The Barkhamsted School



Student and Family Handbook

2026 - 2027

Policies and procedures may change, and we reserve the right to make adjustments as needed. Please see the Barkhamsted School website for the most up to date copy of the Student and Family Handbook and Board policies and regulations.

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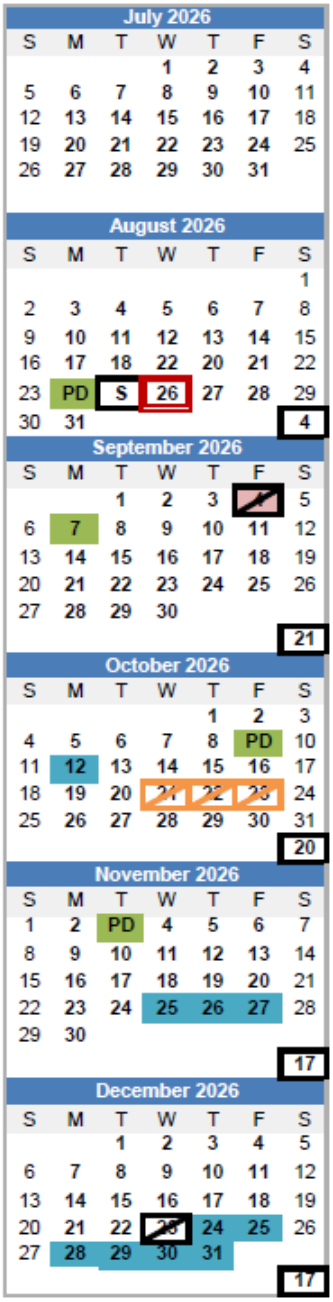
School Calendar 2026-2027



Barkhamsted

65 Ripley Hill Road
(860) 379-2729 Fax: (860) 379-4412
Barkhamsted, CT 06063

Aug. 24	**No School**-Prof Development Day
Aug. 25	**No School**-Staff Only Day
Aug. 26	First Day of School for Students
Sept. 7	**No School**-Labor Day
Oct. 9	**No School**-Prof Development Day
Oct. 12	**No School**-Columbus Day
Nov. 3	**No School**-Prof Development Day
Nov. 11	Veteran's Day-School in Session
Nov. 25-27	**No School**-Thanksgiving Break
Dec. 24-Jan. 1	**No School**-Winter Break
Jan. 18	**No School**-Martin Luther King,Jr.Day
Feb. 15	**No School**-President's Day
Feb. 16	**No School**-Winter Break
Mar. 26	**No School-Good Friday**
Apr. 12-16	**No School-Spring Break**
May 31	**No School**-Memorial Day

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

Category of Events

Board of Education Meetings:
1st Tuesday of the month except for July and August-no meeting

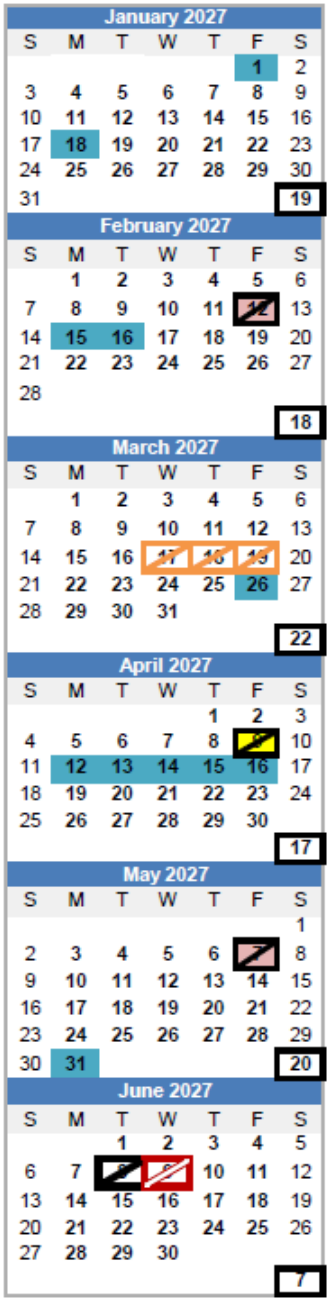
Parent-Teacher Conferences: 1:00 P.M. Dismissal
Oct. 21-23
Mar. 17-19

Professional Development: 1:00 P.M. Dismissal
Friday, Sept. 4th
Friday, Feb. 12th
Friday, May 7th

Professional Development 12:00 P.M. Dismissal
Friday April 9th

Total Student Days 182

Weather related Make Up Days: Make up days due to school closures will be scheduled as needed beginning with June 10th.



Date Calendar Proposed: 11/11/2025

Date Calendar Approved: 12/3/2025

School Closed

Prof Dev-1:00 P.M.dismissa

PD Professional Dev-No School for students

S Staff work day

1:00 P.M. Dismissal

Parent-Teacher Conferences
1:00 P.M. Dismissal

First & Last Day of School

Calendar Templates by Vertex42.com

http://www.vertex42.com/calendars/school-calendar.html

BARKHAMSTED SCHOOL HOURS

Regular Full Day		**Scheduled Early Dismissal Days:**	
Gr. K - 6	8:25 a.m.- 3:20 p.m.	Gr. K - 6	8:25 a.m.- 1:00 p.m.
Preschool (A.M.)	9:00 a.m.- 11:30 p.m.	Preschool (A.M.)	9:00 a.m.- 11:30 a.m.
Preschool (P.M.)	12:30 p.m. - 3:00 p.m.	Preschool (P.M.)	Canceled

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

Late Openings:
2 hour late opening - school begins at 10:25 a.m.
- A.M. Preschool: Canceled
- P.M. Preschool: 12:30 p.m. - 3:00 p.m.

