

HAWLEY ELEMENTARY SCHOOL

PARENT / SCHOOL HANDBOOK

~ 2019 - 2020 ~

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INFORMATION, GUIDELINES & PROCEDURES

29 Church Hill Road
Newtown, CT 06470
203.426.7666

***Christopher Moretti, Principal
Jenna Connors, Lead Teacher***

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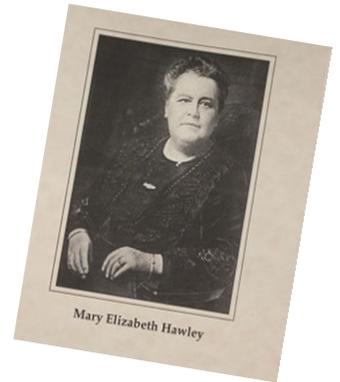
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INTRODUCTION

History of Hawley School

In 1920, the old academy building, which Newtown was using as a High School, mysteriously caught fire and was burned to uselessness. In the aftermath, Arthur T. Nettleton, president of the Newtown Savings Bank and financial advisor to Mary E. Hawley, convinced her to donate a new High School building to the town. This became the first of several benefactions to the town from that exceedingly generous woman



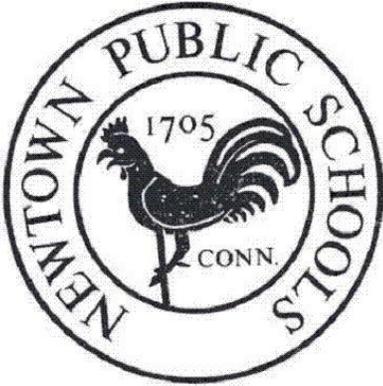
The school, which was to be named for her parents, was completed in 1921 and was considered to be one of the most advanced school buildings in the state at the time. In addition to having central heating, it was completely fireproof and contained a state of the art chemistry lab and full auditorium for community meetings.

The building continued to be used as a High School until 1953 when a new High School was constructed on Queen Street. The Hawley School subsequently became a K-8th grade elementary school and after the conversion of the Queen Street building into a Middle School in 1974, it became a K-5th grade elementary school.

The building is situated on a level 1.2 acre plot that adjoins Taylor Field which it uses for playground facilities. Taylor Field was the former Newtown Fairgrounds, and it was donated to the town by Cornelius B. Taylor in the 1920's. The remains of the old fair race track can still be seen in the woods to the north of this field.

Each year, staff and students find ways to honor and celebrate Mary Hawley including researching her life, writing about her, and even having assemblies attended by alumni.

The generosity of Mary E. Hawley is still appreciated and being felt by the children and families of Newtown today. Everyone agrees that Hawley School is a very special place.



Our Mission Statement

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to

INSPIRE EACH STUDENT TO EXCEL

in attaining and applying the knowledge, skills and attributes

that lead to personal success while becoming a contributing member of a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

High Expectations
Quality Instruction
Continuous Improvement
Civic Responsibility

Our Beliefs

We believe that:

Each individual is unique and has value.

Everyone can and will learn well.

It takes effort and persistence to achieve one's full potential.

High expectations inspire higher levels of performance.

Honesty, integrity, respect, and open communication build trust.

Quality education expands the opportunities for individuals and is vital to the success of the entire community.

Educating children is a shared responsibility of the entire community.

Family is a critical influence in each individual's development.

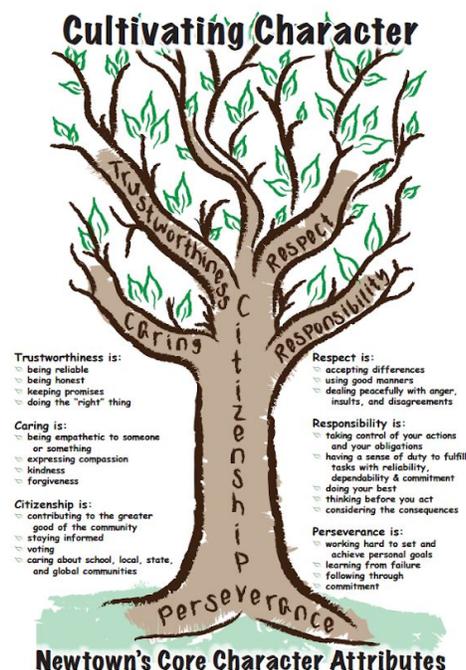
Understanding all forms of diversity is essential in a global society.

