles, frozen yogurt, etc.

## **Health and Safety**

**HEALTH ASSESSMENTS** All students must present evidence of a physical examination upon enrollment in the district. All students in grades K-5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3 and grade 5. If a student shows a decided loss and/or significant change from a past screening, parents are notified. Postural screening will be conducted for all female students in grades 5. If a homeless student, as defined by federal

statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

**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 reasons, a statement from a physician or the parent as appropriate must be provided. If the student should not be immunized due to religious reasons, the statement must be notarized. The required immunizations for incoming Kindergarten students are as follows: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A (2 doses, 6 months apart), Hepatitis B, Varicella (Chickenpox), Rubella, Hemophilus Influenza Type B, as well as a flu shot. 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 should contact our school nurse, Pat Snow, at 828-4119 for more information.

**INFOSNAP** It is imperative that all families update their information every year in InfoSnap. This should be done right at the start of school.

**MEDICAL EMERGENCIES** can arise. The principal or designated personnel (the assistant/acting principal, school nurse or health room aide) will contact the parent or other specified persons on the emergency card. If they are unable to reach a responsible party, the administration will pursue appropriate medical attention per the Board of Education policy adopted May 2009.

**MEDICATION PROCEDURES** Please see the *Administration of Student Medications* section of the attached BOE policies.

**REPORTABLE DISEASES** If your child has contracted a contagious disease, including Fifth Disease, notify the school nurse for proper procedures. In no case, should a student be sent to school unless he/she is in good health and ready to resume activities.

#### Reportable Disease Chart – School Guide

| Disease  | Excluded from School                                       | Readmitted On     |
|--|--|-------------------|
| Scarlet Fever and all Streptococcal Infections on the throat | 24 hours on antibiotics/fever free                         | School Inspection |
| Chicken Pox  | Until all primary lesions have dried, 5-7 days             | School Inspection |
| Measles  | 5 days from time rash appears                              | School Inspection |
| Mumps  | As long as glands remain swollen                           | School Inspection |
| Impetigo   | Until dry or adequately cured                              | School Inspection |
| Pink Eye   | 24 hours and no drainage                                   | School Inspection |
| Fever  | Fever free for 24 hours and off fever lowering medications | School Inspection |
| TB   | Need proof from MD follow up and chest x-ray               | School Inspection |
| Vomiting   | Vomiting has stopped for 24 hours                          | School Inspection |

### Case Where Contacts are Excluded from School Family and School Contacts

| Disease    | Excluded from School                 | Readmitted On                 | Basis of Readmission            |
|------------|--------------------------------------|-------------------------------|---------------------------------|
| Meningitis | 14 days or until culture is negative | Note from attending physician | Certificate from health officer |

**SCHOOL INSURANCE** is available in two plans: The School Time Plan and the 24-Hour Plan. A brochure that explains the coverage in detail and how to secure coverage will be sent home with your child during the first week of school. Please read the plans carefully and consider the advantage of such coverage. Both plans are optional.

**SCHOOL SAFETY** procedures require students to conduct themselves in a safe manner at all times. Teachers will review classroom rules and school rules with their students. Students and teachers will routinely practice fire drills and “Lockdown Procedures.” Adults are required to wear identification (staff badges or visitor/volunteer stickers).

## Procedures

**ATTENDANCE** contributes to student achievement and success in school. **ALL absences must be followed by a written explanation as to the reason for the student’s absence.** Please use the table below, provided by the Connecticut State Department of Education, to refer to when determining the level of documentation needed for your child’s absence.

| Level | Total # of Days Absent | Acceptable Reasons for a Student Absence to be Considered Excused   | Documentation Required within 10 Days  |
|-------|------------------------|---|--|
| 1     | Days 1-9               | Any reason that the student’s parent or guardian approves.  | Parent or guardian note only.  |
| 2     | Days 10 and above      | <ul style="list-style-type: none"> <li>• Student illness (Note: to be deemed excused an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length.)</li> <li>• Student 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 (additional documentation required).</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 preapproved by district administrators.</li> </ul> | Parent or guardian note and in some cases additional documentation (see details of specific reason). |

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



Generally, when a condition causes the student to be absent for at least 3 weeks and nothing in the condition precludes instruction, home instruction shall be provided after 2 weeks absence. Students in grades K-6 are eligible for one hour per day or five hours per week. Forms by which parents may apply for home instruction are available in the main office. Parents having questions relating to home instruction may call the office of Pupil Personnel Services at 860-828-6581.

