

# CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN



## PARENT / STUDENT HANDBOOK 2014-2015

New Britain Education Administration Center  
272 Main Street, P.O. Box 1960  
New Britain, CT 06050-1960  
(860) 827-2200  
[www.csdnb.org](http://www.csdnb.org)

## **CSDNB Mission**

**The mission of the Consolidated School District of New Britain is to provide a rigorous and relevant, high-quality, research-based, data-driven education that meets the intellectual, physical, moral, and social developmental needs of every child.**

## **CSDNB Vision**

**The vision of the Consolidated School District of New Britain is to promote and sustain a culture and a safe and secure learning environment that builds capacity in administrators, faculty, and parents to improve academic achievement, equipping all students with the necessary aspirations, skills, and knowledge to successfully complete college, be lifelong learners, and be productive citizens.**

## **CSDNB Theory of Change**

**If we partner with families and the communities to create a climate of high expectations for our students in our neighborhood schools and ensure that each school has an effective leader, a coherent system of core instruction, and a systematic process to support all students' learning, then student achievement will increase. If we structure shared responsibility for student learning and teacher efficacy, and utilize stakeholder strengths, then we will ensure a climate of continuous improvement.**

*Significant district redesign is necessary in order to accomplish this Theory of Action. Establishing and operating an effective, aligned educational system is not simply making the current system work better. It is a fundamental change from a loosely-coupled to a tightly-integrated operation. The roles and responsibilities of nearly every adult and process will be reviewed and possibly changed. Administrators, teachers, parents, and community leaders must understand and support this shift.*

### **The focus of the PK-12 instructional program is Literacy**

*If we....*

- Design an explicit English Language Arts instructional program tightly connected to English Language Development instruction
- Reduce class sizes
- Have highly skilled adults deliver core instruction and specialized interventions
- Provide our leaders and teachers targeted feedback and professional development

*Then...*

- Students will be reading at or above grade level at the end of each academic year
- Students will graduate from high school with the skills for success in college and careers.

# CSDNB DISTRICT IMPROVEMENT PLAN AT A GLANCE 2012-2015

<p><b><u>GOAL 1</u></b> The District’s vision, mission, and goals establish high expectations for all students and staff; are shared, widely known, and implemented to improve student performance</p> <p>☛ Strategy 1 Create a district-wide positive learning climate in which all staff are responsible for focused contributions toward the district’s vision, mission, and goals</p>	<p><b><u>GOAL 2</u></b> Create a collaborative professional culture that ensures the success and achievement of all students by monitoring and continuously improving teaching and learning</p> <p>☛ Strategy 1 Establish and grow a strong professional team to improve teaching and learning</p> <p>☛ Strategy 2 Articulate and implement a core instructional program with a challenging standards-based curriculum and high expectations for student</p> <p>☛ Strategy 3 Use of assessments, data systems, and accountability strategies to improve adult practice and student achievement</p>
<p><b><u>GOAL 3</u></b> Establish and maintain an organizational system that ensures the success and achievement of all students by establishing and maintaining an organizational system and resources for a safe, high-performing learning environment</p> <p>☛ Strategy 1 Establish, implement, and monitor a school-wide positive behavior support system that includes effective tier 1, tier 2 and tier 3 proactive behavior supports</p> <p>☛ Strategy 2 Education Leaders distribute responsibilities and supervise management of the buildings, facilities, and practices so that the environment is conducive to learning</p> <p>☛ Strategy 3 Establish an infrastructure for finance and personnel that operates in support of teaching and learning</p>	<p><b><u>GOAL 4</u></b> Collaborate with families and other stakeholders to respond to diverse community interests and needs, and mobilize community resources to ensure the success and achievement of all students</p> <p>☛ Strategy 1 Leaders respond and contribute to community interests and needs to provide high quality education for students and their families</p> <p>☛ Strategy 2 Leaders access resources shared among schools, districts and communities in conjunction with other organizations and agencies that provide critical resources for children and families</p>

## **Board of Education Members**

Sharon Beloin-Saavedra, President  
Carlos Piña, Vice-President  
Daniel Davis, Secretary  
Merrill Gay  
Judith Greco  
Nicholas Mercier  
Nicole Rodriguez  
Stacey Rosado  
Daisy Sanchez  
James E. Sanders, Sr.

[saavedras@csdnb.org](mailto:saavedras@csdnb.org)  
[pinac@csdnb.org](mailto:pinac@csdnb.org)  
[davisda@csdnb.org](mailto:davisda@csdnb.org)  
[gay@csdnb.org](mailto:gay@csdnb.org)  
[greco@csdnb.org](mailto:greco@csdnb.org)  
[merciern@csdnb.org](mailto:merciern@csdnb.org)  
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[rosados@csdnb.org](mailto:rosados@csdnb.org)  
[sanchezd@csdnb.org](mailto:sanchezd@csdnb.org)  
[sandersj@csdnb.org](mailto:sandersj@csdnb.org)

*Board of Education meeting dates are available on the District website*  
<http://www.csdnb.org>

*Meetings begin at 6:30 and are held at the  
New Britain Board of Education Administrative Center  
Located at  
272 Main Street unless otherwise noted.*

SEPTEMBER 8, 2014

OCTOBER 6, 2014  
OCTOBER 20, 2014

NOVEMBER 3, 2014  
NOVEMBER 17, 2014

DECEMBER 1, 2014  
DECEMBER 15, 2014

*DATES FOR 2015 WILL BE POSTED ON THE DISTRICT WEBSITE*

## District Administrators

### **Superintendent**

Kelt Cooper, (860) 827-2203

[cooper@csgnb.org](mailto:cooper@csgnb.org)

### **Chief Academic Officer (Interim)**

Dr. E. Ann Carabillo, (860) 827-2237

[carabillo@csgnb.org](mailto:carabillo@csgnb.org)

### **Chief Operations Officer**

Paul Salina, (860) 827-2213

[salina@csgnb.org](mailto:salina@csgnb.org)

### **Chief Human Resources Officer**

Robert Stacy, (860) 827-2264

[stacy@csgnb.org](mailto:stacy@csgnb.org)

### **Chief Finance Officer**

Kevin Kane, (860) 827-2259

[kanek@csgnb.org](mailto:kanek@csgnb.org)

### **Chief Information Officer**

Jeff Prokop, (860) 832-4690

[prokop@csgnb.org](mailto:prokop@csgnb.org)

### **Chief Facilities and Special Project Officer**

Raymond Moore, (860) 827-2216

[moore@csgnb.org](mailto:moore@csgnb.org)

### **Director of Pupil Services**

Dr. E. Ann Carabillo, (860) 827-2234

[carabillo@csgnb.org](mailto:carabillo@csgnb.org)

### **Director of English Language Development and World Languages**

Cynthia Cassada, (860) 827-2243

[cassada@csgnb.org](mailto:cassada@csgnb.org)

### **Director of Teaching and Learning**

Nancy Sarra, (860) 827-2270

[sarra@csgnb.org](mailto:sarra@csgnb.org)

### **District Coordinator of Fine Arts/Gifted Talented**

Leona Clerkin, (860) 826-1868

[clerkin@csgnb.org](mailto:clerkin@csgnb.org)

### **District Coordinator of Athletics and Physical Education**

Leonard Corto, (860) 826-1869

[corto@csgnb.org](mailto:corto@csgnb.org)

### **District Coordinator of Preschool Programs**

Kristine Keidel, (860) 827-2222

[keidel@csgnb.org](mailto:keidel@csgnb.org)

### **District Coordinator for Psychology and Social Work Services**

Candace Ward-McKinlay, (860) 224-6450

[mckinlay@csgnb.org](mailto:mckinlay@csgnb.org)

### **District Coordinator of Special Education Services**

Margaret Walsh, (860) 827-2236

[walsh@csgnb.org](mailto:walsh@csgnb.org)

### **District Coordinator of Special Education and Speech and Language**

Anne Marie Niedzwiecki, (860) 827-2263

[niedzwie@csgnb.org](mailto:niedzwie@csgnb.org)

## School Administrator and Contact Information

<b>School/Address</b>	<b>Principal</b>	<b>Email Address</b>	<b>Phone Number</b>
<b>New Britain High School</b> 110 Mill Street - 06051	David Chambers	<a href="mailto:chambers@csdnb.org">chambers@csdnb.org</a>	(860) 225-6300
<b>NBHS Satellite Career Academy</b> 40 Goodwin Street - 06051	Mike Foran	<a href="mailto:foran@csdnb.org">foran@csdnb.org</a>	(860) 826-1162
<b>HALS Academy</b> 30 Pendleton Road - 06053	Leona Clerkin	<a href="mailto:clerkin@csdnb.org">clerkin@csdnb.org</a>	(860) 826-1866
<b>Pulaski Middle School</b> 757 Farmington Avenue - 06053	Wanda Lickwar	<a href="mailto:lickwar@csdnb.org">lickwar@csdnb.org</a>	(860) 225-7665
<b>Slade Middle School</b> 183 Steele Street - 06052	Richard Reyes	<a href="mailto:reyes@csdnb.org">reyes@csdnb.org</a>	(860) 225-3695
<b>Chamberlain Elementary School</b> 120 Newington Avenue - 06051	Jane Perez	<a href="mailto:perez@csdnb.org">perez@csdnb.org</a>	(860) 832-5691
<b>DiLoreto Magnet School</b> 732 Slater Road - 06053	Alejandro Ortiz	<a href="mailto:ortiza@csdnb.org">ortiza@csdnb.org</a>	(860) 223-2885
<b>Gaffney Elementary School at Roosevelt</b> 40 Goodwin Street - 06051	Anita Fazio (Interim)	<a href="mailto:fazioa@csdnb.org">fazioa@csdnb.org</a>	(860) 225-6247
<b>Holmes Elementary School</b> 2150 Stanley Street - 06053	Patricia Putnam	<a href="mailto:putnamp@csdnb.org">putnamp@csdnb.org</a>	(860) 223-8294
<b>Jefferson Elementary School</b> 145 Horse Plain Road - 06053	Cathy Hill	<a href="mailto:hill@csdnb.org">hill@csdnb.org</a>	(860) 223-8007
<b>Lincoln Elementary School</b> 145 Steele Street - 06052	Elaine Cabral	<a href="mailto:cabral@csdnb.org">cabral@csdnb.org</a>	(860) 229-2564
<b>Northend Elementary School</b> 160 Bassett Street - 06051	Dr. Nicole Sanders	<a href="mailto:sandersn@csdnb.org">sandersn@csdnb.org</a>	(860) 223-3819
<b>Smalley Academy</b> 175 West Street - 06051	Elsa Saavedra-Rodriguez	<a href="mailto:saavedra@csdnb.org">saavedra@csdnb.org</a>	(860) 225-8647
<b>Smith Elementary School</b> 142 Rutherford Street - 06051	Christine Bruemmer	<a href="mailto:bruemmer@csdnb.org">bruemmer@csdnb.org</a>	(860) 223-1574
<b>Vance Village School</b> 183 Vance Street - 06052	Sarah Harris	<a href="mailto:harriss@csdnb.org">harriss@csdnb.org</a>	(860) 225-8731
<b>Alternative Center School</b> 505 South Main Street - 06051	Candace Ward-McKinlay	<a href="mailto:mckinlay@csdnb.org">mckinlay@csdnb.org</a>	(860) 224-6450
<b>Central Registration</b> 183 Steele Street - 06052			(860) 223-5501
<b>New Britain Transitional Center</b> 757 Farmington Avenue - 06053			(860) 827-4577
<b>Family Education Services</b> 145 Steele Street (Room 6) - 06052			(860) 223-2716
<b>Adult Education</b> 183 Steele Street (Portables) - 06052			(860) 229-6106

## **Central Registration**

Families moving into New Britain with children during the school year should enroll with the Consolidated School District of New Britain as soon as possible. Children in grades PK through 8 must be registered at the Central Registration office located at 183 Steele Street, behind Slade Middle School, between the hours of 8:00 a.m. and 3:00 p.m. any day school is in session. Please call the Central Registration Office at 860-223-5501 if you have any questions about registering your child(ren).

