

New Hartford Public Schools

Student and Family Handbook K-6 Updated 2026-2027



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Welcome & General Information

Dear New Hartford Families,

Welcome to New Hartford Public Schools! Whether you are joining us for the first time or returning for another great year, we are thrilled to welcome your family to our school community.

We take tremendous pride in our three beautiful elementary schools, Bakerville Consolidated School, New Hartford Elementary School, and Ann Antolini School. Together, they form a caring, joyful environment where young learners from Preschool through Grade 6 are supported to explore, grow, and thrive every day.

We view education as a true partnership between home and school. This handbook is designed as a helpful guide to our procedures and community expectations. Our dedicated staff is committed to keeping our schools safe, welcoming, and inspiring for every child.

Thank you for sharing your children with us. Our doors are always open, and we look forward to a wonderful year of learning and growth together!

Warmly,

Kelly Carroll, Ed.D.

Principal, Ann Antolini Elementary School

Amy Kennedy

Principal, Bakerville Consolidated School & New Hartford Elementary School

Mission Statement for New Hartford Public Schools

The mission of the New Hartford Public Schools in partnership with families and the community is to inspire and prepare all children to become independent and enthusiastic learners who achieve excellence by providing a challenging and exemplary education program that is differentiated, inclusive, and dynamic.

Student Handbook Acknowledgement

This handbook provides an overview of New Hartford Public Schools' procedures, expectations, resources, and the Student Code of Conduct (Board Policy 5131). While updated annually, Board of Education policies, administrative regulations, and negotiated agreements take precedence over handbook language. The district reserves the right to revise handbook information as needed.

This student handbook is shared with families annually as part of the summer email, and is available for your review throughout the school year via the district and school website, and the weekly Friday Folder. Families are expected to read and become familiar with the handbook, as it contains important information regarding school policies, procedures, expectations, and student conduct per [Student Code of Conduct Board Policy 5131](#). Receipt of the handbook and weekly Friday Folder constitutes notice of the school's policies and expectations. Students and families are expected to comply with all procedures, policies, and expectations outlined in the student handbook.

Board of Education and Policies

The New Hartford Board of Education is composed of elected volunteer members responsible for governing the school district. Current Board members, meeting schedules, agendas, and Board policies are available on the district website. Community members are encouraged to attend Board meetings and participate during designated public comment periods.

Pertinent Board of Education policies are referenced, where applicable, throughout this document. Complete copies of Board of Education Policies are located in the Central Office, each school office, and on the district website at <https://www.newhrtfd.org/board-of-education>.

District and School Contacts

District Office **(860) 379-8546**

Jeffrey Sousa, Superintendent

Sara Voghel, Executive Assistant to the Superintendent

Michael Lynch, Director of Student Services

Kellyann Linn-Snowdon, Administrative Assistant to the Director of Student Services

Ann Antolini Elementary School **(860) 489-4169**

Kelly Carroll, Ed.D, Principal

Julie Cyr, Administrative Assistant to the Principal

Bakerville Consolidated School **(860) 482-0288**

Amy Kennedy, Principal

Colleen Wipperman, Administrative Assistant to the Principal

New Hartford Elementary **(860) 379-0713**

Amy Kennedy, Principal

Marissa Waseleski, Administrative Assistant to the Principal

Equal Opportunity, Non-discrimination Statement

New Hartford Public Schools is committed to providing all students with equitable access to educational opportunities and fostering a safe, respectful, and inclusive learning environment.

The district does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or any other protected characteristic in its educational programs, activities, services, employment, athletics, counseling, or extracurricular opportunities. Programs and facilities are accessible to individuals with disabilities in accordance with applicable law. The Director of Student Services serves as the district's Title IX and Section 504 Compliance Officer.

The district values the diverse backgrounds, experiences, and perspectives of its students, staff, and families. We believe that diversity strengthens our schools and prepares students to thrive in an increasingly interconnected world. Discrimination, harassment, racism, stereotyping, or any behavior that demeans or excludes others will not be tolerated. New Hartford Public Schools is committed to ensuring that every student feels safe, welcomed, respected, and supported to learn and succeed.

School Schedules & Attendance

Academic Calendar & School Hours

District Academic Calendar

We encourage families to check our school calendar regularly to stay up to date on all district events. Please take a moment to mark key dates on your family's calendar, including holidays, scheduled vacations, early release days, and parent-teacher conferences. [Please see the most current calendar at this link.](#)

Arrival, Drop-Off, & Dismissal

School Hours

	Student Arrival	Dismissal	Location
Ann Antolini School	8:20 a.m.	3:00 p.m.	Pick-Up Lot
Bakerville School	8:25 a.m.	3:05 p.m.	Front Office Lot
New Hartford Elementary	8:25 a.m.	3:05 p.m.	Front Office Lot
New Hartford Preschool	8:35 a.m.	11:00 a.m. PK3 2:50 p.m. PK4	Bus Circle

Morning Drop Off

To keep all of our students safe, morning supervision begins right at our designated arrival times. Please hold off on dropping off your child until our staff members are outside on duty. At Bakerville and New Hartford Elementary, parents must park and escort their child to the building.

Tardy

Arriving on time helps students establish positive routines and ensures they do not miss valuable instructional time. Students arriving more than 10 minutes after the school day begins are considered tardy. Families are encouraged to make every effort to have students arrive at school on time each day.

Pick-Ups During The Day

If your child needs to leave school before dismissal:

- Send a written note to your child's teacher indicating the pickup time.
- Parents/guardians must report to the school office to sign their child out.
- Students will only be released to authorized adults. Photo identification may be requested.

End of Day Dismissal and Dismissal Changes

Students who will be picked up instead of riding the bus must provide a note to their teacher that morning unless a permanent transportation schedule has been approved through the district transportation process.

If your child's dismissal plans change unexpectedly, please notify the school office **no later than 2:00 p.m.** to help ensure a safe and smooth dismissal.