3 hour late openings - school begins at 11:25 a.m.
- A.M. Preschool: Canceled
- P.M. Preschool: 12:30 p.m. - 3:00 p.m.

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

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

In the event of an early emergency closing, all students will be dropped off at home locations, unless you have called or written a note with other instructions for your child that day.
Discuss with your child what to do in the event you are not home when they arrive. For example:

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

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

The Barkhamsted School

INSPIRE ✦ EMPOWER ✦ SOAR

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

DANIELLE RADKE
PRINCIPAL
dradke@barkhamstedschool.org

ERIKA SACHARKO
SUPERINTENDENT
esacharko@barkhamstedschool.org

Dear Barkhamsted School Families,

Welcome to The Barkhamsted School! Whether you are joining our school community for the first time or returning for another year, we are excited to begin a school year filled with learning, growth, and connection. As a close-knit school community, we are proud to know our students, value our families, and work together to help every child thrive.

At The Barkhamsted School, we believe that education is most meaningful when schools, families, and the community work together to support every child. Our mission is to educate students to become confident, thoughtful, and responsible citizens while fostering the knowledge, skills, and intellectual curiosity that inspire continuous growth and lifelong learning.

Our work is guided by the Portrait of the Successful Student, which reflects the knowledge, skills, and dispositions we hope every student develops during their time in Barkhamsted. Together, we are committed to nurturing informed thinkers, confident risk takers, competent problem solvers, thoughtful team players, and responsible citizens. These competencies, combined with strong academic instruction and meaningful relationships, prepare students to thrive both in school and beyond.

This Family Handbook is designed to be a helpful resource throughout the school year. Along with important information about our programs, procedures, and expectations, we hope it reflects the values that make Barkhamsted such a special place to learn and grow.

Family involvement is one of the greatest contributors to a child's success. Whether it's reading together at home, encouraging perseverance, communicating with your child's teacher, or celebrating accomplishments along the way, your partnership makes a meaningful difference. We are grateful for the trust you place in us and look forward to working alongside you throughout the year.

Together, we will continue building a school community where every child is known, every family is valued, and every student is inspired to grow, achieve, and SOAR to success.

Sincerely,

Erika Sacharko
Superintendent

Danielle Radke
Principal

http://www.barkhamstedschool.org
(860)379-2729 Phone
(860)379-4412 Fax

Administration

Erika Sacharko, Superintendent also serving as Curriculum Coordinator
Telephone (860) 738-4016
esacharko@barkhamstedschool.org

Danielle Radke, Principal
Telephone (860) 379-2729
dradke@barkhamstedschool.org

Board of Education

Board of Education Information

Rob Brainard III, Chairman
Jackie Dombrowski, Vice Chairman
Marykate Terzini, Secretary
Caitlin Chabot, Board Member
Leigh Connole, Board Member
Timothy Garand, Board Member
Amanda North, Board Member

PTO Board

Jaclyn Vincent, President
Heather Griffith, Vice President
Vacant, Secretary
Michelle Nadolny, Treasurer
Kalina Switalska, Social Media Chair
Jenn Kreske, Teacher Liaison

Faculty and Staff Organization 2026-2027

Administration
Erika Sacharko - Superintendent and
Curriculum Coordinator
Danielle Radke – Principal
Quentin Reuckert– Director of Shared Services

Office Personnel
Robin Rood – Administrative Assistant
Amy D'Amore- Administrative Assistant
Mary Lynn Leon – Superintendent Administrative Assist

Pre-Kindergarten
Susan Root
Brooke Collins

Kindergarten
Jennifer Kreske
Jeffrey Szczesniak

Grade One
Lauren Hanlon
Anna Tancreti

Grade Two
Christy Dzubay
Arielle Sedgwick

Grade Three
Ashley Neary
Judi Santoro

Grade Four
Patricia Buys
Mary Erin Clem

Grade Five
Morrice Barton
Steven Kidd

Grade Six
Travis Boucher
Christopher Snyder

Instructional Coach
Mary Vasile

Special Education
Angelica Hollister - Bridges Program
Derek Mason
Karen Opperman
Morgan Rentler

Specialists
Shana Bazelmans – Art
Laura Hedenberg – Library Media Specialist
Belle Magna - Physical Education & Health
Sarah Luther - Music
Michael Welcome - IT Specialist
Michelle Traub – Spanish

Classroom Paraeducators/Tutors
Stephanie Blass
Rachel Bova
Nancy Galpin
Lynda Gambuzza
Michelle Miller
Mariana Elguera Pineda
Andrea Schleich
Janet Taylor
Joseph Villareale

Bridges Paraeducators
Darlene Fullerton
Carol Marinara
Gina Sartirana
Sarah Trafka
Libby Veneziano

Pre-K Paraeductors
Katherine Lewis
Holly McIntyre
Elissa Muscaro
Heather Uphold

Nurse
Sheila Forrest

Related Services
Paula Dest – School Psychologist
Melissa Duksis - Social Worker
Susan Mulligan – Occupational Therapist
Kathleen Rooney - Speech Language Pathologist
Shelly Taddio - Speech Language Pathologist

Custodial Staff
Ryan Butler – Head Custodian
Tony Menard - Evening Custodian
Jon Talarski – Evening Custodian

Kitchen Staff
Pamela Cole -Manager/Cook
Stacie Heath - Cashier

SCHOOL PROCEDURES AND POLICIES

All policies and procedures are on the school website: Barkhamsted BOE Policy Book

Mission Statement of District and School **Policy 0100**

The mission of the Barkhamsted School District is to educate all students to be competent, confident, thoughtful and responsible citizens. The Barkhamsted School is a place of learning where stakeholders including teachers, administrators, parents and the local community work together to ensure that every learner acquires the knowledge and skills that are the foundation of continuous growth and intellectual curiosity.

