

# *Richard D. Hubbard School*

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



*Family Handbook  
2017 – 2018*

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 2017-2018*

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## General Information

### BOARD OF EDUCATION MEMBERS:

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

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

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

Jaymee Miller  
[jaymee.miller@berlinschools.org](mailto:jaymee.miller@berlinschools.org)  
Term: 2016-2019  
710 Worthington Ridge  
Berlin, CT 06037  
860-922-0545

Matthew Tencza (President)  
[matthew.tencza@berlinschools.org](mailto:matthew.tencza@berlinschools.org)  
Term: 2016-2019  
25 Ridgewood Lane  
Kensington, CT 06037  
860-829-6229

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

Jake Fisher  
[jake.fisher@berlinschools.org](mailto:jake.fisher@berlinschools.org)  
Term: 2016-2019  
110 Elton Road  
Kensington, CT 06037  
860-829-8831

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

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

**NON-DISCRIMINATION EMPLOYER**

***The Berlin Public School District is committed to a policy of non-discrimination 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 2017-2018

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**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	8:25 a.m. (No Earlier)
Students Allowed off School Buses	8:25 a.m.
First Bell (Teachers in Classrooms)	8:25 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	11:00-11:30
Grade 4 & Grade 5	12:00-12:30
Kindergarten & Grade 1	1:00-1:30

**RECESS SCHEDULE**

Grade 2 & Grade 3	11:30-12:00
Grade 4 & Grade 5	12:30-1:00
Kindergarten & Grade 1	1:30-2:00

**Richard D. Hubbard Elementary School  
Faculty & Staff List  
2017 - 2018**

<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>	Katie Bouchard	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>	Christine Thibodeau	Health Room
<b><i>Kindergarten</i></b>	Katie Wasilewski	A-8
	Christine DeAngelo	A-7
<b><i>Grade One</i></b>	Melissa Cohen	S-5
	Becky Lorch	A-2
<b><i>Grade Two</i></b>	Cheryl Hlavac	S-4
	Mary Raney	S-3
<b><i>Grade Three</i></b>	Megan Wesoly	W-1
<b><i>Grade Four</i></b>	Tim Maule	N-3
	Holly Fusco	N-4
<b><i>Grade Five</i></b>	Mallory Brochu	W-2
	Sara Suranna	W-4
<b><i>Literacy Specialist</i></b>	Nicole Flynn	S-8
<b><i>Reading Support Teacher</i></b>	Cathy D'Amato	S-8
<b><i>Literacy Paraprofessional</i></b>	Krystal DeMarco	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-2
	Eric Horton	N-1
	Sheryl Desroches	N-1
	Robin Sanzo	N-2
<b><i>Building Substitute</i></b>	Deb Peate	Front Office
<b><i>ESOL Tutor</i></b>	Vesna Tokic	N-9
<b><i>Art</i></b>	Kristin Vernon	N-7
	Rose Modzelewski	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>	Sarah Bishop	Library Media Center
<b><i>School Psychologist</i></b>	Elizabeth Atwood	S-1
<b><i>Speech Pathologist</i></b>	Terri Lambert	S-7
<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>	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.

**BREAKFAST** Hubbard School will be offering breakfast for our students. When students arrive at school, they can go to the cafeteria to purchase breakfast and head 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 \$1.55 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 and HABITS OF MIND** It is important that each child at Hubbard School develop strong character, as well as the ability to perform under challenging conditions that demand the application of various problem-solving skills. Our *Husky Pride* character development program focuses on 10 core character traits and habits: Honesty, Persisting, Citizenship, Respect, Responsibility, Thinking Interdependently, Creating, Imagining, & Innovating, Listening with Understanding & Empathy, Managing Impulsivity, 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

### **PERSISTING:**

The Hubbard student will:

- ❖ Not give up
- ❖ Persevere in a task to completion
- ❖ Look for ways to reach a goal when stuck

**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

**THINKING INTERDEPENDENTLY:**

The Hubbard student will:

- ❖ Work and play well with others
- ❖ Cooperate and learn from others
- ❖ Be a contributing and supportive teammate

**CREATING, IMAGINING, AND INNOVATING:**

The Hubbard student will:

- ❖ Generate new and novel ideas
- ❖ Try things in different ways
- ❖ Think outside of the box and be original

**LISTENING WITH UNDERSTANDING AND EMPATHY:**

The Hubbard student will:

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

**MANAGING IMPULSIVITY:**

The Hubbard student will:

- ❖ Remain calm
- ❖ Take his/her time and think before speaking or acting
- ❖ Control his/her words, actions, and 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 PERSISTENT**
- **Are GOOD CITIZENS**
- **Are RESPECTFUL**
- **Are RESPONSIBLE**
- **Are INTERDEPENDENT THINKERS**
- **Are CREATIVE, IMAGINATIVE, and INNOVATIVE**
- **Are UNDERSTANDING and EMPATHETIC**
- **Are able to MANAGE IMPULSIVITY**
- **Are GOOD SPORTS**

The expectation for each student at Hubbard School is to develop and display strong character through respectful, responsible, honest behavior as well as good citizenship and sportsmanship. Student behavior is the responsibility of both home and school. Similarly, providing strategies to help students develop Habits of Mind including persistence, interdependent thinking, creativity, imagination, and innovation, empathy, and the ability to manage impulsivity comes from the partnership between parents and teachers.