At dismissal:

- Adults picking up students must check in with supervising staff.
- Photo identification may be requested if the adult is unfamiliar to staff.
- Please drive slowly and follow all traffic patterns in school parking lots.

After School School Sponsored Activities

Students participating in school-sponsored after-school activities must:

- Be present for the school day.
- Be picked up promptly at the designated end time.

Planned Early Dismissal

On scheduled early dismissal days:

- **Grades K–6:** Dismissal at **1:00 p.m.**
- **Preschool:** Dismissal at **12:50 p.m.**

Lunch is served, but recess is not held. Early dismissal dates are listed on the district calendar.

School Visitors

To help maintain a safe learning environment, all visitors must:

- Enter through the main office.
- Present identification if requested.

- Sign in and wear a visitor badge while in the building.
- Sign out before leaving.

Attendance & Absence Reporting

Attendance

Regular attendance is one of the most important factors in a child's academic success. Every school day provides valuable learning experiences that are difficult to replace. Connecticut law requires children ages 5–18 to attend school regularly, and New Hartford Public Schools works in partnership with families to promote consistent attendance.

Reporting an Absence

If your child will be absent, please notify the school office as soon as possible by phone or email. Please include:

- Student's full name
- Teacher's name
- Date of absence
- Reason for the absence

School	Phone	Email
Ann Antolini School	860-489-4169	antolinioffice@newhtfd.org
Bakerville Consolidated School	860-482-0288	bakervilleoffice@newhtfd.org
New Hartford Elementary School	860-379-0713	nheoffice@newhtfd.org

Students are considered present or “in attendance” if they attend school for at least one-half of the school day.

Excused and Unexcused Absences

Connecticut law establishes when an absence may be considered excused.

- **Absences 1–9:** A parent or guardian may excuse the absence by notifying the school of the reason.
- **Beginning with the 10th absence:** Additional documentation is required for an absence to be considered excused. Acceptable reasons include:
 - Illness (verified by a licensed medical provider)
 - Religious observance
 - Family emergencies
 - Required court appearances (documentation required)
 - Transportation interruptions provided by another school district
 - Extraordinary educational opportunities approved in advance by district administration

Documentation should be submitted within 10 school days of the student's return to school. Absences that do not meet these requirements will be recorded as unexcused.

Family Vacations

We recognize the value of family time and travel. However, vacations taken during the school year count as absences. After a student's ninth total absence, vacation days that are not otherwise excused under state guidelines

will be considered **unexcused** and may contribute to a finding of truancy under Connecticut law. Whenever possible, families are encouraged to schedule vacations during school breaks.

Truancy

Under Connecticut law, a student is considered **truant** if they have:

- **4 unexcused absences** within a 30-calendar-day period, or
- **10 unexcused absences** during a school year.

Schools are required to monitor attendance, communicate with families, and implement interventions when attendance concerns arise. State law also requires schools to report excessive unexcused absences.

Chronic Absenteeism

A student is considered **chronically absent** when they miss **10% or more** of the school days in which they are enrolled, regardless of whether the absences are excused or unexcused. This includes suspensions that result in missing more than half of the school day. Because chronic absenteeism can significantly impact learning and achievement, the district monitors attendance closely and will partner with families when a student is at risk.

School Enrollment: Ages Of Attendance / Admission / Placement

Students who reside in New Hartford and meet Connecticut age requirements are eligible to attend New Hartford Public Schools.

- Children must be **5 years old on or before September 1** to enroll in kindergarten.
- Families enrolling a student must provide proof of age, residency, required health records, and immunizations.
- Students experiencing homelessness or in foster care will be enrolled, even if records are not yet available.
- Students transferring from another school will be placed in the appropriate grade level based on records and, when appropriate, consultation with parents and school staff.

For complete attendance and enrollment requirements, please refer to the applicable New Hartford Board of Education Policies and Connecticut State Statutes.

Weather Delays & Closures

Inclement Weather Schedule Changes and Closures

When weather or other emergencies affect the school schedule, families will be notified through our alert system, Powerschool SchoolMessenger (phone, text, and email) and local media.

School Closing

When schools are closed due to weather or other emergencies, families will be notified as early as possible through Powerschool SchoolMessenger alerts and local media.

Delayed Openings

The Superintendent may announce a **2-hour or 3-hour delay**. Bus routes and school start times will operate on the delayed schedule, while afternoon dismissal remains at the regular time. Lunch will be served. If a delayed opening occurs on a scheduled early dismissal day, students will remain in school until the normal afternoon dismissal time.

Emergency Early Dismissal

If worsening conditions require students to be dismissed early, schools will dismiss at **12:00 p.m. or 1:00 p.m.** Lunch will be served, and **all after-school activities will be canceled, including the BASES Child Care.**

Transportation & School Safety

Bus Transportation & Rules

The New Hartford Public Schools transportation program, provided by DATTCO, helps students travel to and from school safely each day. Students are assigned to a bus based on their home address and approved transportation information and must ride their assigned bus unless prior approval has been granted by the school for emergency circumstances.

For transportation questions, please contact **DATTCO at 860-489-4386**. Bus routes and schedules are available on the [district website](#) under Region 7/New Hartford.

Transportation Changes

Any change to a student's usual dismissal plan must be communicated to the school:

- In writing, or
- By phone **before 2:00 p.m.**, provided the caller can be verified as the student's parent or guardian.

Kindergarten Bus Safety

For the safety of our youngest learners, kindergarten students riding the bus home must be met by a designated adult at the bus stop. If no adult is present, the student will be returned to school, and a parent or guardian must pick them up promptly.

Bus Conduct and Behavior Expectations

Riding the school bus is a **privilege**. School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. The same respectful behavior expected at school is expected on the bus and at bus stops.

Students are expected to:

- Follow the bus driver's directions the first time.
- Stay seated, facing forward, while the bus is moving.
- Keep hands, feet, and belongings to themselves and out of the aisle.
- Use quiet voices so the driver can focus on the road.
- Be kind and respectful to others.
- Keep food, drinks, and personal items packed away.
- Keep all body parts and objects inside the bus.
- Board, exit, and cross the street only as directed by the driver.