Portrait of the Successful Student

The Successful Barkhamsted School Student is: inspired to demonstrate intellectual curiosity, continuously growing and developing academic and artistic passions, becoming an innovator of tomorrow and leaving school empowered to SOAR to SUCCESS.

Arrivals/Dismissal

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

Dismissal

Buses and Bus Passes: All children will be dismissed according to their regular bus route each day unless we have a note giving us different directions. Children are expected to ride only on the bus to which they are assigned and to get on and off at their regular stop. We **CANNOT** accommodate daily changes to buses for students for events such as playdates or birthday parties. If a student needs to go on another bus for child care purposes, an email must be sent to Mrs. Rood, rrood@barkhamstedschool.org verifying a child bus change. A permanent bus pass will be issued.

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

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

Drop-off/Pick-up

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

Morning Drop-Off

- Students in grades 1-6 who are not taking school transportation must be dropped off in the **back** of the school between 8:15 a.m. and 8:25 a.m. Kindergarten students who are not taking the bus should be dropped off at the front of the school. Kindergarten parents must park in the Town Hall parking lot and walk their child across the parking lot to the front of the school.
- **Students may not be dropped off prior to 8:15 a.m.**

- After 8:25 a.m. parents may pull into the bus lane in the front of the school. Parents must walk their child to the front entrance, ring the bell, and you will be let into the vestibule. **Parents must sign their child in.** Only students will be admitted into school.

Asbestos Notice **Policy 3524**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all schools have a written plan for monitoring any asbestos that may be found in the building.

Attendance/Request for Early Dismissal **Policy 5113**

A student is considered to be "in attendance" if present at his/her assigned school, or in an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Grades K-6 children must be in school at least 3 1⁄2 hours (8:25 a.m.-11:55 p.m. or 11:50 a.m.-3:20pm). A student who is serving an out-of-school suspension or expulsion should always be considered absent. **A student not meeting the definition of "in attendance" shall be considered absent and may not attend any school activities.** Connecticut State Statutes require parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

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

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

For absences 1 through 9, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. *Such documentation includes a signed note from the student's parent/guardian.* Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

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

1. Student illness (requires written verification by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with the Connecticut State Department of Education guidance.

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

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

- **Truancy** Policy 5113.2
  The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused" and "unexcused" absences.
- **Absence** Policy 5113
  Parents need to call the school whenever a child is absent. If you need to leave a message prior to 8:00 a.m. or after 3:30 p.m., call **(860) 379-2729** and leave a message for the school nurse at ext. 304**. Please leave a detailed message.** If we are not informed of the absence, we will attempt to reach you by telephone at home or at work to ascertain your awareness of the absence. Your cooperation is much appreciated.
- **Excused Absence** Policy R5113.2
  A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted upon the student's return to school and meets the following criteria:

- **Tardiness** Policy R5113.2

  "Tardiness" is when students arrive at school later than the beginning of school. Tardiness may be explained by a parent but any absence from class that results will be considered as an accumulated absence and the student may lose credit. Students tardy to school are responsible for work done in classes missed as well as assignments made or due.

Assignment of Students to Classes Policy 5128

The decision for a child's placement will be based upon all available information with input from both regular and special educators. Parents or guardians may make a request in writing to the principal no later than May 1st. Specific reasons for requesting the placement must be given which take into account both instructional and social needs. The final decision rests with the administration and will be based on what the school feels is in the best interest of the child's educational well-being.

Behavior Expectations At the Barkhamsted School we strive to "SOAR to Success". Policy 5131.912(a)

	Schoolwide
S Stay safe	• Think safety first • Keep personal space • Use kind words

O Own your actions	• Take responsibility for your actions and learning
A Achieve your goals	• Give your best effort • Be persistent
R Respect yourself and others	• Practice kindness and caring • Cooperate with others • Be your best-self

Above are our school-wide behavior expectations. Each area of the school has a set of behavior expectations, procedures and safety rules that apply specifically to that location. These will be shared with students and taught consistently by all adults in the school. Further information about behavior expectations will be shared in a separate document with parents.

At the Barkhamsted School, we believe in developmentally appropriate practices for behavior and discipline that recognize and support each student's unique developmental journey. We recognize that children develop at different rates and require varied levels of support and guidance. Restorative practices guide our approach to addressing misbehavior by focusing on accountability, empathy, and repairing harm within the school community.

When student behavior raises concerns related to safety, significantly disrupts the learning environment, or requires administrative support, the situation will be reviewed by the principal in collaboration with the staff members involved. Families will be notified of significant behavioral concerns and, when appropriate, will partner with school staff to develop strategies that support positive student outcomes. Interventions and disciplinary consequences are determined on an individual basis, taking into consideration the student's age, developmental level, the nature of the behavior, and the circumstances surrounding the incident. All disciplinary decisions are made in accordance with the policies of the Barkhamsted Board of Education. Our goal is to help students learn from their actions, repair harm when appropriate, and continue to grow as responsible members of our school community.