Unexcused Absences are those which do not fall under any of the excused absences, or absences that the school does not receive written documentation for following 5 days of a student's absence. Students who have unexcused absences may be denied make-up privileges. In the case of an unexcused absence, parents are asked to notify the office prior to this absence.

In the event of an unexcused absence:

- No schoolwork shall be given prior to the absence.
- Students shall have 2 days available for every 1 day absent to make up work.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards. Parents are also encouraged to contact school staff to get help in verifying attendance and attendance records.

#### **ATTENDANCE DOCUMENTATION AND CALL-IN PROCEDURES**

Call in student absences and homework requests between 8:00 and 9:15 a.m. daily at 860-828-4119. It is essential that absences are reported on a daily basis. If known, multiple day absences can be reported with a single call. Report late arrivals due to medical appointments or other appropriate reasons in the same way that you report an absence. **Again, written documentation must be provided for ALL student absences.** In any case where the school is not contacted regarding absence, verification will be made with the home phone number, unless a preferred number is listed on the emergency card. **For further information, please see the *Student Attendance and Truancy* section of the BOE policies.**

**EMERGENCY SCHOOL CLOSINGS** are announced through the Board of Education answering machine or through the BLACKBOARD CONNECT communication system, which will call families directly. You may call 828-8594 if you suspect winter weather conditions may mean an early afternoon closing, morning delay, or the cancellation of school. The guiding factor in such a decision is the safety of the pupils. When schools are closed on short notice, it is usually for one of the following reasons:

1. A sudden overnight snowfall that ties up traffic and makes it too difficult for buses to cover their routes;
2. Freezing rain that makes it hazardous for buses to run; or
3. Extremely low morning temperatures which make it a health hazard to wait at the bus stop.

School closings will also be reported to local radio stations WRCH and WTIC as well as TV stations WFSB and WVIT. In the event of an unscheduled early dismissal, PLEASE plan with your child what he/she should do if you are not home. Prior planning with your child is essential.

**LUNCH VISITATIONS** We continue to extend the courtesy to parents and families to occasionally have lunch with your child(ren). If a child has a visitor during the lunch block, the cafeteria logistics and expectations should not be altered. For example, children should not be moved to a separate table. In addition, visitors should not reprimand other children or interfere with cafeteria procedures. Please keep in mind that building administration has the authority to limit or eliminate visits if necessary.

**MOVING** If you are moving out of the Hubbard School District, please notify the office at least two weeks prior to your anticipated move. At that time, we will need you to sign a Release Form, so records can be sent to your child's new school.

**PARENT PICK-UPS** Student pick-ups will be announced to the office at 3:20 pm. If your child is not a regular parent pick-up and is going to be picked up from school, please be sure to notify the office prior to 3:00 pm. Parents are asked to come to the office no earlier than 3:10 to sign their child out of school. Please be sure to bring identification. Parents may wait in the office/foyer area for their children. Please be mindful that the office/foyer area can be busy at the conclusion of the day. In order to ensure smooth operation and appropriate, safe dismissal from school, parents are asked to pick up their child and promptly exit the office foyer area. Please do not walk to classrooms at the end of the day to visit or pick up children. Teachers appreciate this uninterrupted time to get children organized and ready for dismissal.

**PARKING/STUDENT DROP-OFFS** Parking is available for parents and visitors in front of the school. We kindly ask that you observe all parking rules including usage of handicap spaces and fire lane access. If you are dropping your child(ren) off at school in the morning, you must adhere to drop-off procedures. Please DO NOT pull into the bus loop. Please DO NOT drive outside of lines to cut drop-off protocol. Students should remain inside the vehicle until the car reaches the designated drop off location where a Hubbard staff member will cross them between the times of 8:20 – 8:40 a.m. If you need to come into the building, please park in the front parking lot. In order to maximize safety, parents who drop their child(ren) off at school should refrain from walking them to class.

**PERMISSION NOTES** for any transportation changes must include the child's full name, teacher's name, bus number, and full parent's name and destination. Telephone permission can be accepted only in an emergency.

Permission notes must be brought to school if your child is:

- ✓ going home other than the usual way;
- ✓ staying after school for activities;
- ✓ riding a bicycle to and from school;
- ✓ being picked up by a parent at dismissal time; or
- ✓ being picked up prior to dismissal time.