All individuals are responsible for their behavior and choices.

Educated and involved citizens are essential for sustaining a democratic society.

Everyone has the responsibility to contribute to the greater good of the community.

Continuous improvement requires the courage to change.



Philosophy of Hawley School

Hawley School ... a place where action is based on commitment to our students and guided by the Newtown Strategic Plan.

Hawley School ... a place where learning is:

- The product of work and discipline, based on the principles of continuous improvement
- Enjoyable and extends beyond the classroom
- Spiral in nature and connected through the curriculum
- The springboard for inquiry and life-long process

Hawley School ... a place where the principal:

- Is a leader, a learner, and a partner in teaching
- Fosters communication, cooperation and collaboration at the building and district level
- Continuously directs the course of action to ensure educational excellence

Hawley School ... a place where teachers are leaders who:

- Are also learners, pursuing professional growth and success
- Work cooperatively in teams to solve problems and improve instruction
- Manage curriculum content and facilitate and guide instruction
- Excite and encourage students in pursuit of educational excellence
- Create an atmosphere that encourages cooperation, teamwork, problem-solving, goal setting and self-evaluation
- Communicate and collaborate to foster the home-school connection

Hawley School ... a place where parents are partners who:

- Support their children's learning
- Demonstrate interest in school life
- Communicate regularly with school personnel
- Understand the importance of nurturance as it impacts education

Hawley School ... a place where students are workers who:

- Are actively involved in learning the curriculum
- Are self-motivated and self-disciplined
- Strive for success through quality work
- Take academic risks
- Make decisions and solve problems
- Challenge themselves to imagine new questions and actively seek the answers
- Are prepared to absorb new ideas and adapt to change
- Cooperate and collaborate with peers
- Appreciate strengths and differences in themselves and others
- Respect themselves, others and property



From the Desk of Mr. Moretti

Dear Hawley Parents / Guardians,



The HAW Parent Handbook is your handbook. It has been designed to not only provide you important information but to help answer most questions you may encounter about the guidelines, protocols and procedures here at Hawley Elementary School. I hope you find it informative and easy to use. **Although the entire handbook should be reviewed annually**, for your convenience, **all changes or updates are in red**. Our focus is on What is Best for Kids; academically, behaviorally, and socially, with a constant eye on safety and security.

Although I understand that protocols do not always equal convenience; I am sure that you agree that we must have procedures to operate a school safely. Your understanding, cooperation and role-modeling for the students is much appreciated. As always, we welcome your input and suggestions.

This handbook is only one of many instruments that help form the communication partnership between school and home. For much more information about Hawley Elementary School, please visit our website at [http://hawley.newtown.schooldesk.net/](http://hawley.newtown schooldesk.net/), read my weekly email “**What’s Happening!?!?**”, attend Conferences, Open House and Principal’s Coffees, and please come in and volunteer. The Hawley PTA is an integral part of our school community and success. I encourage you to join, participate and contribute the gift of your time and expertise on one of their many committees.

A strong cooperative relationship between parents and educators is one of the best ways to ensure quality education and student success. Thank you for your continued interest in and support with your child’s education.

Best regards,

Christopher Moretti

Christopher Moretti
Proud Hawley Principal

Dear Hawley Families,

Welcome to the 2019-2020 school year! I am excited for the year ahead, and I am looking forward to all of the rewards and challenges that a new school year brings. Hawley School is often described by staff, students, and parents/guardians as a "family," and I know this to be true. Our school is a place that is joyful, challenging, supportive, and safe, with staff and families coming together to do "what's best for kids." I know that when we work together as a team of dedicated educators and caring families, we can make this school year the best one yet for our students.