Safe School Climate Policy **Policy 5131.911**

The Barkhamsted Board of Education supports and promotes teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice and are prepared for lifelong success. Please see the attached Challenging Behavior Form to report any alleged challenging behavioral incidents.

Bus/Transportation Safety **Policy 5131.1**

The Barkhamsted School is committed to maintaining a safe and positive transportation environment for all students. While the examples below represent the general progression of administrative responses to bus misconduct, each incident is reviewed individually. The principal will consider the student's age, developmental level, severity of the behavior, frequency of prior incidents, and the circumstances surrounding the event when determining appropriate interventions or disciplinary

consequences. All decisions are made in accordance with Barkhamsted Board of Education policies and applicable Connecticut law.

Initial Incident: Depending on the nature and severity of the behavior, the principal may confer with the student, contact the parent/guardian, consult with the bus driver, and document the incident. A verbal warning, written referral, assigned seating, or other appropriate intervention may be implemented to address the behavior and promote student safety.

Repeated Misconduct: The principal will confer with the student, parent/guardian, and bus driver to review behavioral expectations and develop a plan for improvement. Assigned seating may be implemented or modified. A written referral will be sent home for parent/guardian signature, and communication with the family will occur to discuss expectations and possible consequences if the behavior continues.

Continued Pattern of Misconduct: Continued misconduct despite previous interventions may result in implementation of additional supports or disciplinary action, including a long-term assigned seat, assignment of a bus monitor when available and appropriate, and/or suspension of transportation privileges for a period of time determined by the principal. The duration of any suspension will be based on the severity, frequency, and circumstances of the behavior. Copies of the incident report and suspension letter will be provided to the parent/guardian and Superintendent.

Immediate Safety Concerns: Certain behaviors that pose an immediate risk to the safety of students, the bus driver, or others may result in immediate administrative action, including suspension of transportation privileges, without prior warnings.

Commitment to Communication — Policy 5124

At the Barkhamsted School, we believe that strong partnerships between home and school are essential to student success. Open, respectful, and timely communication helps us work together to support every child academically, socially, and emotionally. We value honest conversations, collaborative problem-solving, and a shared commitment to helping every student thrive.

What Families Can Expect from Us

- We are committed to communicating with families in a timely, respectful, and professional manner.
- As certified staff members are typically working with students throughout the school day, phone calls and emails will be returned within one school day. Availability will vary due to instructional responsibilities, meetings, and student needs. If you have an emergency, please contact the main office. Messages received after 12:00 p.m. on Fridays or on weekends will generally be returned on the next school day.
- School staff are not available during school vacations or summer recess unless otherwise communicated.
- If a staff member is absent, responses may take additional time.

How Families Can Help

- Begin by contacting the staff member who is most directly involved with your child.

- Use email or phone calls for routine communication.
- Contact the main office for time-sensitive matters, such as dismissal changes, transportation concerns, or student absences, rather than emailing a staff member.
- Communicate respectfully and collaboratively as we work together to support your child.

Communication with Paraeducators

Paraeducators play an important role in supporting students each day. If you would like to discuss your child's academic progress, programming, or classroom concerns, please contact your child's classroom teacher or case manager. The teacher or case manager will work collaboratively with the appropriate staff members to ensure your questions are addressed.

Chain of Communication

To ensure questions and concerns are addressed efficiently and at the appropriate level, we ask families to follow the communication process below whenever possible:

1. **Classroom Teacher, Specials Teacher or Case Manager** - Questions regarding academics, classroom routines, assignments, behavior, social-emotional concerns, or student progress.
2. **Building Principal** - If a concern remains unresolved after communicating with the teacher or case manager, or if the concern involves a school-wide matter, please contact the principal.
3. **Superintendent** - If additional assistance is needed after working with the building principal, families may contact the Superintendent.

Addressing concerns at the level closest to the situation allows us to respond more efficiently, collaborate effectively, and build positive relationships between home and school.

Exceptions

Some concerns require immediate administrative attention. Families are encouraged to contact the main office, school nurse or principal directly regarding:

- Student safety concerns
- Bullying, harassment, or discrimination concerns
- Medical emergencies or urgent health matters
- Transportation or dismissal changes
- Custody or other legal matters affecting a student
- Any situation requiring an immediate response

We appreciate your partnership and your commitment to maintaining open, respectful communication. Together, we can create a positive, supportive school community where every student feels connected, valued, and successful.

Child Abuse **Policy 5141.4**

The Barkhamsted Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse, neglect and sexual assault. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees. Such individual(s) who

have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault.

Classroom Parties, Celebrations and Birthdays

We enjoy recognizing each child's birthday as a special occasion. Families who wish to celebrate their child's birthday at school may provide a small, single-serving snack for each student in the class. Approved options include cupcakes, brownies, popsicles, ice cream cups, pretzels, popcorn, and fresh fruits or vegetables.

Families are asked to coordinate birthday treats with the classroom teacher in advance to ensure they can be accommodated within the classroom schedule and to help address any food allergies or dietary restrictions.

To minimize interruptions to instructional time, all treats must be individually portioned or easily distributed to students. Large cakes, ice cream cakes, pizza or other treats that require cutting and serving are not permitted.

Birthday party invitations may only be distributed at school if every student in the class is invited. Otherwise, families should make arrangements to distribute invitations outside of school.