Students in grades 9 -12 must be registered at New Britain High School located at 110 Mill.

Parents will need to provide the following documentation:

- Child's Birth Certificate
- Child's Social Security Card (optional)
- Child's Health Assessment Record (blue form; physical and up to date TB test, as determined by TB risk assessment)
- Proof of your local residence (original electric or gas bill dated within the last 30 days, City issued property tax or water bill, signed lease dated within the last 12 months or a current mortgage statement)
- Education records from previous schools

## **Neighborhood School Assignment**

All children will be enrolled in neighborhood schools based on the parent's/guardian's residential address. Neighborhood schools allow the District to better direct and focus staff and resources to fit the needs of the students in every school. Our plan is to develop each school as the focus of its neighborhood, and to make a vibrant community center as well as a place of gathering for students and families. We invite you to partner with our dedicated faculty and staff as we make this journey. Please join the campaign to make your neighborhood school one of the best schools in Connecticut! Further information regarding the neighborhood school zones may be found on the district website: [www.csdnb.org](http://www.csdnb.org). The website also includes a link that allows you to view a map of the school district and to type in your address to find the school your child will be assigned to.

## **Bussing/Transportation Guidelines (Policy 3-12)**

Elementary school students in Grades K through 5 shall be transported to their assigned neighborhood public school if they reside at a distance of greater than one (1) mile from said school. Middle school students in Grades 6 through 8 shall be transported to their assigned neighborhood public school if they reside at a distance greater than one and one half (1 ½) miles from said school. Students in grades 9 through 12 shall be transported to the high school if they reside at a distance of greater than two (2) miles from the high school.

Under certain circumstances elementary school students (grades pre-school through 5 only) shall be picked up from, or dropped off at, a licensed day care center or private sitter in lieu of their home. This alternative transportation shall only be approved and provided if the licensed day care center or private sitter's residence is within the assigned school district or the parents/guardians' residence, meets the

distance requirement listed above, and if no additional miles are traveled by busses. Transportation will be provided to the before and the after school program located at the YWCA, and after school program located at the Boys & Girls Club.

Students living on certain streets shall be required to use an alternative pick up/drop off point during winter months. Students, parents or guardians shall be advised of the alternate pick up location by the driver of the corresponding bus route. Pick ups for students who are not at their appointed pick up point for three consecutive days may be cancelled unless the attending school office has been notified of the student's expected absence. If a student's transportation has been cancelled, parents or guardians must contact the attending school to begin the transportation reactivation process. It could take anywhere from three to five business days before the student is able to be transported. The school shall notify the parents/guardians when transportation is again active in the student's transportation profile. Students in Kindergarten shall not be released by the driver at their drop off point unless met at the drop off point by an adult. Students not met at the drop off point shall be returned to their school and the school shall notify the parents or guardians.

Students who have been observed by the bus driver or bus monitor to have damaged a school bus, for whom it has been necessary to discipline for inappropriate behavior while being transported, or have otherwise been suspended or expelled from school may have their transportation privileges suspended by the school principal (or designee), the Pupil Services Department, and/or be investigated by the office of Business and Operations before action is taken. The length of suspension shall be commensurate with the action which necessitated the suspension of transportation. Should transportation privileges be suspended, the student's parents or guardians shall be notified of the revocation of transportation privileges and be responsible for the student's transportation until transportation is reinstated.





# Consolidated School District of New Britain

## 2014-2015 Calendar



<b>July 2014</b> M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	<b>August</b> M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25# 26# 27# 28# 29	<b>September</b> 21 days M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	<b>October</b> 22 days M T W T F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31
<b>November</b> 16 days M T W T F 3 4# 5 6 7 10 11 12 13 14 17** 18** 19** 20** 21 24 25 26 27 28	<b>December</b> 17 days M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	<b>January 2015</b> 17 days M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	<b>February</b> 18 days M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27
<b>March</b> 22 days M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	<b>April</b> 16 days M T W T F 6** 7** 8** 9** 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30	<b>May</b> 19 days M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22** 25 26 27 28 29	<b>June</b> 12 days M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17** 18** 19** 22** 23 24 25 26 29 30

**YEAR AT A GLANCE - Note: More dates on page 2**

ORIENTATION - Kindergarten	Aug 25, 26, 27, 28	Three Kings' Day	Jan 6
ORIENTATION - 6th Grade	Aug 21	Prof. Dev. (Early Dismissal - ELMS/HS)	Jan 14
ORIENTATION - 9th Grade	Aug 19	Martin Luther King Day	Jan 19
Convocation for Staff	Aug 25	High School Semester Exams	Jan 22-27
Staff Development (Full Day) (DW)	Aug 25, 26, 27, 28	President's Day	Feb 16
Labor Day	Sept 1	Lincoln's Birthday (Recognized 2/12/15)	Feb 17
First Day of School	Sept 2	Prof. Dev. (Early Dismissal - ELMS/HS)	Feb 18
Prof. Dev. (Early Dismissal - ELMS/HS)	Sept 17	Prof. Dev. (Early Dismissal - ELMS/HS)	Mar 18
Columbus Day	Oct 13	Good Friday	Apr 3
Prof. Dev. (Early Dismissal - ELMS/HS)	Oct 22	Spring Recess	Apr 13-17
Election Day	Nov 4	Prof. Dev. (Early Dismissal - ELMS/HS)	May 13
Staff Development (Full Day) (DW)	Nov 4	Recess	May 22
Veteran's Day (Recognized)	Nov 11	Memorial Day Observed	May 25
Half Day	Nov 26	High School Final Exams	June 10-15
Thanksgiving Recess	Nov 27 & 28	Last Day for Pre-School (Half Day)	June 12
Prof. Dev. (Early Dismissal - ELMS/HS)	Dec 10	Last Day for Students (Half Day)	June 16
Christmas Recess	Dec 24-Jan 5		

180 days (Students)  
185 days (Teachers)

**HOLIDAYS IN RED**

#1-3/20/14em

CALENDAR KEY			
△	First/Last Days of School	◆	Parent Conf. - Elem.
□	Schools Not in Session	●	Parent Conf. - Middle
#	Schools Not in Session for Students Prof. Development Day for Staff	■	Parent Conf. - High
○	Half Day: Professional Development or Early Dismissal (EL) (MS)	⊖	Pre-School Conf. Last Day of Pre-School (Half Day)
**	Snow day progression (May 22, June 17, 18, 19, 22)	<b>[SCHOOL CLOSED]</b>	

## Arrival and Dismissal Information

### Preschool Hours:

#### DILORETO REGULAR SCHOOL DAY

Morning Preschool 8:10 – 10:50 a.m.  
Afternoon Preschool 12:10 – 2:50 p.m.

#### DILORETO EARLY RELEASE

Morning Preschool 8:10 – 10:00 a.m.  
Afternoon Preschool 10:55 – 12:45 p.m.

#### GAFFNEY, LINCOLN & SMITH REGULAR SCHOOL DAY

Morning Preschool 8:55 – 11:35 a.m.  
Afternoon Preschool 12:55 – 3:35 p.m.

#### GAFFNEY, LINCOLN & SMITH EARLY RELEASE

Morning Preschool 8:55 – 10:40 a.m.  
Afternoon preschool 11:35 – 1:15 p.m.

### Elementary School Hours:

#### REGULAR SCHOOL DAY

Grades K-5 8:55 a.m. – 3:35 p.m.

#### EARLY RELEASE

Grades K-5 8:55 a.m. – 1:15 p.m.

Kindergarten September 2<sup>nd</sup> - September 12<sup>th</sup>: 1:15pm early release  
Regular/full school day begins as of September 15<sup>th</sup>

### Middle School Hours:

#### REGULAR SCHOOL DAY

8:10 a.m. – 2:50 p.m.

#### EARLY RELEASE

8:10 a.m. – 12:30 p.m.

### F.J. DiLoreto School Hours:

#### REGULAR SCHOOL DAY

7:55 a.m. – 3:05 p.m.

#### EARLY RELEASE

7:55 a.m. – 12:30 p.m.

### High School and HALS Hours:

#### REGULAR SCHOOL DAY

7:30 a.m. – 2:15 p.m.

#### EARLY RELEASE

7:30 a.m. – 12:00 p.m.

## **Arrival / Dismissal Procedures**

With the exception of DiLoreto Magnet School, elementary student arrival time is 8:45 a.m., for middle school students arrival time is 8:00 a.m., and for high school and HALS students it is 7:20 am. DiLoreto Magnet School arrival time is 7:45 a.m. It is important that students do not arrive at the school grounds prior to this time as there is no one to supervise them before the indicated arrival time.

With the exception of DiLoreto Magnet School, elementary schools have a 3:15 p.m. student early pick up deadline on Regular School Days and 1:00 p.m. student early pick up deadline on Early Release Days. With the exception of DiLoreto Magnet and HALS, all middle schools have a 2:30 p.m. student early pick up deadline on Regular School Days and 12:15 p.m. student early pick up deadline on Early Release Days. For the high school and HALS, there is a 2:00 p.m. early student pick up deadline on Regular School Days and 11:45 a.m. early student pick up deadline on Early Release Days. DiLoreto Magnet School has a 2:50 p.m. student early pick up deadline on Regular School Days and a 12:15 p.m. early student pick up deadline on Early Release Days.

Please refer to your child's school section for additional arrival, dismissal and/or early release procedures. These deadlines are to ensure student safety at all of our schools.

## **Extended Day Services**

Extended Day programs can help children develop greater confidence in their academic abilities and a greater interest in school, both of which have been shown to lead to improved school attendance and completion rates. The Consolidated School District of New Britain strives to provide enrichment programs that support student development. Please check the District webpage to see what is available at each school.