At Hawley, we believe that strong, positive relationships are the foundation for students' success and happiness at school. We know that students learn best when they feel connected to their school through friendships with their peers and support from the adults with whom they work. To achieve this climate, we follow the Responsive Classroom model, which emphasizes academics, community, and effective management. We also use the social-emotional curriculum Second Step to teach children about managing their emotions and solving social problems. Responsive Classroom and Second Step allow teachers and students to guide their interactions in everything from generating rules to managing conflicts, all while keeping positive relationships and connections to others at the forefront.

It is my goal to help your child be successful this year as they learn and grow academically, socially, and emotionally. Please do not hesitate to contact me with any questions or concerns you may have throughout the year. I look forward to working with your child and you to make this the best year yet!

Warmly,
Jenna Connors
Lead Teacher



THROUGH THE EYES OF A STUDENT

A five year old child enters Hawley Elementary School on his first day of Kindergarten. He is nervous but excited. Coming to school is a sign that he is growing and maturing. He's heard that school is a wondrous place filled with books, exploration, and play. He's always been curious to learn, just like most children his age. He loves to draw, to sing, to run. He wants to create and build. He wants to read and write and compute just like his older sister.



This child is lucky because he has entered a school where his uniqueness will be respected and honored, where staff believe that children are naturally inquisitive.

Hawley Elementary School is dedicated to the development of literacy. Children gain power and fulfillment from their ability to communicate. Literacy is learning to read, wanting to read, appreciating the written word, finding excitement in a good book. Literacy is crafting one's own words, speaking from the heart and mind, moving others to new levels of understanding. Literacy is understanding the meaning of a great artist, or musical, or choreographer, and communicating your own ideas and feelings through art, music, and dance.

Hawley Elementary School is dedicated to the development of authentic and engaging learning. Through *Teaching to the Edges*, we challenge and support students at their ability level and beyond. Students become reflective learners who can assess their strengths and weaknesses.

Hawley Elementary School is a community of learners. Students, teachers, and parents work as a team. Older students assist younger children, and the community regularly celebrates the many achievements of its members. Children and adults work collaboratively in an environment which strongly encourages personal best in all tasks. The expectation is simple, *Work Hard & Be Nice!*

A ten year old child enters Hawley Elementary School on her last day of fourth grade. Leaving the elementary school and moving to the intermediate school makes her a bit nervous, but she knows it is a sign that she is growing and maturing. She thinks back on her five years at HAW, and she smiles with the many wonderful memories. She remembers the supportive and creative teachers she encountered. She recalls the excitement she felt when her classroom chicks hatched in Kindergarten, the pride when she saw her artwork in the Art Show in Grade One, the thrill when her poem was chosen and presented at the Veteran's Day Assembly in Grade Two, the fun when in Grade Three she attended her first STEAM Night, and she recollects the exhilaration of her solo in the Grade Four Chorus Concert.

Hawley Elementary School was a home. She knew people here cared about her. She had awakened each day of the past five years eager to climb on a school bus which would take her to a place of challenge, creativity, and involvement. This would always be a place of fond memories.

Dear Hawley Parents, Guardians, and Staff,

The Hawley PTA takes great pride in the dedication of its members and the close relationship it has with the Hawley administration team and our families. This partnership is what allows us to bring new and fresh programs to our community which enables us to impact the lives of every Hawley student, both at school and at home. This drive to enrich the lives of our children is what saw our school named a school of excellence for 2017-2019, an accolade we hope to continue to earn in the eyes of the national PTA organization and each and every family who calls Hawley home.

Each year, the PTA funds and coordinates many enrichment programs, family events, and activities that enhance the educational experience children receive at Hawley. Last year, the PTA brought to you: The Sundae Social, Monster Mash Fundraiser, Field Day, After School Activities, Fall and Spring Book Fairs, Author visit, International Night, and our yearly supplemental Math Superstars program, and many more.