Holidays and Year-end Parties: Holiday and year-end celebrations are a valued part of the elementary school experience and provide opportunities for students to celebrate together as a classroom community. To maintain a focus on learning while creating enjoyable experiences for students, classroom celebrations should include no more than one dessert or sweet treat. For Valentine's Day celebrations, please do not attach candy or other food items to Valentine cards. If families wish to provide a small favor for classmates, non-food items are encouraged. Any food items brought to school should be individually portioned or easily distributed to students. Food and treats should be consumed at school and should not be sent home with students. Year-end celebrations may include pizza as coordinated with the classroom teacher, school or PTO. Families wishing to contribute food or other items to a classroom celebration are asked to coordinate with the classroom teacher in advance.

Cell Phones, Watches, Valuables, and Electronics

Policy 5131.81

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with Board policy. Cell phones, smart watches, iPads, electronic games, and toys are not permitted for use at school, and the school will not be responsible for damage or theft of such equipment. However, students must keep these devices safely stored in their backpack for the duration of the school day and bus ride.

If these items are found or used by students during the school day they will be held by the classroom teacher and returned to a parent/guardian who is responsible to pick it up.

Students are not allowed to take pictures of or record (audio or video) other students or adults while in school, on the bus, or at school functions. Students violating these restrictions will be subject to disciplinary action.

Computer, Internet Use and Acceptable Use Policy 5136 & Policy 6141.323

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Barkhamsted Board of Education has installed computers, Chromebooks and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses. As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems. Please reference specific Board policies regarding technology use on our website.

- **Disciplinary Action**
  Any user violating these provisions, applicable State and Federal laws, or posted classroom or systems rules is subject to loss of network privileges and other disciplinary options, up to and including expulsion for students.
- **Revocation of Permission to Use Systems**
  The use of the systems is a privilege, not a right, and may be revoked if abused. School administrators will make the final determination as to what constitutes acceptable use, within the meaning of regulations, and the penalties for violators. Violators will be held liable for all costs incurred for intentional damages to the systems.
- **Email Accounts – Students**
  All students have a school email account. This email account is the property of the Barkhamsted School and may be used only for work connected to school. It may not be used for any other purpose. This email address is not accessible to anyone outside of the Barkhamsted School and it may not be used for any other purpose. In addition, teachers and administrators will accept emails from students only if they are sent from school email accounts. Student email accounts are not private accounts, and school officials may view emails through this account at any time without notice. Student use of school email accounts is covered by the Acceptable Use of Electronic Communications policy as well as other school rules.

Conduct Policy 5131

Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

- **Smoking/Substance Abuse** Policy 5131.6
  Pursuant to the goal of the Board of Education to maintain a drug and alcohol free school district, the school shall take positive action through education, counseling, parental/guardian involvement, and medical and police referral in handling incidents in the school involving possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, alcohol and controlled substances as defined in the Penal Code of the State of Connecticut. (cf. 6164.11 Drugs/Alcohol and Tobacco)
- **Dangerous Weapons and Instruments** Policy 5136
  The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities.For this reason the Board prohibits student possession and/or use of weapons, including martial arts weapons, or other dangerous

instruments in any school building on school grounds, in any school vehicle, or at any school-sponsored activity.

- **Dress Code** **Policy 5132**
  Students must be suitably dressed and maintain high standards of neatness. Appropriateness of dress and appearance are crucial in maintaining a proper and healthful educational atmosphere.
- **Hazing Activities** **Policy 5131.91**
  Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated.

Defibrillators in School (AEDs) **Policy 5141.27**

In order to assist individuals who may experience cardiac arrest on school property, the Barkhamsted Board of Education has acquired external defibrillators for use in the school building.

Distribution of Materials **Policy 6161.3**

Library books, textbooks and other educational materials are loaned to students for their use, and shall be returned when requested by school authorities.

English Language Learners (ELL) **Policy 6141.31**

The School Superintendent, or his/her designee shall ascertain annually the number of children of limited and non-English speaking ability within the school district, classify them according to their dominant language, and make a report to the Board of Education.

Exemption from Instruction **Policy 6144.1**

(Click on link for Full Policy)

Emergency Student Information Form

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

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

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

Equal Employment Opportunity and Non-Discrimination **Policy 0521**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Click here for more information on how to file a program complaint of discrimination. This institution is an equal opportunity provider.

In accordance with Title III of the Americans With Disabilities Act (ADA) of 2010, The Barkhamsted School District is taking steps to ensure that it's website www.barkhamstedschool.org, is accessible and

compliant with the standards set forth by the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG 2.0 AA). The Barkhamsted School is continually working to ensure equal digital access to all members of the community. If you need assistance please call the main office at 860-379-2729.

Field Trips Policy 6153

Any trip made by a school group or class outside the limits of the school property is considered a field study trip. A written permission will be obtained from parents for each field study experience offered.

Fire Drills and Crisis Response Preparedness Policy 6114.1

The Principal shall hold at least one emergency practice drill each month in which all students, teachers, and other employees shall be required to leave the school building or participate as appropriate for the type of drill. The essential element in any emergency is prevention of panic. The Principal and teachers provide clarity of direction and supervision needed to foster appropriate staff and student behavior in emergency circumstances.

Food Allergies Policy 5141.25

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when a physician certifies that need in writing. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student. The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

Grading System Policy 5121

Through instructional performance objectives, the district shall establish student standards which promote educational achievement and excellence.