## **District Office of Family Education Services**

The mission of the Family Education Services within the Consolidated School District of New Britain is to coordinate efforts to assist parents in supporting their student learners in Preschool through Grade 12 in their academic achievement. The office is comprised of the Jefferson, Smalley and Smith Family Resource Centers who serve to help connect New Britain families with the school system and the community as lifelong learners. Families gain knowledge of developmental milestones and what services to access if their child is in need of additional therapy to achieve said milestones. In addition, the District has a district-wide Family Education Specialist to provide parents with outreach and workshops as they support their children in their academic achievement at home. A list of current workshops/courses offered can be found in the Families' Corner of the District website <http://csdnb.org/#parentscorner>. In order to better serve segments of the New Britain population, the District also has Family Support Advocates to support the Spanish, Arabic, and Polish speaking families. To request assistance, contact the Family Education Services office by calling (860) 223-2716.

## **YMCA After School Programs**

### ◆ Why the change?

We have the wonderful opportunity to collaborate with the school systems in order to provide New Britain families with affordable, quality before and after care, right in their own neighborhoods. By bringing our YMCA programs to you, in your child's school, we are making it easier to provide a fun filled, activity packed, professionally supervised, before and after care option for the children of New Britain.

### ◆ What are the Costs?

A.M. Care \$30.00 per week

P.M. Care \$45.00 per week

Combo Care \$60.00 per week

Cost is per child. Program will cap at two - Families with three or more will only be required to pay for the first two children. Care 4 Kids/Financial Aid does not apply.

#### Before and After Care

Gaffney Smalley

Holmes Smith

Jefferson Vance

Lincoln

#### Before Care (only)

Chamberlain

Northend

### ◆ Did you know?

The YMCA is the largest childcare provider in the country.

### ◆ YMCA Child Care Philosophy

In accordance with the YMCA's history and dedication to serve its youth our objectives are:

- To provide quality programs based upon the fundamental factors of child development in physical, social, and emotional growth.
- To provide a comfortable environment that fosters the development of self-confidence, self-discipline, and a good self-image.
- To continually strive for program refinement for the benefit of the participants.
- To strengthen the family unit by providing care for children so families can work toward improving their economic stability.
- To make every effort to supply support for families in need.

### ◆ What can I expect for my child?

Our well-trained and qualified staff will engage the children in a wide variety of activities that include sports time, arts and crafts, team building activities, outdoor time, cooperative games and more. Our programs focus on the fundamentals of the YMCA core values of Caring, Honesty, Respect and Responsibility.

For more information or to register please contact the New Britain-Berlin YMCA at 860-229-3787 or via email [lpasquariello@nbbymca.org](mailto:lpasquariello@nbbymca.org).

### **Chamberlain Elementary School:**

Arrival: Students may be dropped off across from the main school entrance or on Sunrise Ave. in front of the North school entrance. If you are dropping your child off in the front of the building by car, you must enter the teacher parking lot and drive to the cones where you may drop off your child.

Dismissal: Kindergarten walkers and kindergarten students who will be picked up are dismissed in the courtyard between the kindergarten and the portables. All other walkers and students who will be picked up are dismissed through the Sunrise Avenue exit.

### **DiLoreto Magnet School:**

1. Parents are not allowed to drop off their child earlier than 7:40am. Drop off is at the front door.
2. From 8:00 – 2:30, parents/guardians must enter the building through the front door. Our security procedures are as follows:
  - Parents/guardians may visit our school if they have an appointment or a volunteer schedule with their child’s teacher or staff.
  - If you do not have an appointment or a volunteer schedule, please communicate reason for visiting to our secretaries. They will do their best to assist you or make sure that your message is given to the teacher, administrator or appropriate staff person.
  - The principal and assistant principals will make every effort to meet with parents/guardians who do not have an appointment. If they are unavailable, a message will be forwarded to them and they or a school secretary will call and make an appointment as soon as possible.
  - For the safety of our students, the instructional program and dismissal procedures must be respected. Parents and non-district visitors may not “pop into” classrooms without an appointment. This is a district policy.
  - Every visitor must sign in and sign out in the dismissal book – no exceptions.
  - Any student who is being dismissed early by a parent/guardian shall be checked against the “Do not release” and the “Emergency form” lists.
3. **Parents/designees must call prior to 2:30pm or send in a note with the student(s) to indicate a change in their child(ren)’s normal dismissal.** If parents/guardians fail to contact the school prior to 2:30 or send in a note at the start of the day, a student that rides the bus will remain on the bus; if the student is a walker the parents/guardians will need to wait in the main lobby. Parents/guardians may not enter the building to pick up their child from the school, bus area, or bus. Regretfully, we cannot guarantee retrieving a child at dismissal time after the busses begin to move if the parents/guardians has not informed the office of a dismissal change prior 2:30 pm.
4. Students taking a bus will be brought to the cafeteria entrance during arrival each morning. Students will not be allowed off the bus until 7:40.
5. Our morning breakfast scheduled is as follows:
  - Grades K, 1, & 2 will go to the cafeteria to have breakfast.
  - Grades 3, 4, & 5 will report to the “old gym” where they will wait until their teachers pick them up for homeroom and will have breakfast in their homeroom

### **DiLoreto Magnet School (continued):**

- Grades 6, 7 & 8 will go to rooms 127 & 128 to have breakfast. After breakfast, students will report to the courtyard between the old and new wing to wait for their homeroom teachers to pick them up. If there is inclement weather students will report to the new gym.

6. At the end of the day busses will line up around the building starting at the playground and wrap around the new wing to the cafeteria. Students will be escorted by their teachers to the busses at 3:05. For safety reasons, walkers will be released after the busses leave the school grounds. Walkers and students who will be picked up will exit by the main entrance.

Gaffney Elementary School at Roosevelt: (To ensure student safety and ease traffic flow, Goodwin Street is a **ONE-WAY** street from **8:15-9:00 a.m.** and **3:15-4:00 p.m.**)

Arrival:

Preschool - Preschool students will be picked up and dropped off in the BACK of the building on the Preschool side. Staff will be there to escort them. Busses will enter in the back, drop off students, loop around the track and exit the property. Any Preschool students who have mobility limitations will be picked up and dropped off at the high school entrance (same location as KEY students) where an adult will be with them. A.M. session students will enter the building at 8:45 a.m. P.M. session students will enter the building at 12:45 p.m.

Kindergarten through Grade 5 - All busses will drop students off on the side of the building (Goodwin Street). From there students will walk along school grounds/sidewalk where they will be supervised and escorted into the cafeteria at 8:35 a.m. Parents who drop off students will need to do so on Pleasant Street. Students will then walk along school grounds/sidewalk where they will be supervised and escorted to the cafeteria. Teachers will pick students up from the cafeteria at 8:45 a.m.

KEY - All KEY students will be dropped off and picked up at the high school entrance in the front of the building. Staff will be there to escort them to their classrooms at 8:45 a.m.

Dismissal:

Preschool – A.M. session preschool students will begin dismissal at 11:30 a.m. P.M. session preschool students will begin dismissal at 3:30 p.m.

Kindergarten through Grade 5 - Walkers will be dismissed to their parents/guardians from the front door or continue on their own to the crossing guard on Pleasant Street. Staff will be exiting out through the front of the building and walking students to the busses. Dismissal will begin at 3:35 p.m. Parents/guardians must call before 2:30 p.m. or send in a note with the student(s) to indicate a change in their child(ren)'s normal dismissal

KEY - All KEY students will begin dismissal at 2:45 p.m.

### **Holmes Elementary School:**

Arrival: Students are to arrive between 8:30 a.m. and 8:40 a.m., then proceed to the playground for monitored line up. Students are expected to be in their classroom line by 8:45 a.m. Students arriving after 8:45 a.m. will need to be signed in by a parent in the front office.

Dismissal: Supervised dismissal for all students will begin at 3:30 p.m. Teachers will escort students to their assigned bus and walkers will be escorted to the lower turn around area where students will be individually escorted by parents/guardians to their car. The Main Office door will be locked at 3:00 p.m. to ensure all students are accounted for during the dismissal process. On occasion, if you plan to pick up your student for any reason you will need to pick up your student before 2:30 p.m. Parents/guardians are asked to wait in their cars at all times during the dismissal process.

### **Jefferson Elementary School:**

Visitors: All visitors must enter through the front door of the school, sign in and sign out in our visitor's log kept in the main office. Parents/guardians are a valuable team member in the student educational process, which includes our school community, events, activities, recognition ceremonies, and are always welcome. For the safety of those within the school and to avoid disruption of instructional time, an appointment must be made in advance should parents/guardians that wish to meet with the teacher or principal to discuss aspects of the educational process. An appointment must also be made to volunteer or visit a classroom during instructional time. Approval from both the principal and teacher is required and the visit must not interfere with the delivery of instruction or disrupt the normal school environment. Visitors must first report to the main office with identification when signing in and are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Arrival: Students should report to the adult on duty outside the front door of the school. Students are permitted to be on campus when we begin providing supervision which is no earlier than 8:35 a.m. To ensure student safety, please drop students off along Horse Plain Road so they may use the sidewalk to walk to the front entrance doors of the school. All students should enter the school in the morning through the front entrance doors only. This allows them to be greeted by their teachers on the playground at 8:45. During inclement weather, all students will enter through the front doors and remain indoors in the designated area for their grade level. Please make every effort to make sure your children arrive at school on time. "Every Day Counts, Every Lesson Matters".

Dismissal: For students that walk and are in Grades Kindergarten through 2<sup>nd</sup>, parents should pick up their child(ren) from the lower level exit doors. (your child's teacher will provide more detailed information with exact door). Students in Grades 3-5, teachers will walk students down the hill to exit on Horse Plain Road near the portable classrooms. For safety reasons, walkers will be released after the busses exit the campus.

Students who ride a bus will be escorted by the teachers through the front doors to board their assigned bus. Only students who qualify for bussing may ride the bus to and from school.

Changes to dismissal: For safety reasons, all students will be dismissed according to their designated dismissal (i.e. students that ride a bus, will take their assigned bus home, walkers will walk or be picked

**Jefferson Elementary School (continued):**

up). If there is a need to change your child's normal routine for dismissal, all changes must be made in writing to include a date, parents/guardian's signature and a valid contact number to reach said parents/guardians. If your child is being picked up by a designee other than the parents/guardians, that person will need to be added to the Student Emergency Form. The designated person must be prepared to show identification and allow sufficient time for the school to verify all information. We understand the additional wait time may be frustrating, however, it is done for your child(ren)'s safety. Phone calls will not be an acceptable way to communicate a change in your child(ren)'s dismissal routine. Please check with the front office and/or your child's teacher to ensure that the written communication was received.

**Lincoln Elementary School:**

Arrival: All students should report to the playground upon arrival. No students should be dropped off at the school before 8:30 a.m. Teachers will pick their classes up from the playground and escort them into the school. In case of inclement or cold weather, students will enter the building upon arrival.

Dismissal: At 3:25 p.m., walkers are dismissed out of the back doors of the lobby to be picked up by parents/guardians in the back of the building. Students who are not picked up promptly will be walked to the office where they can be signed out by the parents/guardians when they arrive. All Preschool and Kindergarten walkers are dismissed to parents/guardians in the Commons.

**Northend Elementary School:**

Students are expected to arrive to school at 8:40 a.m. each day.