Students may not damage the bus or its equipment. Families are responsible for the cost of any intentional damage caused by their child.

Unsafe or inappropriate behavior may result in assigned seating, parent notification, suspension from the bus, or loss of transportation privileges. When bus privileges are suspended, families are responsible for providing

transportation to and from school. Serious misconduct that threatens the safety of students or staff may result in law enforcement assistance.

Car Transportation & Parking

Each school has designated arrival and dismissal procedures designed to keep students safe. Families are asked to:

- Follow all staff directions and traffic patterns.
- Park only in designated parking areas.
- Never park in fire lanes, bus lanes, or other restricted areas.
- Drive slowly and remain alert for students and staff.
- Ensure that every child is properly secured in an age- and size-appropriate child safety seat or seat belt as required by Connecticut law before leaving school grounds.
- Never leave children unattended in a vehicle, even for a brief period. Connecticut law prohibits leaving a child unsupervised in a motor vehicle when doing so places the child's health or safety at risk.

At **Ann Antolini School**, parents should remain in their vehicles in the designated drop-off lane unless directed otherwise.

At **Bakerville School** and **New Hartford Elementary School**, parents should park in the designated parking area and escort their child to the designated entrance or drop-off location.

Anti-Idling For Cars / Service Vehicles

Drivers are requested to turn off their engines while waiting in their cars for more than three minutes to pick up students or adults.

Transportation Safety Complaints / Procedures

Questions or concerns regarding transportation safety should be reported to the school principal or directly to DATTCO. The district will investigate all reported concerns and work with families and the transportation provider to ensure a safe experience for all students.

Emergency Drills & Safety Policies

Emergency Drills

Schools conduct regular fire, lockdown, and other emergency drills throughout the school year. Students are expected to follow staff directions promptly and calmly during all drills and emergencies. Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

Mandated Reporting

By law, all New Hartford Public Schools employees are mandated reporters and must report suspected child abuse, neglect, or situations in which a child may be in imminent danger to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Environmental Health and Safety: Asbestos / Pesticides

The district maintains safe learning environments through required asbestos management plans, integrated pest management practices, and compliance with all applicable state and federal environmental regulations. Families may request additional information from the school office.

Prohibited Items in School

Dangerous & Illegal Items (Strictly Prohibited)

The possession or use of the following items is strictly prohibited on school property, on school buses, and at school-sponsored events:

- **Weapons & Dangerous Objects:** Real or realistic toy weapons, knives, sharp objects, fireworks, matches, and laser pointers.
- **Controlled Substances:** Alcohol, tobacco, vaping/nicotine products, marijuana, or any other illegal substances.

Violations involving dangerous or illegal items may result in disciplinary action, suspension, expulsion, and law enforcement involvement when appropriate.

Personal Belongings & Disruptive Items

Students are encouraged to leave valuables and large amounts of money at home, as the school cannot be responsible for lost, stolen, or damaged personal items.

To prevent distraction, loss, or damage, please keep the following at home unless specifically requested by a teacher for a classroom activity:

- **Toys & Collectibles:** Personal toys, games, trading cards, and collectibles. (School-approved recess equipment is provided for outdoor play.)
- **Personal Electronics:** Portable gaming devices and other electronic items that interfere with learning.
- **Wheeled Transportation & Sports Equipment:** Skateboards, rollerblades, shoes with wheels, baseball bats, lacrosse sticks, or other sports gear (unless required for a school activity).

These types of items may be safely held by staff and returned to a parent or guardian. School staff maintain discretion to limit any items or activities that create conflict or safety concerns. **Pets and Live Animals in School**

For the safety of students and animals, pets and other live animals may not be brought to school unless they are part of an approved educational program or are authorized service animals.

School Property and Equipment

Students are expected to care for school property, including desks, Chromebooks, library books, and other school-issued materials. Families may be responsible for the cost of repairing or replacing items that are lost, damaged, or intentionally misused, in accordance with Board policy.

Students should report damaged or malfunctioning equipment to their teacher or the main office and should not attempt to repair it themselves.

Academics & Learning Support

Curriculum, Report Cards, & Testing

Report Card Trimester Dates

Students receive report cards at the end of each trimester. Trimester dates are published on the district calendar and school website.

Assessments

Assessment is an important part of teaching and learning. New Hartford Public Schools uses a variety of assessments throughout the school year to monitor student growth, guide instruction, and communicate progress to families.

Assessments include:

- **Formative Assessments:** Ongoing classroom observations, discussions, classwork, and teacher feedback used to adjust instruction and support student learning.
- **Summative Assessments:** Unit tests, projects, writing assignments, and other assessments that measure student understanding after instruction.
- **DIBELS:** Literacy screening used in the elementary grades to monitor the development of foundational reading skills.
- **STAR Assessments:** Computer-based reading and mathematics assessments administered three times each year to monitor student growth and identify instructional needs.
- **Connecticut State Assessments:** Students in Grades 3–6 participate in state-required assessments, including the Smarter Balanced Assessment (SBA) and the NGSS Science Assessment, as required by the Connecticut State Department of Education.

Promotion, Retention And Placement

Students are promoted based on their academic progress, achievement of grade-level learning standards, and overall readiness for the next grade. When concerns arise regarding promotion, retention, or acceleration, school staff will work closely with families throughout the decision-making process. Final placement decisions are made by the building principal.

Homework

Homework is designed to reinforce classroom learning, build responsibility, and encourage independent work habits. Homework expectations vary by grade level and teacher. Students are responsible for completing missed assignments following an absence. Homework will not be provided in advance for family vacations or other discretionary absences; however, students will be expected to make up missed work upon their return.

Field Trips

Field trips enrich classroom learning and provide valuable educational experiences. A signed parent/guardian permission form is required for participation. If the cost of a field trip creates a financial hardship, please contact the building principal. We want every student to have the opportunity to participate.

Students are expected to follow school rules and represent our school positively while on field trips. Participation is a privilege, and the principal may determine that a student is unable to attend if there are significant safety or behavioral concerns. District-approved transportation will be used for all school-sponsored field trips.