- **Report Cards** Policy 5124

  The Board of Education encourages regular and effective two-way communication between parent and teacher through frequent and varied reporting methods.There are three report cards issued per year: November, March and the last day of school.

Health Services/Medications Policy 5141

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

Administration of Medication Policy R5141.21

The Board of Education allows school personnel to administer medication to students in accordance with the following established regulations.

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

If your child is under a special medication program at home or is being treated for a long term condition, please keep the nurse and classroom teacher advised of the situation. No medications are to be carried to school on the school bus with the exception of emergency medications such as epi-pens or approved self-carry inhaler users.

Communicable/Infectious Disease **Policy 5141.22**

The OSHA Bloodborne Pathogens Standard (29CRF1910.1030) covers all employees who could be "reasonably anticipated" to face contact with bloodborne pathogens and other potentially infectious materials as the result of performing their job duties.

Illness

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

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

Vomiting and Diarrhea: Keep your child home if he/she vomited or had diarrhea in the morning.

Any child who is not feeling well in the morning should remain at home. This will lead to a faster recovery and prevent exposure of the child's illness to others.

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

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

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

Immunizations

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

- **Physical Examinations**

  Are required by state law at the following times: Pre-enrollment in school and prior to entering grade 7.

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

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

Head Injury Action Plan

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

Homeless Students — Policy 5118.1

The Board shall make reasonable efforts to identify homeless children and youths within the district, encourage their enrollment in school and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Homework — Policy 5158

Homework should be introduced in the elementary school years to encourage responsibility, as well as good habits and study skills. Homework is an integral part of the instructional program and learning process which allows students to follow through on their personal commitment to academic work. It should be meaningful and help students develop constructive attitudes and sharpen useful skills.

Kindergarten Registration

Kindergarten registration takes place in early spring. Additionally, forms are given to parents upon request. Children who will be five years of age by September 1st are eligible to attend kindergarten beginning in the fall term of that year.

All Kindergarten children entering Barkhamsted School must:

- Present a birth certificate
- Have completed primary immunizations or provide an exemption certificate for health or religious reasons.

- Have a health assessment and screening prior to school entrance (Connecticut State Law C.G.S. Secs. 10-204, 10-206. and 10-214)
- Proof of Residency (minimum of 2 forms)

Lunch Procedures
Please see information under "Lunch" on the school website.
EdAdvance Food Services

Migrant Students **Policy 6141.312**
The Superintendent will develop and implement a program to address the needs of migrant children in the school.

Non - Permitted Objects **Policy 5131.7**
Children are not allowed to bring sharp objects, hard balls, water pistols, weapons, fireworks and other dangerous materials to school. Additionally, children should not bring in valuable items such as handheld game devices, cell phones, valuable jewelry, etc. unless permission is obtained from the principal. These items are too valuable to be in school and the school will not be held responsible for lost or stolen valuables.

Parent Conferences **Policy 5124**

At the Barkhamsted School, we believe that a strong partnership between home and school is essential to every student's success. While communication between families and teachers occurs throughout the school year in many ways, parent-teacher conferences provide dedicated time to celebrate student growth, discuss progress, and work together to support each child's academic, social, and emotional development.

The following parent-teacher conference dates have been established for the 2026–2027 school year:

Fall Conferences: Wednesday, October 21, 2026, Thursday, October 22, 2026 and Friday, October 23, 2026

Spring Conferences: Wednesday, March 17, 2027, Thursday, March 18, 2027 and Friday, March 19, 2027

Parent-teacher conferences provide an opportunity to:

- Build and strengthen the partnership between home and school.
- Celebrate each student's strengths, growth, and accomplishments.
- Discuss academic, social, emotional, and behavioral progress.
- Share information that helps us better understand and support each child.
- Review student work, assessment results, and learning goals.
- Collaboratively identify strategies to support continued growth at home and at school.
- Answer questions and discuss plans for the remainder of the school year or upcoming grade-level transitions.

Parent Involvement **Policy 1110.1**

The Board of Education believes that the education of children is a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians involved in supervising the child's schooling.

- **Stay Connected:** Take time each day to ask your child about school. Celebrating successes, discussing challenges, and showing interest in your child's learning communicates that school is valued and important.
- **Read Every Day:** Reading at home is one of the most effective ways to support your child's literacy development. We encourage families to read with or to their child for 15-20 minutes each day. Older students also benefit from independent reading and conversations about what they are reading.
- **Check Backpacks and Communication:** Make it a daily habit to check your child's backpack for schoolwork, notices, and important information. We also encourage families to regularly monitor email and school communications to stay informed about upcoming events and announcements.
- **Stay Informed:** The Barkhamsted School newsletter is published each Friday throughout the school year and includes important school news, upcoming events, reminders, and celebrations. We encourage families to read it each week to stay connected with what's happening at school and in our community.

Parking:

The safety of our students, families, staff, and visitors is our highest priority. Traffic around the school can be especially busy during arrival and dismissal, and we ask all drivers to exercise caution and follow posted traffic patterns.

Please do not park in the bus circle during arrival and dismissal times. During student drop-off and pick-up, please follow the designated traffic pattern in the rear parking lot to help ensure a safe and efficient flow of traffic.

If you plan to remain at the school for an extended period of time or are attending a school event, we ask that you park in the rear parking lot rather than the Town Hall parking lot. We appreciate your cooperation in helping keep parking available for Town Hall visitors and those conducting business throughout the day.