Kindergarten students will arrive and be dismissed from the Kindergarten playground area. Students in Grades 1 through 5 will arrive and be dismissed from the main playground area.

For safety reasons, parents and guardians must ensure that students enter and exit the playground areas appropriately. Please do not use the staff parking lot to drop off and pick-up children.

**Northend Elementary School (continued):**

Dismissal is at 3:35 p.m. Parents are expected to sign students out each day during dismissal.

During inclement weather, Kindergarten through Grade 1 will be signed-out from their classrooms. Students in Grades 2 through 5 will be signed-out from the cafeteria. Walkers will be dismissed from designated doors.



### **Smalley Academy:**

Upon arrival at 8:35 a.m., students report to the designated areas as follows:

Morning:

- Kindergarten and Grade 1 students report to the cafeteria via the playground side entrance.
- Grades 2 through 5 students report to the auditorium (via West Street entrance)

Afternoon:

- Kindergarten through Grade 2 students will be escorted by teacher/designated adult to the cafeteria for parent/guardian pickup via the playground side entrance.
- Grades 3 through 5 students will be escorted by teacher/designated adult to the entrance area on West Street adjacent to the auditorium.

All bussed students will leave the building through the main entrance of the school.

**Important:** No student will be dismissed after 3:15 p.m. **No exceptions will be made.** No changes will be made to a student's normal dismissal (i.e. early pick up) unless a note is sent in with the student. We ask that parents try to make appointments after the school day ends.

### **Smith Elementary School:**

**Arrival:** Upon arrival, students should be dropped off in the lower parking lot and walk up Rutherford Street to the back parking lot where doors will open at 8:35 a.m. All students will enter through the back entrance.

**Dismissal:** At dismissal, Kindergarten walkers are dismissed through the Kindergarten Courtyard. Grades 1 and 2 will be dismissed through the side doors by the blacktop. Grades 3 through 5 walkers will be dismissed through the front entrance.

### **Vance Village School:**

**Arrival:** Upon arrival, students are to be dropped off at the blacktop door near the playground/playscape until 8:50 a.m. Staff will greet the students at the door.

**Dismissal:** There are two specific areas on the blacktop for our students. The Kindergarten and first grade students are picked up on the right side of the blacktop outside Room 105.

Students in Grades 2 through 5 are lined up at their grade level cone right outside the blacktop doors where they enter the building in the morning.

Kindergarten and first grade students who do not ride the bus will be dismissed by the blacktop doors outside room 105. Parents/guardians can meet their children on the black top area. Staff will remain with

**Vance Village School (continued):**

Kindergarten and Grade 1 students until family members and/or designee have picked them up. The area will be marked so that families can easily find their children.

Students that do not ride the bus in Grades 2 through 5 will exit through the door closest to the blacktop. This is the same place that the students enter in the morning. Students in Grades 2 through 5 will wait on the blacktop at their grade level cone for their parent/designee to pick them up. If students are not picked up at the blacktop after dismissal time has ended, staff will escort the students to the office.

**Safety:** The door to the main office will be locked every day at 3:10 p.m. and reopened after “Last Call for Busses” is announced at 3:35 p.m. If your child needs to be picked up early, you need to be here at Vance Village School before 3:10 p.m. No dismissal changes will be done over the phone (ie: different bus, change from busser to walker, etc.). Any changes need to have a written note. In the event of an emergency during dismissal time when the office is closed please contact a staff member with a walkie-talkie on the blacktop or in the dismissal area. Thank you for your cooperation.

**THANK YOU FOR HELPING US TO KEEP OUR STUDENTS SAFE**

## **Attendance**

Attendance at school is mandatory. Students need to be present in order to learn. You can help by making school a top priority. Please do not schedule appointments such as medical or dental (etc.) during school hours. Contact the school to report your child's absence, and send a note to the teacher explaining the absence when your child returns to school. If you do not have a telephone, please write the teacher a note for when your child returns. Calls are made to the home of each absent student in the morning to ensure that the parent knows the child is not at school.

**An unreported absence is an unexcused absence.** Absences are excused only for illness or certain family emergencies at the discretion of the principal. If your child has excessive unexcused absences, a referral to the School Based Attendance Committee (SBAC) will be completed. Parents will be expected to attend a meeting to discuss attendance concerns. The SBAC consists of the teacher, principal, school social worker, the district's attendance officer and a Department of Children and Families liaison worker. If necessary, an additional referral will be made to the attendance review board. If the attendance issue continues, a referral will be made to DCF due to educational neglect.

Perfect Attendance – A student cannot be absent, tardy, or dismissed early (regardless of the student is sick or has a scheduled appointment) to receive perfect attendance acknowledgement for the school year.

## **Attendance Policy**

In compliance with Connecticut State Law (Statute 10-184), we are providing written notice to you, as parents and guardians, of your obligations to assure your child's attendance at school. Students are expected to be on time for school and attend classes every day, unless they are sick or have a serious reason to be out. The New Britain School District policy states that the only excused absences are those due to a child's illness, death in the family, a doctor or dentist appointment, religious obligations, or whenever the Administration considers that exemption from school is in the best interest of the student. The school administrator makes the final determination about whether an absence is excused. As of April, 2013 CT State Department of Education has provided definitions to establish two levels of criteria for an absence to be considered excused. The first 9 absences in a school year can be deemed excused for any reason the parent or guardian provides. The tenth and subsequent absence after has a specific set of reasons that qualify as excused. The acceptable reasons for a student absence to be considered excused after 10 or more absences are as follows:

- Student illness with verification from an appropriately licensed medical professional regardless of absence's length
- Student's observance of a religious holiday
- Death in a student's family or any other emergency beyond the control of the student's family
- Mandated court appearances that are documented
- Lack of transportation that is normally provided by a district other than the one the student attends
- Extraordinary educational opportunities that meet specific criteria and are pre-approved by district administrators

For more information regarding the Two-Level Approach to Excused absences please visit [http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines\\_excused\\_and\\_unexcused\\_absences.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf). You can monitor your child's attendance through accessing the information recorded in Powerschool.

Parents who keep their child(ren) home from school should call the school in the morning to inform the Secretary of the reason for the child's absence. The school must keep detailed records of late arrivals, absences, and early dismissals. If a child must be absent for a medical reason, parents should bring a note from a doctor or dentist with the date and reason for the absence.

We strongly encourage students to arrive on time. If they come in after the start of the school day, they will be marked tardy. If students come to school late, they must come to the Office for a late pass before going to their classroom.

## **Tardiness**

A student is considered tardy when they arrive after the regularly scheduled start time and/or start of homeroom. If your child is late for school, they should report to the office for a late pass before going to the classroom. Parents should provide a written note to the teacher when a child is tardy. Students who are repeatedly tardy will need to make up missed time.

## **Health and Medical**

A school nurse is on duty during school hours to handle illnesses and injuries that occur during the active school day. If a child becomes sick or injured, the school must be able to contact a parent or other designated adult to come and take them home. It is extremely important to provide current phone numbers to the school office so that we may be able to contact you or a relative in the event of a medical emergency.

When medication is necessary during school hours, parents must provide the school with an authorization form signed by the doctor and parent or legal guardian. The forms are available through the school. If a child has an inhaler for asthma you may want to have two inhalers, one for home use and one for school use (which will be kept in our secured location). This way the medication may be left in school and you will not have to bring and pick-up medication on a daily basis. Do not send medication to school with your child.

Please follow these guidelines for sending children to school:

- **Colds/Sore Throat:** Students may attend school if there is no fever and they feel well enough to participate in school activities.
- **Strep Throat/Bronchitis/Pneumonia:** Students who have been on antibiotics for 24 hours are no longer contagious and may attend school if there is no fever and they feel well enough to participate in school activities.
- **Stomach Ache/Vomiting/Diarrhea:** Students who are vomiting and/or have diarrhea should be kept at home. Once the vomiting or diarrhea stops, and can keep food down, and if they have no fever, they may return to school.
- **Fever:** Students can remain in school if their temperature is less than 100° F.

*By Board of Education policy, all students in grades K-8 must wear the approved universal uniform of a white collared shirt and either khaki or navy blue Dockers style slacks/bottoms. Each individual school also has an optional shirt color(s) that will be accepted. These colors are listed in the chart below.*

**Pants or knee-length shorts** – Dress or “Dockers” style, belted at waist only. **No denim jeans**. Girls may also wear skirts, jumpers or skorts in either khaki or navy blue and must be knee length or longer.

**Tops** – Solid color with collar or turtleneck, worn tucked-in. Long or short sleeves. No tee-shirts.

**Footwear** – Shoes or sneakers. Shoes must have a back straps to keep them on the feet. Laces tied. Blue or white socks.

**Optional** – Sweaters, blazers or vests in a solid color of: navy, grey, or school color. Clothing with hoods, graphic designs, word screening, logos etc. are not allowed.

#### SCHOOL UNIFORM SHIRT COLORS BY SCHOOL

<u>School</u>	<u>Shirt Colors</u>
<b>Chamberlain</b>	Navy Blue/White Tops
<b>DiLoreto</b>	Hunter Green/White Tops
<b>Gaffney</b>	Light Blue/White Tops
<b>Holmes</b>	Red/White Tops
<b>Jefferson</b>	Red/White Tops
<b>Lincoln</b>	Yellow/Light Blue/White Tops
<b>Northend</b>	Hunter Green/White Tops Hunter Green Sweater/Cardigan
<b>Smalley</b>	Light Blue/White Tops
<b>Smith</b>	Light Blue/Navy/White Tops
<b>Vance</b>	Light Blue/White Tops
<b>HALS</b>	Light Blue/Black/Grey/White Tops
<b>Pulaski</b>	Maroon/White Tops
<b>Slade</b>	Light Blue/Navy/White Tops

**If the uniform policy is a financial burden, parents may submit a written request for clothing assistance to their school principal specifying the clothing needed together with a statement of financial need.**

## **Dress Code**

Students are expected to wear their school uniform everyday. Parents are asked to make safe, respectful choices about what their students wear to school. Please remember that children grow throughout the year and clothing must fit appropriately. Please contact the school office if you have any questions about the school uniform or uniform policy.

Students should not come to school wearing the following:

- Strapless tops
- Tops with spaghetti straps
- Clothing that exposes a child's stomach
- Clothing that exposes underwear
- Pants, shorts, skirts, skorts that are NOT worn at waste level
- Clothing that compromises modesty – shorts, skorts and skirts should not be shorter than 2 inches above the knee and tops should not show cleavage
- Beads or other insignia associated with gangs
- Shoes such as clogs, heels higher than one inch, or “flip-flops”. Shoes must have back straps to keep them on student's feet
- T-Shirts/Clothing with messages or pictures promoting substance abuse, violence, prejudice, or sex

## **School Attire Policy**

It is the policy of the New Britain Board of Education to reasonably regulate the attire of students during the school day. To that end, the Board has implemented school uniforms for Grades K-8. Further, in order to maintain an educational environment that is safe and conducive to the educational process, all students in Grades K-12 shall abstain from wearing or possessing certain items during the school day. The New Britain Board of Education has determined that reasonable regulation of school attire can further (important) educational interests.