Educational Technology & Device Use

New Hartford Public Schools uses technology to enhance learning, encourage creativity, and prepare students to be responsible digital citizens. Students are expected to use all district technology safely, responsibly, and in accordance with Board of Education Policy 6141.321.

Acceptable Use Agreement

Before using district technology or accessing the Internet, students and a parent/guardian must sign the district's Acceptable Use Agreement. School technology is provided for educational purposes, and students are expected to use it responsibly and follow staff directions at all times.

Failure to follow the Acceptable Use Agreement or school technology expectations may result in loss of technology privileges, disciplinary action, financial responsibility for damages, and, when appropriate, legal consequences.

District-Provided Learning Devices and Chromebook Use

Each student is issued a district learning device to support classroom instruction.

Students are expected to:

- Handle their device with care.
- Bring the device to/from school as directed.
- Follow all district technology guidelines.
- Return the device, charger, and accessories when leaving the district.

Students / Families may be responsible for repair or replacement costs resulting from damage, loss, or theft.

Personal Devices / Cell Phone/ Smartwatch Use

To minimize distractions and maximize learning:

- Cell phones and smartwatches must remain **silenced and stored in student backpacks** throughout the entire school day, including on the school bus.
- Personal devices may only be used when specifically authorized by a teacher for instructional purposes.
- Students are expected to follow all staff directions regarding personal technology use.

Unauthorized use of personal electronic devices may result in disciplinary action.

Audio, Video and Photography

To protect the privacy of students and staff:

- Students may not record audio, video, or take photographs during the school day using personal devices unless directed by a teacher as part of instruction or approved by school administration.
- Secret or unauthorized recording of students, staff, or classroom activities is strictly prohibited.
- Visitors and parents are also asked to refrain from taking photos, videos, or recordings while visiting classrooms unless permission has been granted.

Violations may result in confiscation of the device and disciplinary consequences.

Internet Safety and Privacy

The district provides filtered Internet access in compliance with the Children's Internet Protection Act (CIPA) to help protect students from inappropriate online content.

Students should understand that:

- District computers, email, files, and Internet activity are school property and may be monitored, reviewed, or stored by authorized staff at any time.
- Users should have no expectation of privacy when using district technology or networks.
- Access to social media using district devices or networks is permitted only when approved by a teacher for educational purposes.

The district is not responsible for content students post on personal social media accounts when they are not participating in school activities or using district-owned technology.

Educational Rights & Privacy

Directory Information

School personnel are occasionally asked to share student directory information with classmates and third parties, including but not limited to the PTO, school picture photographers, and others supporting school-related activities. Sharing may involve the release of student names, addresses, home phone numbers, parents' names, and email addresses.

Additionally, students may occasionally be photographed or videotaped by school staff or the media during school events, or have their work and photographs shared by teachers through online platforms such as school websites and school social media accounts. In accordance with district policy, full names and personally identifying information are never published online or in the media.

Parents are required to complete the [Student Shared Information Disclosure](#) form annually to indicate permission for the sharing of directory information. This form must be completed by the 10th day of school.

School Ceremonies And Observances

The district recognizes national holidays and civic observances as opportunities to promote citizenship, community, and historical understanding while respecting the diverse backgrounds, cultures, and beliefs of all students.

Activities that include religious themes are presented for educational and cultural purposes rather than religious observance. Families may request that their child be excused from a specific activity if it conflicts with sincerely held religious beliefs.

Students are provided the opportunity to recite the Pledge of Allegiance each school day. Participation is voluntary. Students who choose not to participate are expected to remain respectful and not disrupt others.

Exemption from Instruction

New Hartford Public Schools provides a comprehensive curriculum aligned with Connecticut Academic Standards. Families who wish to request an exemption from specific areas of instruction, as permitted by law (Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, Family Life and Sex Education, and Sexual Abuse and Awareness), should submit a written request to the school principal. Alternative learning activities will be provided when appropriate.

Library Resources

The district maintains library collections that support curriculum, literacy, and student interests while following Connecticut law regarding the selection, maintenance, and review of library materials. Procedures are available for families who wish to request reconsideration of library materials.

Title I

New Hartford Public Schools complies with all federal Title I requirements. Families of students participating in Title I programs will receive information about available services, opportunities for family engagement, and their rights under federal law.

Teacher And Paraeducators Qualifications

Parents and guardians have the right to request information about the professional qualifications of their child's teachers and paraprofessionals, including certification status and licensure, in accordance with federal law.

Student Survey Privacy

In accordance with federal law, parents have the right to inspect surveys created by third parties and opt their child out of any survey concerning sensitive topics (such as political beliefs, family income, or religious practices). The district never collects or shares student data for commercial marketing.

School Records

Student educational records are confidential and protected under FERPA. Parents may review cumulative records upon written request. When a student transfers, official records are forwarded to the new district within 10 business days. No student information can be released or made public without written consent from the parents or guardian.

Parents have the right to file a complaint with the U.S. Department of Education if they believe FERPA rights have been violated.

Student Services & Special Education

New Hartford Public Schools is committed to meeting the academic, behavioral, social-emotional, and physical needs of every learner. Student support services are provided through a collaborative team that works closely with families to help students succeed.

Multi-Tiered Systems of Support

All students have access to the district's Multi-Tiered System of Supports (MTSS), a framework that provides academic, behavioral, and social-emotional support based on student needs. Families are encouraged to contact their child's teacher whenever concerns arise about a student's progress.

American With Disabilities Act And Section 504 Of The Rehabilitation Act Of 1973

New Hartford Public Schools is committed to ensuring equal educational access for all students. Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), eligible students with physical or mental impairments that substantially limit major life activities are provided reasonable accommodations and supports to access their education (FAPE).

If you suspect your child may need a Section 504 accommodation plan, or if you have questions regarding rights and referral procedures, please contact your building principal or the district Section 504 Coordinator, Michael Lynch.

