

Richard D. Hubbard School

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



*Family Handbook
2023 – 2024*

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



Richard D. Hubbard Family Handbook 2023-2024

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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 Rd., Berlin, CT 06037. (860) 828-6581.

HUBBARD SCHOOL

DAILY / BELL / RECESS / LUNCH SCHEDULE

2023-2024

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. |
| Teachers in Classrooms | 8:25 a.m. |
| School Begins | 8:40 a.m. |
| School Ends | 3:25 p.m. |

LUNCH / RECESS SCHEDULE (30 MINUTES)

LUNCH SCHEDULE

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

RECESS SCHEDULE

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

Richard D. Hubbard Elementary School
 Faculty & Staff List
 2023 - 2024

As of 08/8/23

| <i>FACULTY/STAFF</i> | <i>NAME</i> | <i>ROOM</i> |
|--|------------------------|--------------------|
| <i>Principal</i> | Al Souza | Principal's Office |
| <i>Secretary</i> | Katie Bouchard | Front Office |
| <i>Nurse</i> | Christine Thibodeau | Front Office |
| <i>Office/Duty Paras</i> | Serafina Mangiafico | Front Office |
| | Donna Rumery | Front Office |
| | Ashley Segó | Front Office |
| <i>Building Substitute</i> | Deborah Peate | Front Office |
| | Glenn Swantek | Front Office |
| <i>Kindergarten</i> | Katie Wasilewski | A-8 |
| | Madison Poudrier | A-7 |
| <i>Grade One</i> | Melissa Cohen | S-5 |
| | Rebecca Lorch | A-2 |
| <i>Grade Two</i> | Holly Fusco | S-3 |
| | Cheryl Hlavac | S-4 |
| <i>Grade Three</i> | Megan Wesoly | S-2 |
| | Mary Raney | S-1 |
| <i>Grade Four</i> | Tim Maule | N-3 |
| | Ashley Cifarelli | N-4 |
| <i>Grade Five</i> | Sara Suranna | W-4 |
| | Emily Mitchell | W-2 |
| <i>Library Media/ Technology Integration Specialist</i> | Michelle Hannon | LMC |
| <i>Physical Education</i> | Nancy DeBlasio | PE Office |
| | Dave Sirois | PE Office |
| <i>Vocal & Instrumental Music</i> | Shelby Ryan | N-8 |
| <i>Art</i> | Kristin Vernon | N-7 |
| | Caitlin Lee | N-7 |
| <i>Literacy Specialist</i> | Nicole Flynn | W-1 |
| <i>Reading Teacher</i> | Cathy D'Amato | W-1 |
| <i>Literacy Paraprofessional</i> | Liz Condon | W-1 |
| <i>ESOL Tutor</i> | Vesna Tokic | N-9 |
| <i>Math Specialist</i> | Cassandra Frascadore | A-1 |
| <i>Math Paraprofessional</i> | Demieka Chivers | A-1 |
| <i>Kindergarten Paraprofessional</i> | Cathy Nielsen | A-8 |
| <i>Special Education</i> | Michele Prior | N-1 |
| | Heather Sita | N-2 |
| <i>Special Education Paras</i> | Ruth Bilinsky | N-2 |
| | Sheryl Desroches | N-1 |
| | Jen Martin | N-1 |
| | Robin Sanzo | N-2 |
| | Erika Fuqua | N-1 |
| <i>School Psychologist</i> | Elizabeth Atwood-Daley | S-7 |
| <i>Speech Pathologist</i> | Terri Lambert | S-6 |
| <i>Occupational Therapist</i> | Paula Riley-Friedman | N-5 |
| <i>Physical Therapist</i> | Jessica Garrity | N-5 |
| <i>Cafeteria</i> | Dawn Kanaple | Kitchen Office |
| | Amy Swantek | Kitchen Office |
| <i>Head Custodian</i> | Michael Demma | Custodial Office |
| <i>Custodians</i> | Mike Anderson | Custodial Office |
| | Brian Morrell | Custodial Office |
| <i>Security Officer</i> | Nazario Figueroa | S-9 |
| <i>IT Specialist</i> | Matt Berardinelli | LMC |

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.

BIRTHDAY & CLASSROOM CELEBRATIONS No food is allowed for birthday celebrations. For other classroom celebrations, no food is allowed except as may be provided by the classroom teacher informed by the regulations set forth in the BOE policy. Please refer to BOE policy and regulations 5141.25 (5141.25-R) for additional information.

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. Reduced and free lunch options are available if criteria are met. 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 accountable for proper care of these materials. Students/families will be informed of 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.

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

The expectation for each student at Hubbard School is to develop and display strong character. Student behavior is the responsibility of both home and school. Similarly, providing strategies to support students comes from the partnership between parents and teachers.

Even with proper guidance from home and school, children may 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 consequences 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 consequences 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.

CONFERENCES for grades K-5 will occur twice during the school year – October and March. Conferences will be offered in the afternoon and during the evening. Scheduling 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 child choose appropriate and safe school attire as defined by the Board of Education Student Dress Policy 5132.

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

If the field trip is within normal school hours, student medication normally administered at school will be administered on the field trip by school staff. 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.

POLICY, SERIES: 5000 STUDENTS 5141.25-R TITLE: MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES AND/OR GLYCOGEN STORAGE DISEASE - ADMINISTRATIVE REGULATIONS Effective: 9/6/19

“1. Food in the PK-5 Classrooms: The following allergens are prohibited from PK-5 classrooms (including special areas): peanuts, tree nuts, fish, crustacean shellfish, sesame, and soybean (soy oil and soy lecithin are permitted). 2. Snacks in the Classroom: a.) All classroom snacks must be free from peanuts, tree nuts, fish, crustacean shellfish, sesame and soybean (soy oil and soy lecithin are permitted). b.) If a student brings in a snack that contains one of these allergens, the student will not be permitted to eat the snack. c.) Students may not share snacks.”