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 grades K-5 will occur twice during the school year – November/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.

**DRESS CODE** We request your cooperation with helping your student to choose appropriate and safe school attire.

- Shorts are acceptable, but should fall mid-thigh or below.
- Shirts and tops may not depict violence, tobacco or alcoholic beverages or any other offensive or disruptive writing or pictures.
- Remind students that they may not show bare backs or midriffs.
- For safety reasons, high platform shoes and open-back or strapless sandals/shoes should not be worn.
- Hats will not be worn in the school building.

The complete “Student Dress” guidelines can be located in the Board of Education Policies section of this handbook.

**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 Wendy Rawlings, Food Service Director at the Board of Education and Christine Thibodeau, 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 day
Fourth and Fifth Grades:	20 to 30 minutes per day

\*These guidelines do include time for long-term projects. However, they do not include time for independent reading. Students should read or be read to at least 15 – 30 minutes a night.

**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 2018. 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>\$2.80</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 and for parents or guardians to use to set-up and access their online accounts. Your child's account can be used to buy milk, water and snacks, along with their lunch. The student's account is a **debit** account, NOT a credit account. There is a \$1.95 convenience fee every time you add money to your child's account online. The 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 cash.

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

OR

visit [www.berlinschools.org](http://www.berlinschools.org)--District--Food Services--<https://www.myschoolbucks.com>

Monthly lunch menus are available on our website (<http://www.berlinschools.org/page.cfm?p=526>). If your child or children are eligible for a reduced-priced lunch you may also use the mySchoolBucks system. Monthly reduced-price tickets are purchased in the same way as described above. All student lunch tickets with students' identification numbers are identical in appearance and are kept in class envelopes at the cafeteria. For further information, contact Wendy Rawlings, the 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 your child(ren) may have. Please have your doctor forward a note explaining the allergy information to our school nurse. She will communicate the necessary information to the Food Service Director.

## **NON-DISCRIMINATION of STUDENTS**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

### **Legal References:**

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*-- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*-- Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*  
Connecticut General Statutes § 10-15c and § 46a-81a, *et seq.* - Discrimination on basis of sexual orientation--Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*

[http://www.berlinschools.org/uploaded/files/District/2014-15/BOE/Policies/SERIES\\_5000\\_STUDENTS/5145.4-R\\_Non-Discrimination - Students - Regulations\\_Forms.pdf](http://www.berlinschools.org/uploaded/files/District/2014-15/BOE/Policies/SERIES_5000_STUDENTS/5145.4-R_Non-Discrimination_-_Students_-_Regulations_Forms.pdf)

**PUBLICITY** 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 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 MESSENGER** The school and district’s primary communication system is School Messenger. Throughout the course of the year, families will receive voice and/or email notifications concerning various school events, activities, delays, and cancellations.

**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, iPods, iPads, cell phones, or anything that your child is especially concerned about losing or being damaged in some way. ***Fidget spinners are not allowed in school.*** Any item(s) may be collected by teachers or staff members and turned into the principal or her 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 the parent will be contacted to pick up the item. If an item is brought to school for the purpose of show-and-tell (and prior 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. Students are permitted to bring in and use their own personal E-READERS (Kindles, Nooks, etc.). However, they remain the responsibility of the student. The use of these devices to access Board Technology Resources are subject to the Board of Education Policy (5131.81) on the “Use of Private Technology Devices By Students” which was adopted on 1/29/13. A full copy of this policy is available on the district website. **The school is not responsible for lost, damaged, or stolen toys/valuables.**

**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. Parents may choose to provide alternate snacks for celebrations such as fruit bars, fruit kabobs, popcorn, fruit popsicles, frozen yogurt, etc. in place of traditional cupcakes and pastry snacks. Parents are encouraged to provide **non-food** alternates for celebrations such as pens, pencils, stickers, etc.

## **Health and Safety**

**COUGH DROPS:** Medicated cough drops, per regulations from the State of Connecticut, have to be treated like medicine. Therefore, a Medical Authorization Form signed by the child's physician and parent/guardian is required. Medicated cough drops must be brought to school by an adult and given to the school nurse. Only send enough cough drops for one week. If your child still needs them after one week, you should consult your child's physician. Students are NOT allowed to carry cough drops in school, as they may be a potential choking hazard.