School personnel, including substitutes, should serve as role models for proper attire in the educational setting. School personnel should ensure that all students adhere to the School Attire Policy. It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the Board's Attire Policy. In compliance with the Board policy regarding School Attire, each elementary and middle school in New Britain has adopted a school uniform for these reasons:

- School Uniforms can support important educational interests and contribute to a positive school climate
- Reduce distraction; provide an environment where students can focus more on learning
- Reduce loss of self-esteem caused by teasing or competition over clothing
- Minimize disruption from wearing inappropriate clothing
- Enhance school safety by helping teachers and administrators to identify individual who are not enrolled in the school when they encounter them on the playground or in the school
- Reduce the cost of school clothing
- Provide an educational environment where financial disparities between students, as reflected in clothing, are minimized
- Create a greater sense of community and school pride amongst students
- Help students and parents avoid peer pressure
- Help prepare students for future roles in the professional workplace

- Create an atmosphere reflecting the seriousness of the purpose of education

### **School Closings Due to Inclement Weather**

In the event of school closings or early dismissal due to inclement weather, a call will be made using the automated calling system as soon as possible. **Please be sure that your telephone numbers are up to date so that we can contact you in case of emergency.** Please watch the TV stations (WFSB, NBC 30, or Fox 61) and log onto the district website at [www.csdng.org](http://www.csdng.org) for information on closings, early dismissals, or the cancellation of after school activities.

In the event of an early dismissal due to weather, please make sure your child is aware of any alternate arrangements for going home.

### **Cafeteria Service**

All classes enjoy a thirty minute lunch and an outdoor recess, (weather permitting). Lunch costs for 2014-15 are as follows:

Grades K – 8	\$2.00
Grades 9 – 12	\$2.25
Adults	\$5.00
Reduced	\$ .40
Breakfast	\$ .60
Milk	\$ .40

Monthly School Menus are available on [www.csdnb.org](http://www.csdnb.org), just click the Food Service tab.

Parents can remote prepay their kids accounts at [www.mylunchmoney.com](http://www.mylunchmoney.com). There is also a cell phone app for this service. Through this site you can also check to see the balance on your child’s meal account and pay any outstanding meal balances. You can also pay any outstanding meal balance in person through your child’s school.

**Free and Reduced lunch forms are sent home during the first week of school. A form must be completed for every student regardless of eligibility.** A new application **must** be completed and submitted at the start of every school year for each child as there is an annual redetermination of eligibility. Failure to complete and submit a new application in a timely manner may result in the accrual of a full price lunch balance. The child’s family will be responsible for paying this balance in its entirety regardless if you are found to be eligible at a later date for free or reduced pricing due to late application submission.

For eligibility or application issues, please contact the school your child attends.

Contact the Food Service Director at 860-229-1117 for questions or concerns related to payments, balances, the daily meals (Breakfast and Lunch), the Supper Program, the Fresh Fruit and Vegetable Program, After School Snack, and Catering both inside the District and outside the District for private events.

## **Emergency Drills**

Connecticut State Law mandates that every school have 7 Fire Drills per school year. We also rehearse 3 Lockdown and Evacuation Drills throughout the year. In the event of a real emergency, we will notify parents/guardians via the automated calling system and/or written communication. Please ensure that your contact information is kept up to date with the front office in your child's school building. Evacuation sites are listed on the district's webpage.

Students are expected to comply with drill procedures quietly and in an orderly manner, and assemble at the area indicated for each class. Inappropriate behavior during these events can result in severe consequence even expulsion, because the student is compromising safety. A system is in place to account for all students. Visitors at the school during a drill will be instructed by staff regarding what is expected of them and should comply with the drill procedures.

## **School Safety**

Safety is a high priority for the staff and students. It is important that all visitors comply with the following school rules:

All schools in the District utilize Raptor technology which enables staff to closely monitor visitors. All doors are locked during the school day, and visitors will be "buzzed in" at the Main Entrance at every building. All visitors must present valid identification which will be processed through the Raptor screening program. A Raptor Pass must be issued before a visitor is granted access to the school. Office staff will collect passes when visitors sign-out at the end of their visit. We appreciate your cooperation in providing a safe and secure environment for our children.

During the school day, students will only be dismissed from the school office. If your child is to be dismissed early, please send a note to the teacher stating the time and who is to pick up the child. Upon arriving at the school to pick up your child, you should report directly to the office. You will be asked to identify yourself and sign a dismissal log before your child will be called to the office. No child will be dismissed to anyone other than the parents or guardians without written permission from the custodial parents or guardians. Parents/guardians are asked to complete an emergency form at the beginning of each school year which lists individuals to whom a child may be released. An older sibling must also present written permission from the custodial parents or guardians to pick up a younger sibling. Even with such permission, we will try to verify by phone that you wish your child to go home with someone else. This precaution may be frustrating for you and/or the bearer of the note, but remember that our first concern is your child's safety.

If there is any reason why a father or a mother should not be allowed to see or pick up a child, it is your responsibility to tell the teacher and the office about this situation. **Remember that a biological or legal parent/guardian cannot be kept from visiting or taking a child without a court order which prevents him or her from doing so.** This is a family/personal issue which must be resolved **outside** of the school. For the safety and protection of your child, please make sure issues like these are resolved before your child comes to school. Do not hesitate to call your child's school building if you have any questions about this particular problem.



## **Transportation Safety**

All students are expected to follow these safe behavior rules on the bus to and from school:

- Remain seated at all times
- Use quiet voices to talk with friends on the bus
- Keep hands, feet, and objects to themselves
- NO FOOD, DRINK, OR GUM allowed
- Obey directions from the bus driver

**Students who have difficulty following the bus rules risk losing bus privileges.** Parents are responsible for transporting their children to and from school when students are suspended from the bus. Any absences during this period due to lack of transportation will be considered unexcused absences on the student's record.

Any time a bussed student is going to walk or be picked up, a note or phone call from a parent/guardian is required prior to 2:30. Without a note or phone call, the student will be sent home on the bus. Adults should be aware that for student safety there is no parking or driving in the bus lanes and a parent cannot remove a student from the bus. If a parent needs to pick up a student who has already boarded the bus they should report to the school office and staff will assist with the request.

Please be advised that state laws are fully enforced:

- A vehicle operator must stop at least 10 feet from a school bus when the stop sign is raised and/or the red light is flashing; on any highway, private road, parking area or on any school property.
- The fine for the 1<sup>st</sup> offense is \$100.00 to \$500.00. The fine for 2<sup>nd</sup> offense is \$500.00 to \$1000.00 and/or imprisonment for up to 30 days. Additionally, you may have as many as 4 points charged against your motor vehicle record.

## **Biking Safety**

By law, all children under the age of 16 must wear a helmet when riding a bicycle in Connecticut. All students given permission to ride a bicycle, skateboard, or any self-propelled wheeled object to school must have a helmet on their head. Students not wearing a helmet will have the item taken and held until they bring a helmet to school to ride the item home.

## **Change of Address/Telephone Number**

Parents are required to provide accurate information about current addresses and phone numbers, including emergency numbers. Many important messages are made throughout the year via the automated calling system which relies on current phone numbers. If your phone number changes, please notify the school office ASAP.

If your family moves during the school year, please notify the school office of your move in advance. You will need to provide a new proof of residency which can be accomplished through a signed lease, mortgage, recent and original utility bill such as gas or electric, or a property tax invoice issued by the City of New Britain.

## **School Governance Council**

Each school has a School Governance Council (SGC) comprised of 7 parents, 5 teachers and 2 community members elected by their peers to serve for 2 years. The SGC is a governing body that advocates based on the school improvement plan for the school. To learn more about getting involved with your school governance council please contact your school principal.

## **Telephone Use**

If an emergency arises, a student may request to use the telephone in the front office to contact their parents/guardians. Arrangements for after school activities should be made before the student leaves home in the morning. Students are not allowed to have cell phones at school. Cell phones that are brought to school will be taken away and a parent will have to come to school to retrieve it as a first offense. If a student brings a cell phone to school a second time and it is confiscated, the phone will remain in the school building until the end of the academic year at which point a parent or guardian may come to the school to retrieve it. It is normal for children to want to show their friends special possessions, but problems frequently occur when they are brought to school such as loss, theft, or confiscation. Therefore, we ask that all valuables be kept at home.

## **Electronic Devices**

Electronic devices such as cell phones, MP3s, gameboys, laser pointers, iPads, PSPs and the like are not allowed to be used in school. They will be confiscated and parents will have to come to school to pick up the electronic device. If a student repeats this behavior, the device will be kept in the principal's office until the last day of school. At 8:00 a.m., all electronic devices are to be placed in the student's own locker with a lock on it, where they must remain until the end of the day. It is normal for children to want to show their friends special possessions, but problems frequently occur when they are brought to school such as loss, theft, or confiscation. Therefore, we ask that all valuables be kept at home.

## **Lockers**

6-8<sup>th</sup> graders may be assigned a locker to use and may need to obtain a combination lock. Combinations must be given to the homeroom teacher in case of emergency. Lockers remain the property of the school. The school reserves the right to enter them with reasonable suspicion. Students may not share lockers without teacher permission. They should keep the combination confidential to protect belongings. All outdoor clothing and personal property is to be stored in the locker upon arrival to school. The school is not responsible for items in the locker. Keep your locker clean and locked at all times. Failure to do so may result in loss of locker use.

## **Recess**

In compliance with state law, teachers plan a 20 minute period of physical activity each day. Weather permitting, recess is held outside. During the winter months, students will be outside when temperature and wind chill are above 30 degrees and so it is important for them to come to school wearing coats, hats, mittens and boots.

## **Student Debt**

Report card grades, transcripts, books, records, etc. may be withheld until a student and his/her family meets their financial obligation to the school. This includes food accounts, fines for replacing lost school equipment, books, and bills for damage to school property.

## **Student Conduct and Discipline Policy**

The responsibility for proper conduct in the New Britain Public Schools (including public transportation) rests with the parents and guardians. All students should recognize the consequences of their conduct. This refers to their actions towards each other, their language, and their manners.

Implementation of the Discipline Policy calls for sensitive, tolerant, intelligent action on the part of the school staff. The fostering of the rights of the individual must be made compatible with the needs of the total group. In each instance in which an employee acts to help a student conduct himself/herself properly, emphasis should be placed upon the growth of the student in ability to discipline himself/herself.

Students, both individually and in groups, shall comply with school regulations, and shall recognize the authority of school personnel. Disobedience, or open defiance of authority, shall constitute sufficient cause for disciplinary action and may result in suspension from school. When, in the judgment of school personnel, an individual or a group challenges the authority and takes away from meaningful, instructional activities in the school, through disruptive acts, abusive language, or threats of bodily harm, such activity shall be reported at once to the Administrator who is empowered to institute appropriate corrective and/or disciplinary action.