Most importantly, It is YOUR support and involvement that truly shapes and defines what programs, events, activities, and fundraising the PTA is able to offer each year. Many voices and hands are needed each year to make these things happen and many of our community members find this to be a rewarding and fun experience. We are grateful for the time, effort, talent, and monetary donations generously given by our Hawley community. We hope that you will consider joining us this year in any way you are able.

We want to hear from you! Do you have an idea for something new, a question, or comment? Email us at HawleyPTA@gmail.com or find us on Facebook at www.facebook.com/groups/hawleypta and be sure to check out our webpage, located on the Hawley home page, link under 'News & Announcements'.

Wishing you a fantastic and fulfilling school year -

Jenn Padilla, Laura Ormiston, Nadine Topolski, Monika Wieleba, and Thomas Damon

Your 2019-2020 Hawley PTA Board of Directors

School Schedules

Regular School Day	9:05 AM - 3:37 PM
2 Hour Delayed Opening	11:05 AM - 3:37 PM
3 Hour Delayed Opening	12:05 PM - 3:37 PM
2 Hour Early Dismissal	9:05 AM - 1:37 PM
3 Hour Early Dismissal	9:05 AM - 12:37 PM

COMMUNICATION

Directory

Main Office	203-426-7666
Attendance Line	203-426-7666 then press 1
FAX	203-270-6543
Newtown Public Schools	203-426-7600
All-Star Transportation	203-304-9779
Food Services	203-426-7637
Education Connection	860-567-0863

E-mail

Hawley staff have Newtown email accounts. The format is last name, first initial followed by: @newtown.k12.ct.us. Staff check emails daily and will respond within a 24 hour period, as long as it is not a weekend, holiday or vacation.

E-mail is efficient and wonderful for general information and quick answers. Confidentiality and fully responding to a concern is always a priority, therefore email may not always be the most appropriate method of communication. Multiple emails eliciting more questions is a good sign that a phone call or conference is best.

Please know that staff may not always have access to their emails and messages may be inadvertently blocked by our spam filter. If you do not hear back, please contact again.

Please note that email may not be monitored when school is not in session.

TWITTER: Follow us on Twitter @hawley_school for happenings, pictures and information.





Parent-Teacher Conferences

Every parent will have the opportunity to meet with their child's teacher during fall Parent-Teacher Conferences. ***This year the dates are October 23-25, 2019 (12:37 Dismissal)***. This is an opportunity to discuss the transition to and the expectations of the new grade-level as well as student strengths, weaknesses, and goals for the year.

In March, we set aside some time for Teacher-Requested Parent-Teacher Conferences. This follows our midyear assessments and gives us an opportunity to have a touch-base conversation with parents about student progress in the event there is a concern. ***These will occur on March 19-20, 2020 (1:37 Dismissal)***.

If you would like to discuss your child's progress or have questions, other than the normally scheduled conference times, we will be happy to meet with you. Feel free to contact the classroom teacher at any time throughout the school year to set a mutually convenient time.

Progress Reports

Every student will receive a Standards-Based Progress Report 3 times per year (December, March, and June). They are accessible online through the Parent Portal. We no longer print progress reports except for special circumstances approved by the principal. **There are times during the year that the ParentPortal is inaccessible (ex. summer), so it is recommended to print a copy for your records.** Interim Reports may be issued in between, as needed, for students of concern.

Texting / Cell Phones

The Hawley staff is asked not to give out their personal cell phone numbers for phone calls or texting.



Voice Mail

You can leave a teacher a voice message by calling the school and entering their extension or asking the main office to connect you to a voicemail. Teachers are asked to check voice mails at least 3 times a day and return phone calls within a 24 hour period before or after school or during their planning period (teacher discretion)

Please note: voice mail may not be checked when school is not in session.