Special Education

Special Education is a service, not a placement. These services may include direct academic instruction, counseling, nursing, speech, occupational therapy, physical therapy, behavioral consultation, autism consultation,

assistive technology consultation, and transportation. Students who qualify may receive services through an Individualized Education Program (IEP). Eligibility is determined through the Planning and Placement Team (PPT) process in collaboration with parents and school staff. Families are encouraged to contact their child's teacher whenever concerns arise about a student's progress.

English Language Learners

Students identified as English Learners receive language development services designed to support English proficiency and academic success through our MTSS supports. Progress is monitored annually using the state-mandated assessment.

Gifted and Talented

Beginning in Grade 4, eligible students may participate in the district's Gifted and Talented program. Families of identified students will receive information regarding the program.

Homeless and Migrant Students

Students experiencing homelessness or qualifying as migratory students have the right to immediate enrollment and access to educational services as required by federal and state law. Families needing assistance should contact the school principal or the district liaison, Michael Lynch.

Seclusion/Restraint/Exclusionary Time Out, Use Of

The safety of students and staff is our highest priority. Physical restraint or seclusion may be used only in emergency situations to prevent immediate or imminent injury and only by trained staff in accordance with Connecticut law. Parents will be notified whenever restraint or seclusion is used. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

Student Health & Wellness

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

Food Services & Nutrition Guidelines

New Hartford Public Schools participates in the National School Breakfast and National School Lunch Programs, offering healthy meals each school day. Free and reduced-price meals are available for eligible families. Menus, meal account information, and applications can be found on the district [Food Services Website](#).

Current Meal Prices

- Breakfast: **\$2.00** (Breakfast ends at 8:40am)
- Lunch: **\$3.50**
- Milk (purchased separately): **\$0.50**
- Snacks/Desserts: **\$1.00–\$2.00 (cash only)**

Food Nutrition Guidelines

To support student health and safety:

- Students are encouraged to bring healthy lunches and snacks.
- Soda and caffeinated beverages are not permitted at school.
- Please avoid sending food or drinks in glass containers.
- Students may not share food or drinks with others due to food allergies, dietary restrictions, and health concerns.
- The district follows all federal and state nutrition standards and provides reasonable accommodations for students with documented food allergies and other medical dietary needs.

Classroom Food Activities

To promote inclusion and support student wellness, classroom and school celebrations are **non-food events**. The only exception is school-sponsored treats provided during select district-wide celebrations (such as end-of-year activities).

Food may be used in classroom lessons only when it is directly connected to the curriculum and has prior administrative approval. Families will be notified in advance whenever food is part of a classroom activity.

Physical Activity and Exercise

New Hartford Public Schools is committed to promoting healthy lifestyles through nutritious meals, physical education, recess, and daily opportunities for movement.

Elementary students participate in 20 minutes of daily physical activity through physical education classes, recess, and classroom movement breaks. Recess and physical activity are considered important parts of the school day and will not routinely be withheld as a disciplinary consequence except in limited circumstances approved by school administration.

Dress Code & Outdoor Recess Gear

Students should dress in clothing that is safe, comfortable, and appropriate for learning. Clothing must allow students to participate safely in classroom instruction, recess, physical education, and other school activities.

School administration may require students to change clothing that is unsafe, disruptive, or inconsistent with the learning environment.

Students should:

- Wear clothing that provides appropriate coverage.
- Wear shoes that are safe for walking, running, recess, and physical education. Flip-flops and similar footwear are discouraged due to safety concerns.
- Avoid clothing or accessories displaying profanity, violence, weapons, drugs, alcohol, tobacco, vaping products, or other inappropriate language or images.
- Remove hats and hoods during instructional time unless approved for religious, medical, or school-sponsored purposes.

When a student's attire does not meet these expectations, staff will work with the student and family to resolve the concern. This may include changing clothing or contacting a parent or guardian.

Cold Weather Clothing

Outdoor recess is an important part of the school day and is held whenever weather conditions are safe. Families are encouraged to send students to school with weather-appropriate clothing, including:

- Winter coat
- Hat
- Gloves or mittens
- Boots when snow is on the ground
- Snowpants to play in the field

Students without boots or appropriate winter clothing may participate in recess but will be limited to cleared blacktop areas when snow covers the playground.

Health Services

The school health office provides care for students who become ill or injured during the school day and works closely with families to support student health and wellness. Please notify the school nurse of any significant health concerns, medical conditions, allergies, or changes in your child's health. If your child needs to be excused from physical education, recess, or other school activities for an extended period, a healthcare provider's note is required.

Health Records

The school nurse maintains confidential student health records in accordance with state and federal privacy laws. Parents and guardians may review their child's health records upon request. All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a).

Immunization

Connecticut law requires students to meet state immunization requirements and submit required health assessments for school enrollment. Students with a medical exemption must provide documentation from a licensed healthcare provider.

Health Screenings

As required by the Connecticut State Department of Education, students participate in routine health screenings, including vision and hearing screenings in designated grades (K, 1, 3, 4, 5 and postural screening for Grade 5 female students). Parents will be notified of any screening results that require follow-up. Families who choose to have screenings completed by their healthcare provider should submit the results to the school nurse.

For additional information about health requirements, immunizations, or school health services, please contact the school nurse or refer to the applicable Board of Education policies.

Sick Day Guidelines & Illness at School

Illness or Injuries While at School

In the event of a student's illness, the parent or adult designee, as indicated on the student's emergency contacts, will be notified by phone. If the school nurse is unable to contact any designated adult, they will contact the child's physician or emergency services as appropriate.

Injuries

If your child sustains an injury that limits one or more school activities (i.e. P.E., recess, etc.) or requires the use of a walker, crutches or a wheelchair, a doctor's written orders clearly listing limitations and procedures must be on file in the nurse's office.

Fevers / Vomiting / Diarrhea

Children must be fever-free (a temperature of less than 100.4° without the use of fever-reducing medication) for 24 hours before returning to school. This 24-hour rule also applies to vomiting and diarrhea.