## **Weapons, Drugs and Alcohol Use**

Students found to be in possession of weapons (are defined as any materials, instruments or items that can be used or attempted to be used to cause bodily harm), will be suspended, may be expelled, and may be referred to the police. Possession of a “toy gun” or other fake weapons in school will lead to out-of-school suspension. Students found to be in possession of a firearm or other dangerous weapon shall be expelled from school and the police will be notified. Students found to be in possession of or under the influence of an illegal substance and / or alcohol will be suspended and may be referred to the police and may be expelled. Students found offering for sale or distribution a controlled substance shall be expelled from school and the police will be notified.

## **School Dances and Activities**

All school rules concerning behavior are in effect at all school functions. Students who are suspended or have been expelled are not allowed to be on school grounds or participate in school related activities. Participating students are not allowed to leave an activity or dance and return. School events are for students attending that school building only. Guests from outside of the school will not be admitted. Students are required to leave the school grounds when an activity or dance is over. Parents are expected to pick up their children on time from all after-school and evening activities. Failure to do so will result in your child being excluded from future activities. Activities and dances are an extension of school life. Attendance at such activities and dances is a privilege. Only students who exhibit appropriate behavior are allowed to participate.

## **Sexual Harassment Policy**

Sexual harassment is forbidden by Federal and State law, as well as by the New Britain Board of Education, and will not be tolerated in New Britain Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students, and to the public.

Sexual harassment is defined as “any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of sexual nature” made by someone in the work or educational setting.

While the list below is not complete, the following are examples of unwanted behavior, and might constitute sexual harassment:

- Touching
- Verbal comments
- Sexual name-calling
- Sexual rumors
- Inappropriate public display of affection
- Gestures
- Leers
- Jokes/cartoons/pictures
- Inappropriate statements of a sexual nature
- Pulling at clothes
- Attempted sexual assault/sexual assault

Often borderline matters will be brought to the attention of the staff by students and/or parents, which may not warrant formal sexual harassment procedures. Principals may need to make judgments in these matters. This does not relieve administrators of their obligation to counsel parents and students as to their rights under this policy.

Complete copies of the New Britain School District’s 3-25 Policy on Sexual Harassment may be downloaded from the CSDNB website located at: [www.csdnb.org/#boepolicies](http://www.csdnb.org/#boepolicies).

## **Pesticides Policy**

In accordance with Public Act 99-165, you have the right to prior notice of pesticide applications during the school year. You may register at the school for this notice.

Registration at your child's school will ensure that notice be sent to you prior to application of pesticides at that school. During normal planned pesticide applications, notice will be mailed so as to be received 24 hours prior to application. In the event of emergency pesticide application, notice will be sent (by any means practicable) on the day before or the day of the application.

## **Bullying Policy**

Bullying behavior by any student in the New Britain Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Board Policy and Administrative Procedure 3-30 [www.csdnb.org/#boepolicies](http://www.csdnb.org/#boepolicies) sets forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon written request. **“Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time.** Students and parents may file verbal or written complaints concerning suspected bullying behavior at the school building, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly investigated. If acts of bullying are verified prompt disciplinary action, including suspension and expulsion, may be imposed upon the perpetrator in accordance with Board Policy and Administrative Procedure 3-30. Complete copies of the New Britain School District's 3-30 Policy on Safe School Climate may be downloaded from the CSDNB website located at: [www.csdnb.org/#boepolicies](http://www.csdnb.org/#boepolicies).

## **Parental Notice of School-Sponsored Access to the Internet**

The Internet is a valuable research tool and widely used as a source of communication for students, staff and parents. Internet access by students in school is guided by Board of Education regulations and monitored on site by staff. Access to the Internet for research purposes and as a vehicle of communication may, from time to time, result in the release of certain information. Typically, the information is minimal in content and consistent with what is readily available through other media sources such as newspapers, television, and radio. (Where feasible, every attempt is made to limit the release of information over the Internet to students' names or preferably altered versions of students' names, the schools, grade levels and images of students.) The release of student phone numbers and home addresses is prohibited. If you object to the release of any of the above information as it relates to your son/daughter, you must notify the building principal in writing at the beginning of each school year.

## **Access to Student Records (FERPA)**

Parents have specific rights under the **Federal Family Educational Rights Privacy Act (FERPA)**, regarding student's records:

- The right to request, review, and inspect educational records
- The right to request a change in educational records if it is believed these records are inaccurate or misleading

## **Access to Student Records (FERPA) continued**

- The right to request a description of the School District's procedures for record inspection and how to request a change of records
- The right to request a description of which School District personnel have access to records and under what circumstances this access is given
- The right to know that the School District will not release personally identifiable information in educational records without parents, guardians, or student (18 years of age or older) consent except when mandated by law
- The right to know that a complaint may be filed if it is believed the School District has violated student record confidentiality

Should you require more information regarding school records, please contact your building's principal.

## **Protection of Pupil Rights Amendments (PPRA)**

The PPRA affords parents and guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Under the PPRA, parents and guardians have these specific rights:

1. The right of parents/guardians to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students.
2. Parents/guardians are entitled to know any arrangements that have been made by the District administration to protect student privacy in the event the District or any of its schools plan to administer a survey which contains one or more of the eight (8) protected areas of information cited above.
3. The right of parents/guardians to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access.
4. The administration of physical examinations or screenings that the school may administer to students. Parents/guardians have the right to review any and all questions that may be asked in such examinations and screenings.
5. The collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number or social security number) collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose, including the District's arrangements for protecting student privacy in the event of collection, disclosure, or use.
6. The right of parents to inspect, upon request, any instrument used in the collection of personal information, as described above in paragraph 5, before the instrument is administered or distributed to a student and the District's procedure for granting a parent's request.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

20 U.S.C. SEC 1232h Regulations: 34 C.F.R. Part 98

The PPRA affords parents and guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parents/guardians;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents/guardians;
  8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam, or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  3. Instructional materials used as part of the educational curriculum

These rights transfer from parents/guardians to a student who is 18 years old or an emancipated minor under State law.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by ED

- Any non-emergency, invasive physical examination or screening as described above

Please discuss any concerns you may have regarding the administration and/or distribution of surveys and the information contained with your building administrator.

### **Photographing/Videotaping Students**

From time to time, photographs and videotapes are taken of special activities during the academic as well as the summer school session, highlighting classrooms “in action” to demonstrate a particular aspect of a curriculum, or the implementation of a special program. These photographs and videos are sometimes used in presentations to the Board of Education, teachers, parent groups or community groups. On occasion, photographs of students are placed on the school’s web site, and/or given to the newspapers to illustrate events at the school. If, for any reason, you do not wish your child photographed or videotaped, please notify your child’s school in writing at the start of the academic year.

### **Notice of Non-Discrimination**

The Consolidated School District of New Britain does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or sexual orientation in any of its programs, activities, and employment practices.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school District in violation of this policy should immediately bring his or her complaint to the attention of the Principal, Assistant Principal, or the Director of Pupil Services.

### **Prohibition of Unlawful Harassment**

Students in the New Britain Public Schools should feel respected and safe. The policy of the Board of Education is to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student’s race, color, national origin, sex, disability, religion, sexual orientation, or any other basis prohibited by law.

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student’s performance and/or learning opportunities or that is sufficiently severe, pervasive, or persistent so as to create an intimidating, hostile, or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual, or physical and regardless of the medium through which it occurs. A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to ensure that unlawful harassment is avoided.

If any words, images or actions of others at school make a student feel uncomfortable or fearful, the student or his/her parents or guardians should report it to the Principal, Assistant Principal or the Director of Pupil Services. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the Principal, Assistant Principal, or the Director of Pupil Services.



## **Complaints of Discrimination and/or Unlawful Harassment**

The following individuals have been designated to handle inquiries and receive complaints regarding discrimination and unlawful harassment:

For students: Dr. E. Ann Carabillo  
Director of Pupil Services (Title IX Coordinator)  
272 Main Street, P.O. Box 1960, New Britain, CT 06050  
(860) 827-2234

For employees  
and all others: Robert Stacy  
Chief Human Resources Officer  
272 Main Street, P.O. Box 1960, New Britain, CT 06050  
(860) 827-2264

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

This is a summary of Board Policies and Administrative Procedures 3-25A, 3-25B and 11-6. Copies of these policies and procedures are available on the District's website.

## **Healthy Foods Policy**

The school District's wellness policy promotes practices that support a learning environment conducive to healthy lifestyles. Snacks and beverages meeting the District's nutrition standards include the following: fresh fruits, vegetables, whole grain products, hard pretzels, crackers, pita chips, rice cakes, cereals, fruit and vegetable chips, fruit cookies and bars, soft pretzels, nuts, seeds, soy nuts, trail mix, jerky, fruit snacks, yogurt, cheese, frozen desserts, pudding, milk, dairy alternatives, 100% fruit juice, and water. See additional list below.

### **CUPCAKES, CAKES OR COOKIES FOR CELEBRATIONS ARE NO LONGER ALLOWED DURING THE SCHOOL DAY.**

#### **HEALTHY SNACKS FOR CHILDREN**

Fruits and Veggies	Dairy and Meats	Breads and Grains
Canned fruit packed in light syrup or juice	Cubes of cheese	Graham crackers
Any fresh fruit, cut in small slices	String cheese	Toast with peanut butter or cinnamon
Apple Sauce	Yogurt	Peanut butter and banana sandwich
Raw vegetables cut into strips. Can add a cottage cheese or yogurt dip	Cottage cheese with veggies or fruit	Wraps filled with veggies, meat or peanut butter, cut into bite-size pieces
Celery filled with cheese or peanut butter	Pudding	Crackers with cheese or peanut butter
Bananas or apple slices rolled in peanut butter	Meat and sliced cheese, rolled and sliced across	Muffins made with carrots, zucchini, pumpkin, bananas
Dried fruit. Not "fun fruits" or fruit leather	Yogurt parfait; yogurt, fruit, cereal topping	Rice cakes with peanut butter
100% fruit juice (not fruit drinks)	Cubes of meat	Animal crackers
Salad	Egg salad	Granola bars (not chocolate covered)
Gelatin	Hard-boiled egg	Bagels with cream cheese
Vegetable soup	Custard, flan	Dry cereal

### **CUPCAKES, CAKES OR COOKIES FOR CELEBRATIONS ARE NO LONGER ALLOWED DURING THE SCHOOL DAY.**

**CHOKING DANGERS FOR YOUNG CHILDREN:** Whole grapes, whole cherry tomatoes, hard vegetables in slices, hot dogs (sliced or whole), nuts, and hard candies may pose as a choking hazard. Please make sure that all items are cut into sections small enough for your child to eat safely.

## **Academics**

The CSDNB's Vision and Mission statements are clear; our role is to provide an excellent academic program to ensure your child is college and/or workforce ready. Research has proven that a strong parental/school partnership increases the likelihood of student success. We know we can count on you to provide the needed support at home regarding academic, behavior, and nutritional compliancy.