Website

Most information can be found on the Hawley School website, including dates to remember and schedules, important phone numbers (attendance), lunch and bus information, teacher websites, the school directory, fun pictures, access to the ParentPortal, and PTA information and links.

The Hawley website can be located at the following link:

<http://hawley.newtown.schooldesk.net>

INSTRUCTIONAL PROGRAM

Newtown Public Schools has a strong commitment to continuously strengthening curriculum and instruction. Students in our district receive a rich and diverse academic program. We promote a balanced education that meets students' intellectual, social, and personal needs to help them continue their pursuit of lifelong learning. We strive to prepare our students to be thoughtful, active citizens who can function productively in a multicultural, rapidly changing, interdependent world.

More detailed information about Curriculum can be found on the district's website.

SRBI (Scientific Research-Based Interventions)

SRBI is the process Newtown Schools use to provide support to students. Interventions are implemented and monitored by a SRBI team. This team is an in-depth child study team that meets on a regularly scheduled basis. Members of the team may consist of the following staff: classroom teacher, principal, lead teacher, psychologist, reading consultant, math/science specialist, school nurse, guidance counselor, and special education teacher.

When a child is experiencing academic or behavioral difficulties, the team will develop a plan to gather additional information, provide recommendations to the classroom teacher, and suggest suitable accommodations, if needed. The classroom teacher will maintain communication with the parents regarding the difficulties the child is experiencing and the recommendations of the SRBI team. The child's progress is closely monitored, and if expected progress is not made, then a referral for special education testing may be initiated. With the parent's input and permission, students are evaluated, based on the specific concerns, to determine if additional support is required. If the student qualifies, an individualized program is developed to meet the student's academic needs.

Special Education

The Pupil Services staff, consisting of the special education teachers, school psychologist, and the speech and language pathologist, work closely with the principal, lead teacher, classroom teacher, and parents to provide assistance to children who may experience difficulty in the areas of learning, speech and language development, behavior, and social/emotional growth. Children are placed in this program after a formal referral procedure that includes educational evaluations and a PPT (Planning and Placement Team) meeting of which parents are a part. An Individualized Education Program (IEP) is designed to meet the needs of students who require specialized education services, supports and instruction.

The special education teachers work closely with the classroom teachers and other specialists to develop and implement a program that ensures success for all children in the regular classroom setting.

Counseling Support

The school counselor and psychologist counsel students individually and/or in small groups. Groups/topics can include but are not limited to being new to the school, divorce, anxiety, and social skills. Some of the counseling is formal and part of a program (IEP), while other counseling can be more informal.

The school counselor and psychologist also work together with teachers and other specialists as a team in developing programs for students who are exhibiting problems that may interfere with their academic progress. They assist in teaching Second Step, our social-emotional curriculum, and with working out peer conflict issues. They also will assist families that may be in need of outside services beyond the scope of the school.

If you have concerns about your child's functioning, please bring these concerns to our attention. Any help or information you can give us in identifying problems that interfere with the learning process is very much appreciated.

Special Areas

We believe in teaching the whole child. In addition to academics, your child will participate in a special class one time per day.

All students in grades K-4 will have an art class one time per week. Students experiment in many media and an art smock is required. Artwork is collected throughout the year and put on display in the spring during our yearly Art Show.



All students in grades K-4 will have a library class one time per week. Literature, research, and technology are key components of lessons. We teach the students to properly take care of all books and return them on time. We also use technology responsibly while handling with care.

All students in grades K-4 will have a music class one time per week. Lessons include reading and writing music, identifying and playing a variety of instruments, and developing a love for music.



All students in grades K-4 will have a physical education class two times per week. The focus of many of the activities is on health and cooperative play. Students must wear sneakers in the gym. If at all possible, it is helpful if the child can keep a pair of sneakers in school.