Coughs

Children with persistent coughs may be sent home from school if the cough is disruptive and interferes with all ability to concentrate on class work. With parental permission only, students may be allowed to have a cough drop.

Communicable Diseases

Students with any medical condition, which, within the school setting, may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Please reference board policy 5141.22 for information on communicable diseases.

Allergies

The school nurse will document individual student allergies and appropriate school personnel will be made aware of allergies and specific medical plans related to those allergies.

Psychotropic Drug Use

School staff may recommend that a student be evaluated by an appropriate healthcare professional when concerns arise. However, the district will never require or recommend the use of psychotropic medication as a condition of attending school, receiving an evaluation, or accessing educational services.

Medication & Emergency Care

Medication Administration

When medication must be administered during the school day, Connecticut law requires:

- A completed [Medication Authorization Form](#) signed by both the parent/guardian and the student's licensed healthcare provider.
- Medication to be delivered by a parent or other responsible adult to the school nurse or main office.
- Medication to be in its original, properly labeled container.

Students may not carry medication to or from school unless authorized by state law and their healthcare provider.

Unused medication must be picked up by a parent or guardian by the last day of school or it will be safely discarded.

Medication authorization forms are available from the school nurse or on the district website ([linked here](#)).

The district also maintains standing medical orders that allow the school nurse to administer certain common over-the-counter medications, such as antacids or antibiotic ointment, with parent permission. Parents must complete this [Permission to Treat](#) form annually.

Emergency Medical Treatment and Emergency Contacts

Each year, families are asked to provide current emergency contact and health information. Please notify the school immediately if there are changes to your child's emergency contacts, medical conditions, allergies, or healthcare providers.

In the event of a medical emergency, school staff will provide appropriate first aid, contact parents or guardians, and seek emergency medical assistance when necessary.

Defibrillators In Schools (Aeds)/Sudden Cardiac Arrest

Each school is equipped with an Automated External Defibrillator (AED), and staff members are trained in AED use. AEDs are available during the school day and at school-sponsored events to help respond quickly in the event of a cardiac emergency.

School Climate & Student Conduct

Positive School Climate & Bullying Prevention

School Climate

New Hartford Public Schools is committed to providing a safe, welcoming, and inclusive learning environment where every student feels respected, valued, and supported. Bullying, harassment, discrimination, intimidation, and retaliation are not tolerated. Students are encouraged to report concerns to any trusted staff member. Reports are investigated promptly in accordance with Connecticut's Safe School Climate laws.

Each school has a Safe School Climate Specialist who coordinates investigations, supports students, and works with the School Climate Committee to promote a positive school culture.

Connecticut School Climate and Bullying

Challenging behavior means 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 an employee.

Bullying of a student by another student is prohibited. Such behavior is defined as unwanted and aggressive behavior that involves a real or perceived power imbalance. Bullying means an act that is direct or indirect and severe, persistent or pervasive which:

1. causes physical or emotional harm to such student or damage to an individual;
2. places an individual in reasonable fear of physical or emotional harm, or
3. infringes on the rights of an individual at school.

Families may report concerns of challenging behavior or bullying using the district's reporting form or by contacting the school principal.

For the complete definition of bullying and reporting procedures, please refer to Board Policy 5131.911.

Cyberbullying

Bullying through technology, including text messages, email, social media, online gaming, messaging apps, or other digital platforms, is prohibited. Students are expected to be responsible digital citizens both in and out of school when their actions impact the school environment. Consequences may include school discipline, loss of technology privileges, and law enforcement involvement when appropriate.

Behavioral Expectations and Code of Conduct

Schoolwide Rules

New Hartford Public Schools is committed to creating safe, respectful, and welcoming learning environments where every student can thrive. Each school teaches and reinforces clear behavior expectations that help students learn, build positive relationships, and contribute to their school community. While each elementary school has its own age-appropriate behavior framework, all students are expected to demonstrate respect, responsibility, safety, and kindness throughout the school day.

Bakerville School and New Hartford Elementary: Our Schoolwide rules guide student behavior every day.

OUR HIGH FIVE RULES



I WILL BE SAFE

Students show safety by:

- Walking in the building.
- Keeping hands, feet, and objects to themselves.
- Using playground equipment as intended.
- Playing games that are safe and appropriate for school. Pretending to use weapons or acting out violent play is not allowed.
- Freezing and listening immediately when an adult gives a signal or direction.





I WILL BE KIND

Students show kindness by:

- Including others in activities and games.
- Using respectful words and actions.
- Respecting others' personal space.
- Using good manners in the cafeteria and around school.





I WILL FOLLOW DIRECTIONS

Students show responsibility by:

- Following adult directions the first time.
- Walking directly to their destination.
- Using quiet voices in hallways and learning spaces.
- Remaining seated and following cafeteria procedures during meals.





I WILL WORK HARD

Students show effort by:

- Coming to school ready to learn.
- Doing their best, even when work is challenging.
- Staying engaged during learning activities.
- Asking for help when they need it.





I WILL TAKE CARE OF MY SCHOOL

Students care for their school by:

- Respecting books, technology, furniture, and school supplies.
- Keeping classrooms, hallways, cafeterias, and playgrounds clean.
- Admiring artwork and displays with their eyes—not their hands.
- Returning equipment and materials to their proper place.



Antolini School: Our Schoolwide rules guide student behavior every day.

Students are expected to:



RESPECT YOURSELF

Make good choices.
Be honest.
Take care of your body and mind.





RESPECT OTHERS

Be kind.
Use appropriate words and actions.
Include others.





RESPECT THE SETTING

Follow directions.
Keep spaces clean and safe.
Be where you are supposed to be.





RESPECT PROPERTY

Take care of your things and school property.
Report damage.



Teachers and staff work with students to help them understand and demonstrate these expectations in classrooms, hallways, the cafeteria, on the playground, on the bus, during field trips, and at all school-sponsored activities. Staff members teach, model, and reinforce these expectations throughout the school year to help students develop responsibility, citizenship, and positive character.