### **Core Curriculum**

Curriculum guides and links can be accessed on our District website

<http://www.csdnb.org/curriculum/#home>

### **Elementary Schools**

Students in our PK -5 classrooms are engaged in a rigorous learning as follows:

- ✓ English Language Arts: ELA includes Reading, Writing, Speaking and Listening and Language. Our curriculum is framed by the Common Core State Standards. ELA instruction is at least 2.5 hours per day.
- ✓ Mathematics: Our math curriculum is also framed by the Common Core State Standards including math practices and fluencies. Students spend 1.5 hours per day learning math.
- ✓ Science and Social Studies: Science and Social Studies content is framed by the Ct State Standards. Students spend 45 minutes per day learning these content areas.
- ✓ Art: Students have art once per week for 1 hour
- ✓ Music: Students have music twice per week for 30 minutes. Students in grades 4 and 5 have the opportunity to learn an instrument.
- ✓ Physical Education and Health: Students have PE (including health) twice per week for 30 minutes.
- ✓ Media and Technology: The library media program in the elementary school focuses on building information literacy and technology skills.

### **Middle Schools**

- ✓ English Language Arts: ELA includes Reading, Writing, Speaking and Listening and Language. Our curriculum is framed by the Common Core State Standards. Students have ELA two periods per day.
- ✓ Mathematics: Our math curriculum is also framed by the Common Core State Standards including math practices and fluencies.
- ✓ Science: The Science Curriculum is framed by the CT State Science Standards. Students have one period of science per day.
- ✓ Social Studies: The Social Studies Curriculum is framed by the CT State Science Standards. Students have one period of social studies per day.
- ✓ Art and Music: Students elect to enroll in Art, Band, Chorus, or Musical Keyboarding
- ✓ Physical Education and Health: Students have PE (including health) one period each day.
- ✓ Technology Education: All students will have one period of technology per day

## **English Language Development**

English Language Development (ELD) is a systemic instructional model designed to develop the English language proficiency of English Language Learners (ELLs). ELD instruction emphasizes the development of all four language domains: reading, writing, listening and speaking. ELD is a refined version of what has typically been referred to in the district as Bilingual or ESL. ELD can be best understood as an extended amount of time during the day where ELLs are taught structural aspects of language that are foundational for reading comprehension and academic writing in English. Much like

immersion language programs in other countries, this program seeks to substantially accelerate the rate of English learning for students in order to prepare them for the state mandated LAS Links Assessment and increase their ability to access to academic content. Essentially, these students lack the English language and grammar skills to meaningfully participate in most areas of their grade-level core content. ELD is designed to be an intensive program that lasts three years or less. ELD services are provided to students who have been identified as second language learners in all schools and grade levels.

## **Assessments**

The purpose of assessments is to determine how students are progressing toward their academic grade level specific standards. Teachers are assessing every day by asking questions, observing, and administering quizzes, tests, written assignments, etc. Teachers design their lessons based on how students are progressing.

NWEA: Three times a year (Fall, Winter and Spring) students in grades K-10 will be taking reading, math, and language tests on the computer. Results of these assessments will be shared with parents at parent conferences.

Math Fluencies: Grades K-8 have fluency assessments. The results of these are shared on progress reports.

State Tests: In 2014-15, we will begin using the new Smarter Balanced Assessments (SBAC). CMT and CAPT have traditionally been the State tests for many years. This year, the State of Connecticut Department of Education has asked the US Department of Education for permission to allow districts to decide if they want to give the CMT or SBAC. More information will be provided to parents as we proceed.

Curriculum Based Assessments: Each unit of study in our curriculum has common assessments for teachers to use to evaluate student progress. These will be entered into PowerSchool.

End of Course Exams: Courses awarding high school credit have common exams.

## **Homework**

Daily reading, outside of the assigned homework time outline below, is required for all CSDNB Students, at all levels. It is expected that kindergarten through grade two students read (or be read to) a minimum of 20 minutes per day, seven days per week. Students in Grades 3-12 are expected to read a minimum of 30 minutes per day, seven days per week.

Homework assignments may vary from school to school and classroom to classroom. Homework is primarily to review, practice, apply and extend strategies and skills learned in class and provide opportunity for students to develop independence and responsibility.

### **✓ Kindergarten**

Students will have occasional assignments as appropriate to units of study (e.g., bringing in pictures or other items from home to share). Students in kindergarten should:

- Practice correct letter formation, practice writing their first and last name
- Practice commonly used words (high frequency words)
- Practice counting objects with one to one correspondence up to twenty

- Select library books at school to share/read at home
- Practice giving verbal messages to family members
- Practice tying shoes, buttoning and zipping

✓ **Grades 1, 2, 3**

Homework assignments should take between 15 minutes to 30 minutes to complete

Homework is primarily to review and reinforce strategies and skills learned in class.

Homework assignments at these grade levels will primarily include opportunities to read, practice math facts/skills, and (depending upon grade level) occasional longer-term assignments related to writing, science/health, and social studies curriculum units of study.

✓ **Grades 4 and 5**

Homework assignments should take between 20 minutes to 40 minutes to complete

Homework will include opportunities to read, practice math facts/skills, and with a balance of short and longer term assignments related to other learning goals (e.g., writing, research). Homework assignments will generally include:

- Daily independent reading
- Practice of math facts and math strategies/skills
- Work on curriculum-related writing or projects

✓ **Grades 6-8**

Homework will be assigned by each subject teacher

Instrumental Music:

Students who play an instrument are expected to practice a minimum of 15-30 minutes daily.

Make Up Homework:

For excused and unexcused absences, (short term ranging from 1- 3 days), students are expected to make up missed assignments. These assignments should be obtained from the classroom/subject area teacher. Books may be picked up in the office or sent home with a neighbor or sibling. For longer excused absences, parents/guardians are advised to call the office. The assignments and materials will be made available within 24 hours.

## **Support Services**

CSDNB provides a continuum of services for students who are struggling academically, socially, or behaviorally. When students are experiencing difficulty with academics or behavior, every effort is made to provide support to help the child succeed within the regular classroom setting through our Response to Intervention (RTI) Process. We have a school social worker and school psychologist whose services are also available to support students and families. The district also refers families to the counseling services of various community agencies.

Our RTI Model involves providing scientific, research-based instruction and intervention matched to student needs. Rather than limiting supports for those students classified under a particular label or program, supports are provided to all students, based on individual needs not labels.

The basic principles underlying RTI hold considerable promise for helping our schools to improve education for all students. These basic principles have been embraced by the Connecticut State Department of Education (CSDE) for a number of years, as well as supported by state legislation and policy.

### **Key Elements of Response to Intervention (RTI)**

- Core general education curriculums that are comprehensive in addressing a range of important competencies in each academic domain, culturally relevant and research-based to the extent that research exists to inform their selection or development.
- A school wide and District-Wide comprehensive system of social-emotional learning and behavioral supports.
- Strategies at each school for assuring that educators are modeling respectful and ethical behaviors, fostering student engagement/connectedness to school and assessing the quality of the overall school climate so that students experience physical, emotional, and intellectual safety.
- Differentiation of instruction for all learners, by all core teachers and interventionists, be they above and below, or at grade level expectations.
- Common assessments of all students that enable teachers to monitor academic and social progress, and identify those who are experiencing difficulty early.
- Early intervention for students experiencing academic and/or behavioral difficulties to prevent the development of more serious educational issues later on.
- Educational decision-making driven by data involving students' growth and performance relative to peers; data are carefully and collaboratively analyzed by teams of educators (intervention data teams), with the results applied not only to inform instruction for individual students, but also to evaluate and improve core general education practices and the overall efficacy of interventions.
- A continuum of support that is part of the general education system, with increasing intensity and/or individualization across multiple tiers.
- A systemic approach to core educational practices in which teachers within a grade use the same sets of common assessments for all students, address the same curricular competencies, and share the same behavioral expectations

### **Special Education and Related Services**

If RTI progress monitoring shows that a child is not responding to the regular classroom setting, a higher level of support may be required for an improved response. Sometimes students require additional services and/or testing through our Special Education Department. Parents are involved throughout the entire process of referral, evaluation, program planning, and review in accordance with Special Education procedures.

#### ***What is special education?***

Special education is provided to a child with an identified disability who needs specially designed instruction to meet his/her unique needs and to enable the child to access the general curriculum of the school district. A child who is eligible for special education services is entitled by federal law to receive a free appropriate public education (FAPE). FAPE ensures that all students with disabilities receive an appropriate public education at no cost to the family. FAPE differs from student to student because each has unique needs. As a parent of a child who has or who may have a disability that requires specially designed instruction, you will work with a team of educators and, as appropriate, specialists to determine the needs of your child and to design an appropriate program to address your child's educational needs.

### ***What are related services?***

Related services are those services that are required in order for a child to benefit from special education. Related services may include, but not be limited to: psychological and counseling services, speech and language services, audiological services, guidance, social work, transportation, physical and occupational therapy, and medical services that are required for diagnostic or evaluation purposes.

### ***How am I notified of my child's rights?***

It is state law that you must be given a copy of *Steps to Protect a Child's Right to Special Education: Procedural Safeguards in Special Education* one time each year. Additionally, a copy must be given to you when:

- your child is referred for an initial evaluation or you request an evaluation;
- you may file a complaint or request a due process hearing
- you may request a copy

### ***Who is eligible for special education and related services?***

To be eligible for special education and related services:

- Your child must be between 3 and 21 years old;
- Your child must have one or more of the following disabilities, determined by the federal Individuals with Disabilities Education Improvement Act (IDEA 2004):
  - Autism
  - Deaf-blindness
  - Deafness
  - Developmental delay (for 3- to 5-year-olds, inclusive)
  - Emotional disturbance
  - Hearing impairment
  - Intellectual disability (mental retardation)
  - Multiple disabilities
  - Orthopedic impairment
  - Physical impairment
  - Specific learning disability
  - Speech or language impairment
  - Traumatic brain injury
  - Visual impairment including blindness
  - Other health impairment (limited strength, vitality or alertness due to chronic or acute health problems such as lead poisoning, asthma, attention deficit disorder, diabetes, a heart condition, hemophilia, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome)

The disability must adversely affect your child's educational performance, and as a result, require your child to have a specially designed instructional program to address his or her unique educational needs.

## **Gifted/Talented**

In Connecticut, a school district is also required to provide identification, referral, and evaluation services for a child who may be gifted and/or talented. A district is not required, but has the option of, providing services to a child who has been identified as being gifted and/or talented.

Elementary: In collaboration with the school team, 2 district-wide elementary teachers provide services for students identified as gifted and/or talented.

Middle School: HALS Academy is designed to meet the needs of the students identified as gifted and/or talented. A gifted-resource teacher works with the students and staff at HALS.

## **Home-School Communication**

PowerSchool Parent Portal and Parent Communication with Teachers is located at:  
[http://www.csdnb.org/#ps\\_parents](http://www.csdnb.org/#ps_parents)

Parents have access to their child's academic progress through PowerSchool. New Britain Public School's PowerSchool Parent Portal is available for students in grades PK-12 and their parents and guardians. It is a confidential, web-based application that allows students and parents/guardians to view current and historical grades as well as class assignments and attendance. The purpose of this tool is to improve communication between students, teachers, and parents.

It is expected that all parents/guardians regularly log on (minimum of once per week) in order to stay informed of their child(ren)'s progress through PowerSchool. This software is in place to further communicate to all students that our home – school partnership is strong.