Pesticide/Herbicide Application **Policy 3524.1**

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide/herbicide application in school buildings and on school grounds. Further, effective July 1, 2000, the District will only employ certified pesticide/herbicide applicators for any non-emergency pesticide/herbicide use in school buildings or on school grounds.

Phone Calls and Email Notes

We try to keep the phone lines open for emergency use and for business purposes. You can help by sending an **email** to the office staff. Please send **emails instead of paper notes** that are easily misplaced by students. Emails should be sent to school when the child:

- Will be picked up early by the parent;
- Is to go home other than in the usual manner;
- Is to go to an after school club or meeting (i.e. scouts, homework club);
- Someone other than the parent will be temporarily responsible;

- Has a change in family circumstances that may cause the child's behavior or learning ability to change.

Physical Activity & Health **Policy 6142.10**

The Board recognizes that student health and success in school are interrelated. Schools cannot achieve their primary mission of education if students are not healthy and fit physically, mentally and socially. In order to play a proactive role in preventing disabling chronic health conditions, unnecessary injury and disease, to help students learn to take responsibility for their own health and to adopt health-enhancing attitudes and behaviors, the District shall adopt a comprehensive health education program consistent with the requirements of state and federal law.

Physical Exercise and Discipline of Students **Policy 5144.4**

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

Promotion and Retention **Policy 5123**

The Board of Education is dedicated to the best total and continuous development of each student enrolled at Barkhamsted School. Promotion or retention will be based on what is in the best interests of the student. In all cases of promotion or retention, the parent/guardian is to be fully involved and informed throughout the decision-making process. Parents will be notified as early as possible that retention is being considered and except in very unusual circumstances, not later than March 15. The principal shall be responsible for making the final decision as to retention and assignment.

Psychotropic Drug Use **Policy 5141.231**

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child should use psychotropic drugs.

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

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

Registration

Students transferring from another school district may enter at any time during the year upon presentation of the proper transfer records, and proof of residency. **Registration Page**

School Ceremonies and Observances **Policy 6112.1**

Each elementary class shall conduct opening exercises each school day including the Pledge of Allegiance, reading of announcements and notices, and a moment of silent meditation for those students and teachers who wish to avail themselves of such time for such purpose.

Sexual Abuse Prevention and Education Program **Policy 5145.511**

The Barkhamsted School shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with C.G.S 17a-101q, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources.

Security and Safety/Video Surveillance **Policy 5131.11**

The Board of Education recognizes the district's responsibility to maintain order, safety, and discipline on school property. The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order, safety, and discipline, finds that it is appropriate to provide for the use of video camera surveillance on school grounds and authorizes school administration to install video cameras in locations on school property they deem appropriate.

Sexual Harassment **Policy 5145.5**

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools.

Sixth Grade Promotion Ceremony

The Sixth Grade Promotion Ceremony is a special tradition that recognizes and celebrates our students as they complete their elementary school journey and prepare for middle school. Each year, the Barkhamsted School hosts a promotion ceremony during the final week of school to honor the accomplishments and growth of our sixth-grade students. Additional information regarding the ceremony will be shared with families in the spring.

Soliciting Funds from and by Students **Policy 1324**

Fund-raising activities may be approved by the Superintendent of Schools consistent with the guidelines that are in the policy.

Special Area Subjects

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

Special Education Services **Policy 6171**

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

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

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

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

Multi-Tiered Systems of Support:
Multi-Tiered System of Supports (MTSS) helps all students reach their full potential. Through high-quality instruction, targeted interventions, and enrichment opportunities, we provide support that meets students' individual academic, behavioral, and social-emotional needs. Families will be informed if their child is identified for additional support and will receive updates on their child's progress toward established goals.

Regarding Section 504: Rights in Identification, Evaluation and Placement

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

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

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

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

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

Student Records **Policy 5125**

Educational records, defined as records, directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of student development in the educational process.

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

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

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

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

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

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

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

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

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

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

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

Shared Digital Documents and Communication Tools

The Barkhamsted School maintains students' official educational records in accordance with federal and state law and Barkhamsted Board of Education policies. As needed, the school may also use shared digital documents or communication tools to support collaboration between families and school staff during the current school year.

Access to shared digital documents will be provided through a designated school parent communication account rather than an individual staff member's account. This practice helps ensure continuity of communication and protects access to shared information in the event of staffing changes. Access is provided solely to support ongoing communication and student success during the current school year. At the conclusion of each school year, access will be discontinued to protect student privacy and ensure that only the staff members currently working with a student have access to active collaborative documents.

Families who wish to retain copies of information contained in shared digital documents are encouraged to download or save those materials before access is discontinued. This practice applies only to collaborative communication tools and does not affect a family's rights to inspect or obtain copies of their child's official educational records as provided under the Family Educational Rights and Privacy Act (FERPA).

Student Support Services **Policy 6172.4**

The Board of Education supports the Title I Program which falls under the jurisdiction of Shared Services. The parents of children identified to participate in the Academic Support program will receive notification from the school indicating their child's eligibility for this support. Parents may meet with the classroom teacher and academic support teacher at any time to discuss their child's progress.

Survey/Student Privacy **Policy 6162.4**

The Board of Education is committed to protecting the privacy rights of students in the school district in a manner consistent with the Protection of Pupil Rights Amendment (PPRA). The PPRA establishes the parameters that school districts must follow whenever personal information is collected from students as part of a survey, analysis, evaluation or certain types of physical examinations. Parents also have the right to inspect surveys and instructional materials that concern student information of a protected nature.