Restorative Practices Response

At New Hartford Public Schools, we believe students learn best when they feel safe, connected, and supported. We teach and reinforce positive behavior through our schoolwide expectations and restorative practices.

When behavior concerns arise, staff work with students to:

- understand what happened
- repair harm when appropriate
- practice better choices
- restore relationships

Most behavior concerns are resolved by the classroom teacher or supervising adult. Families will be contacted whenever behaviors become repetitive, significantly disrupt learning, or create a safety concern.

Discipline Procedures for Serious Disruptions

Students are expected to behave in a manner that is appropriate for their age and level of development. When mistakes happen, students are encouraged to take responsibility for their actions, repair harm when appropriate, and work with school staff to make better choices in the future. Most behavior concerns are addressed through reteaching, restorative conversations, and logical consequences. When a student's behavior significantly disrupts learning or threatens the safety of others, stronger interventions and disciplinary consequences may be necessary, including for the following behaviors:

- Conduct that endangers persons or property or is seriously disruptive of the educational process or is a violation of publicized board policy;
- Open defiance, including verbal abuse, obscene or profane language or gestures, of the authority of any teacher or person having authority over the student;
- Fighting;
- Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Other serious misconduct determined by the school principal.

Responses and Consequences

Responses and consequences are determined based on specific context, historical data, safety impact, and intensity of the behavior or incident. For grades PK-2, early childhood developmental capacity and self regulation baselines will heavily guide selections over purely punitive measures. Possible responses and consequences may include: reteaching expectations, restorative conversations, parent communication, loss of privileges, alternate recess or lunch detention, office referral, in-school suspension, out-of-school suspension, expulsions (when required or permitted by law). Exclusionary discipline practices are used only when necessary to maintain a safe learning environment and in accordance with Connecticut law.

Out Of School Misconduct

Students may be subject to school discipline for off-campus behavior when it substantially disrupts the educational environment or threatens the safety of students or staff, as permitted by Connecticut law. Examples of off-school conduct that may result in such discipline include but are not limited to use or distribution of dangerous weapons, possession of illegal drugs, violent conduct, threatening to harm the school, another student, or member of the staff.

Discipline Policies (Detention, Suspension, Expulsion)

Discipline: Detention, Suspension, Expulsion

The district is committed to keeping students engaged in learning whenever possible. Suspension and expulsion are used only when required or permitted by Connecticut law and when other interventions have not been successful or when student safety is at risk.

Students and families are provided due process protections consistent with state law.

For preschool through Grade 2 students, Connecticut law limits the use of out-of-school suspension except in situations involving serious safety concerns.

Student Rights

Search and Seizure

School officials may search student desks, backpacks, or other school-issued property when there is reasonable suspicion that they contain prohibited items, in accordance with Board policy. Parents/guardians will be notified if prohibited items are found.

Sexual Harassment Policy

New Hartford Public Schools prohibits sexual harassment and discrimination. Students who experience or witness sexual harassment should report concerns to any trusted staff member, school administrator, or the district's Title IX Coordinator. All reports will be investigated promptly in accordance with Board policy and applicable law. For more information on student rights, please refer to board policy 5145.

Student Complaints / Grievances: Due Process

Families are encouraged to first discuss concerns with their child's teacher. If additional assistance is needed, concerns may be brought to the school principal and, if unresolved, to the Superintendent in accordance with Board policy.

Questions or concerns regarding discrimination, Title IX, Section 504, or special education may be directed to the district's designated compliance coordinator, Michael Lynch.

Family Communication & Engagement

School Communication Channels

Automatic Notification Service

The Powerschool SchoolMessenger service is used to send a voice message, text and/or email to all students' parents. If an emergency occurs, all emergency contact numbers will be notified. Please ensure your most recent contact information is on file with the school office.

Our district utilizes the automatic notification service for the following types of communication:

- Emergency notification
- Inclement weather cancellations, delays or early dismissals
- Events and reminders
- Transportation messages
- School newsletters and weekly emails

Weekly School Email and Friday Folder

The primary method of regular communication between home and school is our weekly email and digital Friday Folder. This system provides a method for streamlining communication and for reducing the volume of paper that is sent home. You will automatically receive this through the email account that you have registered with the school.

Distribution Of Materials

School and district information may be shared with families through students, email, or other district communication platforms. Requests from outside organizations to distribute materials must receive prior approval and comply with Board of Education policy. The district distributes only materials that support school, community, civic, or recreational programs and does not endorse political, religious, or commercial organizations.

Parent Portal Information System

The Powerschool parent portal allows a parent/guardian to access student records via a secure website. Attendance, report cards, annual forms, etc. are accessible. Information for how to login to the portal will be shared with families annually.

Parent / Teacher Conferences

Parent/teacher conferences are held in November and March with afternoon and evening appointments available. The 1:00 early-dismissal schedule is followed on conference days.

Who to Contact (Communication Guide)

Channels of Communication

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of concerns regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) board of education.

If you have a question or concern about...	Please contact the...
Classroom Academics, Behavior, or Daily Expectations	Classroom teacher
Attendance or Reporting an Absence	Main office, School Nurse
Health Concerns, Allergies, or Medications	School nurse
Social-Emotional Wellbeing or Counseling Support	School Social Worker / Counselor / Psychologist
Special Education Services (IEP)	Special Education Teacher or Director of Student Services
Section 504 Accommodation Plans	Case Manager or Building Principal
School Safety, Climate, or Major Discipline	Building Principal
Getting Involved or Volunteering	Classroom teacher, Principal, Main office, PTO
School Events, Calendars, or Registration	Main Office or School Website
School Meals, Accounts, or Dietary Needs	Main Office / Food Services
Bus Routes or Transportation Questions	DATTCO
Bus Conduct or Safety Concerns	Building Principal

Contacting Teachers

Our teachers are focused on teaching throughout the day, so they are unavailable for phone calls or immediate email checks during school hours. For urgent messages, please call the main office directly. Do not rely on email for time-sensitive matters. For non-urgent messages, email is best to initiate communication. Please allow staff 24 hours (during the school week) to respond to emails or phone calls. For sensitive or personal topics or confidential matters, please request a phone call or conference rather than using email.