Teachers will use PowerSchool as their grade book and will enter all assignments in a timely fashion.

To access the Parent Portal, parents/guardians will need to create a registered account. Account information is included on school report cards and progress reports. Further information about accounts and access can be found on our website.

## **Progress Reports and Report Cards**

*(please see school calendar on our website for actual dates)*

October	Quarter 1 Progress Report
November	Quarter 1 Report Card
February	Quarter 2 Report Card
March	Quarter 3 Progress Report
April	Quarter 3 Report Cards
May	Quarter 4 Progress Reports
June	Quarter 4 Report Cards



## Parent-Teacher Conferences

Parent conferences are scheduled with parents/guardians in November and March to discuss your child(ren)'s progress. Report Cards are handed out at conferences. It is the expectation that parents/guardians attend both conferences. If a face to face conference is not possible because of outside commitments, it is expected that a phone conference is conducted so that you are aware of your child(ren)'s strengths and areas to focus on. Your continued involvement to your child(ren)'s academic progress (Grades K - 12) will allow them the supports needed to be successful.

2014-2015 Calendar Dates for Elementary Schools		2014-2015 Calendar Dates for Middle Schools		2014-2015 Calendar Dates for High School	
Sept. 2-12	Kindergarten (ADK), Half Days	Oct. 6	Progress Reports Distributed	Sept. 25	Parent Conferences - 6:30-8:30 p.m.
Oct. 6	Progress Reports Distributed	<b>Nov. 5</b>	<b><u>End of Quarter 1</u></b>	Oct. 6	Progress Reports Mailed Home
<b>Nov. 5</b>	<b><u>End of Quarter 1</u></b>		<i>Report Cards Distributed at:</i>	Oct. 16	Parent Conferences - 6:30-8:30 p.m.
Nov. 17, 18, 19	Parent Conferences - Half Days	Nov. 17, 18, 20	Parent Conferences - Half Days	<b>Oct. 31</b>	<b><u>End of Quarter 1</u></b>
Nov. 20	Parent Conferences - Evening	Nov. 19	Parent Conferences - Evening	Nov. 12	Report Cards Mailed Home
<b>Jan. 27</b>	<b><u>End of Quarter 2</u></b>	<b>Jan. 27</b>	<b><u>End of Quarter 2</u></b>	Dec. 5	Progress Reports Mailed Home
Feb. 5	Report Cards Distributed	Feb. 5	Report Cards Distributed	<b>Jan. 21</b>	<b><u>End of Quarter 2</u></b>
Mar. 26	Progress Reports Distributed	Mar. 26	Progress Reports Distributed	Jan. 22-27	Semester Exams (Tentative)
<b>Mar. 27</b>	<b><u>End of Quarter 3</u></b>	<b>Mar. 27</b>	<b><u>End of Quarter 3</u></b>	Jan. 28	Second Semester Begins
	<i>Report Cards Distributed at:</i>		<i>Report Cards Distributed at:</i>	Feb. 5	Report Cards Mailed Home
April 6	Parent Conferences - Half Day	April 6	Parent Conferences - Half Day	Feb. 2	Progress Reports Mailed Home
April 7	Parent Conferences - Half Day	April 7	Parent Conferences - Half Day	Mar. 12	Parent Conferences - 6:30-8:30 p.m.
April 8	Parent Conferences - Half Day	April 8	Parent Conferences - Half Day	<b>Mar. 31</b>	<b><u>End of Quarter 3</u></b>
April 9	Parent Conferences - Evening	April 9	Parent Conferences - Evening	Apr. 10	Report Cards Mailed Home
May 8	Progress Reports Distributed	May 8	Progress Reports Distributed	May 7	Progress Reports Mailed Home
<b>June 8</b>	<b><u>End of Quarter 4</u></b>	<b>June 8</b>	<b><u>End of Quarter 4</u></b>	<b>June 9</b>	<b><u>End of Quarter 4</u></b>
June 12	Preschool - Last Day	June 16	Report Cards Distributed	June 10-15	Final Exams (Tentative)
June 12, 15, 16	Preschool Parent Conferences	June 16	Final Report Cards Issued on Last Day of School, Half Day	(Make-up Day - June 16)	
June 16	Report Cards Distributed			June 16	Last Day of School, Half Day
June 16	Final Report Cards Issued on Last Day of School, Half Day			June 18	Graduation (Tentative)

Half Days/Early Dismissal = (Elementary - 1:15 p.m. / DiLoreto - 12:30 p.m. / Middle - 12:30 p.m. / High & HALS - 12:00 p.m.)

#1-3/20/14em

## Ongoing Communication

Parents/Guardians are encouraged to monitor PowerSchool via the Parent Portal. Email and phone communication is expected for a strong home school connection to be developed. Your child(ren)'s success depends on a partnership between parents/guardians and teachers.

## **Parent and Student Surveys**

Your ongoing feedback about your child's daily academic experiences is expected so that we can make the necessary changes to ensure your child is receiving the high quality education they deserve.

Parent surveys will be conducted two times per year. We need 100% participation from all families. The online surveys will be available at each school during Parent Teacher report card conferences in November and March.

## **Grade Placement- Promotion and Retention**

The Consolidated School District of New Britain believes that all students can achieve a high standard of academic excellence. The determination of promoting or retaining students is founded in the belief that retention of a student will provide one of the necessary interventions in order to assist that student in achieving academic excellence.

### **Elementary and Middle School Level Conditions for Retention**

Any student who meets any or all of the conditions listed below will be a candidate for retention.

1. Any student who performs below the substantially deficient level on the NWEA Benchmark Assessment Test in Math and/or Reading will be considered for grade level retention, (the NWEA Benchmark Assessment/Test will be given to all K-8 students in September, January and May of each school year)
2. Any student who has been absent 20 or more school days by May 1 of each school year will be considered for grade level retention
3. Any student who has not shown proficiency or a passing grade (above a 59%) in the core subjects will be considered for grade level retention
4. Any student who does not demonstrate a mastery of grade level standards and is recommended by the classroom teacher(s) for retention consideration

### ***Can my child be retained more than once?***

K-5: No student shall be retained more than **ONCE** during their kindergarten through fifth grade (Elementary) school years.

6-8: No student shall be retained more than **ONCE** during their sixth through eighth grade (Middle) school years.

### **Timeline of Steps Taken for Consideration of Grade Level Retention**

#### ***September – June***

A student who scores in the substantially deficient range on the NWEA Assessments (in September, January and May) will receive appropriate instructional interventions provided by either the classroom teacher(s) or interventionist(s). Along with increased instructional time provided by the classroom teacher or interventionist, ongoing progress monitoring (mini-assessments) will be given to measure the effectiveness of the interventions provided. The instructional interventions will be discussed by a team of interventionists and recorded throughout the year.

### ***February***

In February, following the winter NWEA Benchmark assessment, the classroom teacher will submit the names of the students who scored below substantially deficient and will be considered for Grade Level Retention to the Building Principal.

### ***April***

Parents/guardians will be notified by letter of the possibility of retention no later than the April Parent conferences. For this reason it is very important for parents/guardians to attend all Report Card Conferences throughout the year. In the event the parent cannot make the Report Card Conference, the letter will be mailed to the parent's/guardian's home.

### ***May***

The School-Wide Retention Committee meets to discuss all students being considered for retention. Student retention recommendations will be submitted to the Building Administrator by May 31<sup>st</sup>.

### ***June***

The Building Administrator will make the final decision regarding promotion or retention and will send a letter to parents/guardians informing them of the grade level retention for their child prior to the close of the 4<sup>th</sup> Quarter Report Card.

### **Next Steps – Following grade level retention**

Any student recommended for retention will have a remedial plan identifying specific intervention strategies and plans for instruction that would lead to improved success to be implemented during the following school year. The individualized plan will be developed and monitored by the Intervention team throughout the student's academic year.

For Middle School (Grades 6-8) students only: The Intervention Team will give consideration/recommendation to accelerate grade placement during a student's second quarter of the retention year if student has accelerated growth commensurate to the grade level being promoted to.

### **National Honor Society/National Junior Honor Society**

The National Honor Society is the leading organization for students in Grades 6-12 that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship and service.

National Honor society membership is often regarded as a valid indicator that the student will succeed in life and, particularly, in studies at the post-secondary educational level. The Honor Society member has already exhibited academic achievement, citizenship, leadership and honorable and admirable character, as well as service in demonstrating that he/she is willing to use their talents and skills for the improvement of society.

In order to be considered for the National Honor Society, students must meet the appropriate criteria for admission. Please contact your student's guidance counselor if you have questions or would like to know what the criteria are.

## **Textbook Care**

Students and parents/guardians should be aware that the textbooks which they use and bring home for school work belong to the School District and are only on loan to the student for the school year. It is the student's responsibility to protect and safeguard these books, so that others may use them the next year. Book bags, backpacks, and book covers are useful to insure that books do not get wet, torn, or dilapidated. Students may not write in a textbook, or otherwise deface it. If a student intentionally ruins a textbook, parents/guardians may be asked to pay for it.

## **Field Trips**

Students may leave the building to go on administration approved educational trips. Well before a scheduled field trip, teachers will send permission slips home with the students along with all relevant information about the trip. If you have time available in your schedule, you might wish to volunteer as a chaperone for the field trip. Please contact your child's teacher and let them know if you are interested in volunteering as a chaperone or if you have questions regarding the trip.

**No student will be allowed to take a field trip without a signed permission slip returned to the school by the deadline.**

## **Parent Signature/Acknowledgement Form**

Please sign and return this page to school ASAP.

Favor de firmar y cortar la parte de abajo y devuelvalo a la escuela lo mas antes posible.

Our family has read and discussed this handbook. We will strive to do our part to help our children be successful in school. Together we will improve academic achievement and equip students with the necessary aspirations, skills, and knowledge needed for higher education, employment, and management of their personal lives.

Nuestra familia ha leído y discutido este manual. Nosotros haremos todo lo posible para ayudarles a nuestros niños para que tengan éxito en la escuela. Juntos mejoraremos los logros académicos y equiparemos a los estudiantes con las aspiraciones, habilidades y el conocimiento necesario para una educación avanzada, empleo y manejo de sus vidas personales.

I have received the Parent/Student Handbook which includes the following policies and information:

- Attendance Policy
- Homework Policy
- School Attire Policy
- Student Conduct and Discipline Policy
- Sexual Harassment Policy
- Pesticides Policy
- Bullying Policy
- Parental Notice of School-Sponsored Access to the Internet
- Access to Student Records (Federal Family Educational Rights Privacy Act (FERPA))
- Protection of Pupil Rights Amendment (PPRA)
- Photographing/Videotaping Students
- Non-Discrimination and Unlawful Harassment Policy
- Home School Communication
- School Calendar (with key dates for academic performance and parent conferences)
- School and Transportation Safety
- Electronic Devices in School

Student Name: \_\_\_\_\_

Teacher/Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature / Firma del Padre / Encargado

\_\_\_\_\_  
Date / Fecha