**RECESS VISITATIONS** In the event that a child has a visitor during the recess block, the recess logistics and expectations should not be altered. In addition, visitors should not reprimand other children or interfere with school procedures. Please keep in mind that building administration has the authority to limit or eliminate visits if necessary.

**RETENTION** is the process of determining whether students will be promoted or not. All teachers must evaluate students' educational progress during the school year. This progress, or lack of progress, is communicated to parents through written report cards and parent-teacher conferences. Parents will be notified in advance if retention is being considered. The building principal makes the final decision regarding retention or promotion of a student.

**STUDENTS ENTERING SCHOOL EARLY** (before 8:20 a.m.) will not be supervised. We cannot be responsible for them prior to this time. Children who walk and parents needing to leave before the bus arrives at their home are asked to make appropriate arrangements to ensure that everyone arrives at/after 8:20 a.m.

**STUDENTS LEAVING SCHOOL EARLY** must be signed out by a parent or legal guardian. A note to the teacher on the morning of the day a student will leave early will be needed to help the teacher plan better for the student's instructional day.

**TARDY STUDENTS** (after 8:40 a.m.) **MUST** report to the office before entering classrooms. The child will be given a tardy slip to prevent that child from being marked absent. The child must present the tardy slip upon entry into the classroom.

**VISITORS** come to the school for many reasons. In order to maintain the security of the building, however, we request that **ALL** visitors report to the office, sign in, and wear a badge before entering the halls or classrooms and sign out before leaving the building.

**WALKERS** may arrive at school no sooner than 8:20 a.m. Dismissal is at 3:25 p.m.

**2016-2017**  
**POLICIES**

|                            |  |
|----------------------------|--|
| <a href="#">5141.21</a>    | Administration of Student Medications  |
| <a href="#">5141.25</a>    | Food Allergies and/or Glycogen Storage Disease   |
| <a href="#">3516.12</a>    | Notification Concerning Asbestos Management Plans  |
| <a href="#">5131.911</a>   | Bullying Prevention & Intervention   |
| <a href="#">5131.911-R</a> | Safe School Climate Plan   |
| <a href="#">5132</a>       | Student Dress  |
| <a href="#">5131.6</a>     | Drug and Alcohol Use by Students   |
| <a href="#">6153</a>       | Field Trips  |
| <a href="#">5145.4</a>     | Non-Discrimination (Students)  |
| <a href="#">5145.4-R</a>   | Non-Discrimination (Administrative Regulations)  |
| <a href="#">6161.8</a>     | Parental Access to Instructional Material  |
| <a href="#">3524.1</a>     | Pesticide Application on School Property   |
| <a href="#">5145.12</a>    | Search and Seizure   |
| <a href="#">5145.401</a>   | Policy Regarding Section 504 of the Rehabilitation Act of 1973                                       |
| <a href="#">5145.401-R</a> | Notice of Rights under Section 504 of the Rehabilitation Act of 1973<br>(Administrative Regulations) |
| <a href="#">5145.5-R</a>   | Sex Discrimination and Sexual Harassment (Students) (Administrative<br>Regulations)                  |
| <a href="#">1331</a>       | Prohibition Against Smoking  |
| <a href="#">5113-R</a>     | Student Attendance and Truancy (Administrative Regulations)  |
| <a href="#">5144</a>       | Student Discipline   |
| <a href="#">5145.1</a>     | Student Privacy  |
| <a href="#">5125-R</a>     | Confidentiality and Access to Education Records  |
| <a href="#">5131.83-R</a>  | Student Use of the District's Computer Systems and Internet Safety                                   |
| <a href="#">3541</a>       | Transportation   |
| <a href="#">6172.4</a>     | Parental Involvement Policy for Title I Students   |
| <a href="#">6135</a>       | Parent-Teacher Communication   |
| <a href="#">1010</a>       | Green Cleaning Programs  |
| <a href="#">1250-R</a>     | Visitors to the Schools  |
| <a href="#">5141</a>       | Wellness Policy  |

**NOTIFICATIONS**

[Your Right to Request Information Concerning Teacher and Paraprofessional  
Qualifications](#)

[Complaint Resolution Procedure](#)

[Indoor Air Quality](#)

[Requesting an Initial Evaluation of a Child](#)