Field Trips



At the beginning of each year you will be asked to complete a Field Trip/Medical form for each child in your family. This form was devised by our town nurses as a result of state recommendations, and is for the protection of your child. A brief medical update is included on our individual Field Trip form that is sent home for your signature prior to a field trip. Please use it to inform the school of any changes and/or additions which are important for the school to know about your child's health prior to a field trip. ***Children will not be permitted to go on a field trip unless the form is completed.***

Field trips are an integral part of the school program. When a field trip is planned, you will be notified of the place, date, time and other pertinent information, and you will be asked to sign a permission slip for each field trip activity.

We keep the cost of trips to a minimum, however, *if the cost of a field trip presents a problem for you, please feel free to contact your child's teacher or the principal for assistance.*

It is the school's policy that students in grades K-4 do not bring spending money.

Parents wishing to chaperone must have a Volunteer Form completed and on file with the school. This form is also contained in the Back To School bag but is also always available at the security desk, main office, and on our website. Your driver's license must also have been run through our Raptor System (which occurs during every visit to the school). *Chaperones need to park across the street at Caraluzzi's while on the field trip.*

District Professional Learning Communities (PLCs)

The Newtown School District is dedicated to continually growing as professionals. We want our students to be lifelong learners, as are we. Therefore it is imperative to gather together periodically as a grade-level, team, or across District. To do so, we build time into the school calendar for professional development and for our staff to collaborate.

Dates of District Professional Learning Communities for 2019-2020:

August 26, 27, 28	Early Release (12:37)
October 4	Delayed Opening (11:05)
November 5	No School for Students
January 17	Delayed Opening (11:05)
February 14	Early Dismissal (12:37)
March 6	Delayed Opening (11:05)
April 3	No School for Students
May 22	Early Dismissal (12:37)



HEALTH

The Health Office is supervised by a registered nurse and equipped to provide emergency care for injuries and sickness that occur at school. If further care or treatment is required the parent is called, and the child is sent home or to a doctor. Injuries incurred at home should be seen by a

physician.

Please notify the teacher and nurse of any allergies to foods or environment (bee stings, sugar, milk, nuts, etc.).

If your child has a communicable disease, please notify the school immediately. If your child has been exposed to a communicable or contagious disease, the school will notify you.

Entrance Requirements

State regulations require **written evidence** of immunization, signed by your doctor, provided to the school **prior** to enrollment of a student for the following,.

1. **DPT:** (diphtheria, pertussis, tetanus) 4 doses, the last dose received after 4th birthday-including all kindergarten students.
2. **Poliomyelitis:** 3 doses; the last after the 4th birthday-including all kindergarten students.
3. **Measles, Mumps, Rubella**

Measles: Physician's verification of immunization after (12) months of age and a second vaccination before entering 7th grade. **Effective August 2000**, all students must show proof of a second vaccination before entry.

Mumps Vaccine: Physician's verification of immunization after twelve (12) months of age.

Rubella/German Measles Vaccination: Physician's verification of immunization after (12) twelve months of age.

4. **HIB** (Hemophilus Influenzae Type B)

Physician's verification of immunization on entry into kindergarten – exempt if passed his/her 5th birthday.

5. **TB Test** This applies only to foreign & foreign born students (new entrants and Kindergarten students) entering from a high risk country or students traveling to a high risk country while attending school.

(1): Physician's verification of a tuberculin test (Mantoux) given in the USA, including the date given and the results of the test.

6. **Hepatitis B (HBV)**

1. Physician's verification of immunization for students born after 1/1/94: 3 doses as follows – 2 doses given at least 4 weeks apart followed by a third dose at least 4 months after the second.
2. Students entering the 7th grade must show proof of one dose with the completion of

the series before entering 8th grade.

7. Varicella

1. All students born January 1, 1997 or later must show proof of immunity to varicella (chickenpox) disease for entry into licensed preschool programs and kindergarten.
2. All students entering 7th grade must show proof of immunity to varicella.

Proof of Immunity includes any of the following:

1. Documentation of age appropriate immunization (one dose given on or after the students' first birthday if they are under 13 years of age, 2 doses given at least 30 days apart for students whose initial vaccination is at 13 years of age or older).
2. Serologic evidence of past infection, or
3. A statement signed and dated by a physician, physician assistant, or advanced practice registered nurse indicating that the child has already had chickenpox based on family and/or medical history.