Teacher and Paraprofessional Qualification **Policy 4112**

The Superintendent of Schools is authorized to hire administrators and teachers, including substitute teachers, for positions authorized by the Board of Education and report such hires to the Board of Education. The Superintendent shall ensure that all certified personnel employed meet state

certification requirements for the position, including required fingerprinting and other criminal records checks.

Testing

Student assessments are an important part of the teaching and learning process. A variety of classroom, district, and state assessments are used throughout the school year to monitor student progress, identify areas of strength and need, guide instruction, and evaluate the effectiveness of our educational programs.

Students participate in district benchmark assessments throughout the school year to monitor academic growth. In accordance with Connecticut State Department of Education requirements, students in Grades 3-6 participate in the Smarter Balanced Assessment (SBA), and students in Grade 5 participate in the Next Generation Science Standards (NGSS) Assessment.

Assessment results are shared with families and are used in conjunction with classroom performance and teacher observations to support each student's continued growth and success.

Transfers out of the School System

If your family will be moving or your child will be transferring to another school, please notify the school office as soon as possible. Early notification helps us ensure a smooth transition for your child.

Before your child's records can be transferred, a signed Records Release Authorization form is required. Upon receipt of the completed form, Barkhamsted School will promptly forward your child's educational records to the receiving school in accordance with the Family Educational Rights and Privacy Act (FERPA). **Release of Records Form**

Use of School Facilities **Policy 1330**

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under law. The use of school facilities for school purposes has precedence over all other uses. Persons on school property must abide by the District's conduct rules at all times. **School Use Form**

Volunteering

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

Wellness **Policy 6142.101**

Student wellness, including good nutrition and physical activity, shall be promoted in the Barkhamsted School health educational program, school activities, and meal programs.

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

The Barkhamsted School
Challenging Behavior Reporting Form Instructions

Instructions

This form is for students, parents or guardians of students enrolled in the school, and school employees to report any alleged challenging behavioral incidents. Challenging behavior is behavior that negatively impacts school climate or interferes, or is at risk with interfering, with the learning or safety of a student or the safety of a school employee. This form should also be used to report alleged bullying incidents, meaning: unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Complete this form electronically, or in writing, or go to your school climate specialist who will assist you with completing this form. All completed reports require a response from the school climate specialist, and every student, parent or guardian, and school employee who completed this form will receive a copy of the “Response Process(es) Notification Form” describing the action steps taken, within three (3) school business days after an assessment has been completed.

The school climate specialist will assess the facts of a challenging behavior incident and complete the "Response Process(es) Notification Form.” A confirmation of receipt of the “challenging behavior reporting form” will be provided to the individual who completed this form within three (3) school business days, and the behavioral assessment will be finalized within a reasonable amount of time.

If this is an emergency, and you feel that you or someone else is in imminent danger, please call 911, or your municipal police department.

Definitions and Clarifying Terms

Challenging Behavior: behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

Restorative Practices: Evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

School based threat assessment: An evidence-based systematic evaluation process used to prevent violence, help troubled students, and avoid over-reactions to challenging behavior.

The Barkhamsted School: Challenging Behavior Reporting Form

Name: _____

or check here ☐ for any student who would like to submit anonymously.

I am a: Student ☐, Parent and/or Guardian ☐, or School Employee ☐

Email:_____ Phone Number:_____

Was this previously reported to any school employee prior to this report? If yes, identify to whom, when, and what was reported?

_____

_____

Where did the incident occur?

_____

Check any boxes that apply.

☐ On school property

☐ At a school-sponsored activity or off school property

☐ Electronic communication, internet, and social media

☐ On a school bus

☐ On the way to/from school

☐ Outside of school

☐ Other _____

Approximate date of incident (if known):_____

Please describe what happened?

_____

_____

_____

_____

_____

_____

_____

The Barkhamsted School: Challenging Behavior Reporting Form

Of the following statement(s) check any that may describe or include what happened:

☐ Teasing, name-calling, intimidating, or threatening, in person or through electronic communication

☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something or other acts of physical aggression

☐ Making intimidating, and/or threatening gestures or remarks

☐ Getting another person to do any of the behaviors listed above

☐ Spreading rumors or gossip

☐ Unwanted contact of a sexual nature (verbal, nonverbal, physical)

Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran? If so, why?

_____

_____

_____

_____

If known, provide the name(s) of any witness(es) of the alleged incident:_____

Date form submitted:_____

For school climate specialist use only:

Date received by school climate specialist:_____

Signature of receipt by school climate specialist:_____

The Barkhamsted School: Responses Process(es) Notification Form

The purpose of this form is to provide a template for transparency and accountability to a person(s) that submit(s) a report of challenging behavior. The school climate specialist will complete and submit this form within three (3) school business days **after an assessment has been finalized** and submit it to the student(s), parent(s), or guardian(s), and/or school employee(s) who completed the "Challenging Behavior Reporting Form".

Describe the steps taken to address and prevent future instance(s) of challenging behavior(s). Responses may include:

- utilization of restorative practices;
- the completion of a school-based threat assessment;
- safety plan for student(s) involved in the instance of alleged challenging behavior;
- student support services;

_____

_____

_____

_____

_____

_____

Signature or E-signature of responding school climate specialist:_____

Printed name:_____

Date completed:_____

Definitions and Clarifying Terms

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