FUNDRAISING Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent.

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 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 2024. 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 860-828-6581.

LOST AND FOUND items are located adjacent to 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. Forms for free/reduced lunch are sent home to all families at the beginning of each year or upon enrollment.

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 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 [myschoolbucks.com](https://www.myschoolbucks.com) OR visit https://www.berlinschools.org/district/food_services/my_school_bucks

*School lunch menus may be found on the district website, located at: https://www.berlinschools.org/district/food_services/meal_menus

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.

ANY OUTSTANDING LUNCH BALANCES AT THE END OF THE YEAR MUST BE PAID IN FULL

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.*

PUBLISHING & POSTING OF STUDENT WORK

In Berlin, we believe publishing and sharing student work online makes learning authentic and relevant to students. Sharing examples of students engaged in high-quality learning experiences extends learning beyond the classroom walls, helps students create a positive digital footprint, and prepares students with 21st century skills. Also, the sharing of student work and accomplishments connects families, community members, and other stakeholders to the learning process. We believe that this is possible while respecting the safety and privacy of all students by adhering to the following guidelines.

Posting of photos of students online (class website, social media, etc.):

Posting pictures of student work is encouraged. Teachers are asked to make sure no identifiable student information is included with the picture (last name, email, address, any account username) and that the student's parents/guardians haven't opted out of allowing student pictures to be posted.

Posting student work (writing, projects, videos) online:

Posting quality student work online is encouraged and can help paint a positive picture of daily teaching and learning in the Berlin Public Schools. Teachers are asked to refrain from posting students' full names and to check that the parents/guardians haven't opted out of allowing student work to be posted.

If you do not want your child's picture or work published, it is your responsibility to send a note to the principal. Please indicate if you would prefer not to have 1) your child's picture published 2) student work published, 3) neither published. A new note must be submitted each year.

RECESS Students in kindergarten through grade five have 30 minutes of supervised recess each day. To facilitate the safety and supervision process at recess, only students and school staff will be allowed at recess. Parents or other family members will not be permitted to visit at this time.

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 4th and/or 5th 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 SchoolMessenger. 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. 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 might require special education services is asked to contact the building principal or Linda Holian, Director of Pupil Personnel Services, at 860-828-6581.

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 are not 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 has canceled an after school meeting.

VALUABLES Items of value should NOT be brought to school. Such items include fidget spinners, trading cards, electronic games, iPods, iPads, cell phones, or anything that your child is especially concerned about losing or being damaged in some way. 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 BOE Policy (5131.81) on the "Use of Private Technology Devices by Students". **The school is not responsible for lost, damaged, or stolen toys/valuables/personal devices.**

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.

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 **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.

EPINEPHRINE (EPI-PEN) ADMINISTRATION: Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the school nurse that epinephrine shall not be administered to such student in emergency situations.

HEALTH ASSESSMENTS: All students must present evidence of a physical examination upon enrollment in the district. All students in grades K,1,3,4 & 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K,1,3,4 & 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 each female 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 reasons, a statement from a physician 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 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.

MENSTRUAL PRODUCTS: Section 84 of Public Act 22-118 requires boards of education to provide free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom. Such restrooms must be accessible to students in grades three through twelve, in each school under the jurisdiction of the board.

OPIOID ANTAGONIST (NARCAN) ADMINISTRATION: Public Act 22-80 allows school nurses or, in their absence, qualified school employees to maintain and administer opioid antagonists, on an emergency basis and without prior written authorization, to students experiencing opioid-related drug overdoses. By law, an opioid antagonist means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the Food and Drug Administration has approved for the treatment of drug overdose.

OPT-OUT FOR LIFE SAVING MEASURES: In response to state legislation, we are requesting that you read the opt-out form in PowerSchool carefully. Only sign if you are opting your child out of the following lifesaving measures: Narcan (or a similar substance) and Epinephrine.

To get to the form

1. Log into [PowerSchool](#)
2. Click on Forms in the left column
3. Click on the General Forms tab
4. Scroll down to Opt-Outs and click on the blue link
5. Complete each opt-out portion if you are opting your child out of that lifesaving measure

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 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). Cameras are located within and outside of the school building, with a security officer present at the school each day.

SUNSCREEN Students who are 6 and older will be allowed to carry and apply sunscreen before outdoor activities at school, provided they have a written note from a parent or guardian

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"> • Student illness (Note: to be deemed excused an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.) • Student observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • 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.) • Extraordinary educational opportunities preapproved by district administrators. | 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. Please report late arrivals that are due to medical appointments or other appropriate reasons in the same way that you report an absence. **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 BOE policies (5113, 5113-R).**

EMERGENCY SCHOOLMESSENGER CLOSING CONTACT

Hubbard School utilizes a rapid communication service known as SchoolMessenger. 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.

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 gym 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. **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 must refrain from walking them to class, unless authorized by school administration.

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.*

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.

SOCIAL-EMOTIONAL LEARNING The primary K-5 social-emotional program implemented at Hubbard School is RULER.

STUDENTS ARRIVING TO SCHOOL EARLY (before 8:25 a.m.) will not be supervised. School staff is not responsible for their supervision 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, **ALL** visitors must adhere to the defined sign-in and sign-out procedures. **For safety and confidentiality reasons, visitors and volunteers must remain in the area to which they are signed in, unless authorized by administration.**

VOLUNTEERS All potential volunteers must complete the defined security process measures before being allowed to volunteer.

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

WEBSITE can be accessed at <https://hes.berlinschools.org/>. Information is continually updated. Please refer to it as an avenue to receive school, district, and community news.