Non-medicated cough drops, such as Luden Throat Drops, Ricola Naturals and Halls Fruit Breezers, do not require a Medical Authorization Form and students may have them with a parent/guardian's written permission. Non-medicated cough drops must be brought to school by an adult and given to the school nurse. Only send enough cough drops for one week.

ALL cough drops must be kept in the nurse's office and consumed in the office prior to the student leaving. These policies are reflected in the Board of Education policy #5141.21.

**EMERGENCY CARDS** must be completed online through InfoSnap **each** year. It is necessary for you to **update your information any time there is a change**. This is how we will contact you if there is an emergency.

**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 students in grade 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 physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.



In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact our school nurse at (860) 828-4119.

**MEDICAL EMERGENCIES** can arise. The principal or designated personnel (the assistant 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** Authorization containing all the required information listed in the school policy must be on file in the nurse's office prior to the administration of any medicine. The policy regarding school personnel administering medicine to students at school complies with state law. Medication authorization forms are available in the health room.

The school encourages parents to request that their doctor prescribe medication dosage outside of school hours whenever possible. However, many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. The dispensation of medication during the school day will be done in accordance with the following:

1. An Authorization For The Administration of Medicines by School Personnel form requesting that the school administer the drug must be received by the School Nurse. It must be signed by the parent as well as the physician who prescribed the drug, and must include the following information:
  - a. Name and address of student.
  - b. School and class in which the student is enrolled.
  - c. Name of drug and dosage to be administered.
  - d. Times or intervals at which each dosage is to be administered.
  - e. Beginning date for administration of drug.
  - f. Date on which administration of the drug is to stop.
  - g. Any severe adverse reactions that should be reported to the physician and one or more emergency phone numbers for the physician.
  - h. Special instructions for administration of drug, such as sterilization and storage.
2. Parents must agree to provide subsequent physician statements should any of the initial information change.
3. The parent/guardian request statement and the physician's statement must be resubmitted to the school at the beginning of each school year. Medication remaining at the end of the time designated by the physician or at the end of the school year must be claimed by the parent within five days or it will be discarded.
4. The drug must be received by the school designee in the container in which it was dispensed by the physician or pharmacist. It must be brought to school by a responsible adult.
5. The Board of Education, administration, and employees who are designated to administer a prescribed drug and who have a copy of the most recent physician's statement shall not be held liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct. The Berlin Visiting Nurses Association shall provide training to designated principals,

teachers, and school staff. Only these trained individuals shall be allowed to give medications to students.

6. A physician's verbal order, including a telephone order for a change in any medication, can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days.



*The complete Board of Education policy can be found in the Policy Section of this Handbook.*

**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	

**SCHOOL INSURANCE** Berlin Public Schools has made arrangements to offer optional student accident insurance for all students. This coverage is available to parents for their children who are students enrolled in our schools. The Berlin Public School District does not provide insurance coverage or make medical reimbursements to parents for injuries that occur during school, including those incurred during gym classes and recess. For insurance information, view the flyer on the Business Office page of our website at [berlinschools.org](http://berlinschools.org) under resources.

**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.” The main entrance is locked and equipped with a buzz-in system and adults are required to wear identification (staff badges, substitute teacher 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> </ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

		<ul style="list-style-type: none"> <li>• Extraordinary educational opportunities preapproved by district administrators.</li> </ul>	
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**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 MESSENGER CLOSING CONTACT**

Hubbard School utilizes a rapid communication service known as School Messenger. This service will make phone calls to designated phone numbers with a recorded message from the principal or Superintendent if an emergency closing occurs. Please listen carefully to the call in order to avoid calling the school for the same information.

**EMERGENCY SCHOOL CLOSINGS (inclement weather)** are announced on the Board of Education answering machine. The automatic system is used to notify families of an emergency situation. You may also call 860-828-8594 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 and TV stations. 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** *Parents are asked to form a line and wait for their children outside of the main entrance of the building. At 3:25pm, students will be called down to the front office and parents will verify pick-up with the adult on duty. Please be sure to have proper identification (driver's license) available.*

If your child is NOT a regular parent pick-up and is going to be picked up from school on a particular day, ***please be sure to send in a note or call the office before noon on the day of pick up.*** Waiting until dismissal time to notify the office will compromise logistics and delay the process.

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.

If you need to pick up your student early, please do so before 3:00pm. There will be NO pick-ups between 3:00-3:20pm.

**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 8:25 – 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, parent's full 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.

***Children may NOT change buses to ride to other children's homes.***

**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 8:25 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 8:25 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. **For safety and confidentiality reasons, it is important that visitors and volunteers remain in the area to which they are signed in.**

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

**WEBSITE** can be accessed at [www.hubbardschool.org](http://www.hubbardschool.org). Information is continually updated. Please refer to it often to receive the most up-to-date school, district, and community news.

**2017-2018**  
**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 (Administrative Regulations)
<a href="#">5145.5-R</a>	Sex Discrimination and Sexual Harassment (Students) (Administrative 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](#)