PTO & Volunteer Opportunities

School Committees

Individuals looking to work closely with the building principal may participate on the principal's advisory committees or Safe-School Climate Committee. Committees meet at various points during the school year. While the advisory committees may discuss a wide range of school related topics, the Climate Committee focuses exclusively on maintaining a safe, bully-free school climate. Please contact the principal for more information.

Fundraising

Student clubs, classes, or school-related parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. A request for permission must be made to the principal at least one month prior to the event.

Parent Teacher Organization

Our PTO is a vital bridge between our schools and the families we serve! Through parent support and fundraising, the PTO enriches classroom learning, sponsors special events, and helps fund exciting field trips for our students. Every family is encouraged to participate in PTO-sponsored activities. Announcements of booster organization events will clearly indicate that they are sponsored by the group and not the school or District.

Volunteers and Chaperones

Our schools actively welcome volunteers and the value they bring to the educational experience. Examples of opportunities for volunteering include:

- Chaperoning at field trips
- Speaking with students about your real-world connection/application of academic skills
- Guest readers
- Facilitating a hands-on activity

In accordance with district policy, volunteers are asked to fill out the Group I volunteer application and provide a copy of a photo ID prior to volunteering. Volunteers wishing to chaperone field trips must fill out the Group II volunteer application. [Forms can be accessed via the school website, linked here.](#)

We also ask that volunteers and chaperones refrain from audio/video and photos to maintain student data privacy and confidentiality.

Appendix: Annual Legal Notices

The following information summarizes important legal rights and responsibilities for students and families. Complete Board of Education policies are available on the district website or by contacting the Superintendent's Office. Families with questions regarding any of these notices or related Board policies are encouraged to contact their school's main office or the Superintendent's Office.

Nondiscrimination

The New Hartford Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, or any other protected status in its educational programs, activities, or employment opportunities.

Questions or complaints regarding discrimination, Title IX, Section 504, or the Americans with Disabilities Act (ADA) should be directed to the appropriate district compliance coordinator. [Contact information is available on the district website.](#)

[Board of Education Policy 5145.42](#)

Title IX

Title IX prohibits discrimination based on sex, including sexual harassment, in all school programs and activities. Students, families, and employees may report concerns to the district's Title IX Coordinator.

[Board of Education Policy 5145.42](#)

Section 504 and the Americans with Disabilities Act (ADA)

Students with disabilities may be eligible for accommodations or services under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Parents who believe their child may qualify should contact their school's administration or the district's Section 504 Coordinator.

[Board of Education Policy 5145.42](#)

Child Find

New Hartford Public Schools actively identifies, locates, and evaluates children who may have disabilities and need special education or related services. Parents who have concerns about their child's development or learning are encouraged to contact their school.

[Board of Education Policy 6171](#)

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents and eligible students certain rights regarding educational records, including the right to inspect and review records, request corrections when appropriate, and control disclosure of personally identifiable information as permitted by law.

[Board of Education Policy 5125](#)

Directory Information

Certain student information may be designated as directory information and released unless a parent or eligible student submits a written request to opt out. Additional information regarding directory information is available from the district. [The form must be completed by a parent or legal guardian.](#) **If this form remains uncompleted after the 10th day of school, parental permission is assumed to share the child's directory information.**

[Board of Education Policy 5125](#)

Protection of Pupil Rights Amendment (PPRA)

Parents have the right to inspect certain surveys and instructional materials and may opt their child out of surveys that collect protected personal information when required by federal law. Parents will receive notice when applicable.

[Board of Education Policy 6144.1](#)

Safe School Climate and Bullying Prevention

New Hartford Public Schools is committed to maintaining a safe, respectful learning environment for all students.

Families are encouraged to report concerns about bullying to a teacher, administrator, school counselor, or the school's Safe School Climate Specialist. Reports will be investigated in accordance with Connecticut law and Board of Education policy.

[Board of Education Policy 5131.911](#)

Mandated Reporting

All New Hartford Public Schools employees are mandated reporters under Connecticut law and are required to report suspected child abuse or neglect to the Connecticut Department of Children and Families (DCF).

[Board of Education Policy 5141.4](#)

Attendance

Regular attendance is essential for student success. Connecticut law establishes attendance requirements, including definitions of excused and unexcused absences and procedures related to chronic absenteeism and truancy. Families are encouraged to review the district's attendance procedures and notify the school whenever a child is absent.

[Board of Education Policy 5113](#)

Homeless Children and Youth (McKinney-Vento)

Students experiencing homelessness have the right to enroll in school immediately, remain in their school of origin when appropriate, receive transportation when eligible, and access educational services. Families needing assistance should contact the district's McKinney-Vento Liaison.

[Board of Education Policy 5118.1](#)

Foster Care

Students in foster care are entitled to educational stability and support. Families and caregivers may contact the district's Foster Care Liaison for assistance with enrollment, transportation, or school transitions.

[Board of Education Policy 5118.1](#)

Integrated Pest Management

New Hartford Public Schools uses Integrated Pest Management practices to provide safe and healthy school environments. Information regarding pesticide applications and notification procedures is available upon request.

Parents have the right to:

- request advance notification of pesticide applications
- know emergency applications may occur

[Board of Education Policy 3524.1](#)

Asbestos Management Plan

In accordance with federal law, the district maintains an Asbestos Management Plan for each school building. These plans are available for public inspection during normal business hours.

[Board of Education Policy 3516.12](#)

Parent Right to Know

Under the Every Student Succeeds Act (ESSA), parents have the right to request information regarding the professional qualifications of their child's teachers and paraprofessionals.

[Board of Education Policy 4112.6](#)

School Records and Questions

Student educational records are confidential and protected under FERPA. Parents may review cumulative records upon written request. Parents have the right to file a complaint with the U.S. Department of Education if they believe FERPA rights have been violated.

[Board of Education Policy 5125](#)