Physical examinations are also required for new entrants and students in grades 6 and 10. These physicals must include specific health information such as height, weight, blood pressure, pulse, updating of immunizations, screenings, etc. and must be performed by a legal practitioner of medicine. Forms may be obtained from your child's school or nurse's office. For additional information please contact your school nurse.

All requests for exemptions from immunizations based on religious grounds must be by written notification by the parent. Allergic reaction exemptions must be by an order from a physician (MD) licensed to practice medicine in the United States.

General Health Suggestions



Children who are ill or show signs of becoming ill should not be sent to school. Your child cannot perform his or her best when they are ill, and we do not want to spread those germs to others. If a child becomes ill at school, parents will be notified and should provide immediate transportation. Parents should ensure that the nurse's office has current emergency data for accident or illness in case there is no one available to pick up the child.

Emergency forms are sent home every year for updating. Please notify the nurse of subsequent changes as well as making the changes through the ParentPortal in PowerSchool.

When your child will miss school, please call the attendance line at 426-7666 and press 1.

Here are some helpful guidelines:

1. Sick children having a temperature of 100° or above, vomiting, or having an earache, etc. will be sent home at the discretion of the school nurse and/or personnel.
2. First aid will be given if your child is injured at school. If an ambulance or further

medical attention is necessary, we will attempt to notify you immediately.

3. Please send your emergency telephone number into the office at the beginning of the school year on the form we send home.
4. Children with rashes may be excluded pending diagnosis.
5. A child should have a normal temperature, without medication, for 24 hours before returning to school.
6. Please send a note of explanation of illness to school after each multi-day absence.
7. Parents should notify the school nurse if their child has a contagious disease.
8. Parents are responsible to report special health problems and allergic tendencies to the school nurse. If medication is required, please inform the nurse of the doctor's orders.
9. School personnel are not responsible for the treatment of injuries received at home.
10. If a student is too sick to attend school, that decision carries over to any after school/evening activity.

Accidents

If your child is injured at school, first aid is given. If medical attention is needed, you will be notified immediately and asked to come to school. Applications for student accident insurance are sent home in August. Hawley School does not carry insurance on students.

Administration of Medication

Nurses/trained school personnel may only administer medication during school hours with the written permission of a parent and the written order of a physician. Medication forms can be obtained from the school office or nurse's office. Medication should not be transported by the student on the school bus. **Medication to be given should be brought to the school in the original prescription bottle by the parent and must be identified with the following:**



- the prescription number
- the medication name
- the student's name
- the dosage
- the doctor's name
- the directions for administration

ALLERGIES

If your child has any allergies to food or environment, please make sure the classroom teacher and school nurse have been made aware. In extreme situations we will work with your doctor to create a medical plan for your child.

The school must ensure the safety of all its students and therefore, at times, we must ask for parent and student cooperation. Due to an increase in the number and severity of allergies in the school, parents may receive a letter at the beginning of the year informing them of food items which cannot be sent into the classroom for snacks. However, any food can be sent in

with a student for lunch. Your cooperation for the safety of the children is appreciated.

Health Screenings

Vision screening is conducted for all children, while a hearing test is administered to children of grades kindergarten to third.

Exclusion for Contagious Diseases

During the course of the school year, children contract many of the familiar children's diseases. The following list includes some of the most common diseases requiring exclusion:

<i>Chicken Pox:</i>	Exclude 7 days after the first eruption.
<i>Rubella:</i>	Exclude for at least 4 days after respiratory symptoms appear, isolate from women in their first three months of pregnancy.
<i>Measles:</i>	Exclude for at least 5-10 days after the rash has appeared.
<i>Mumps:</i>	Exclude for as long as swelling persists.
<i>Ringworm:</i>	Exclude until appropriate treatment has been started.
<i>Impetigo:</i>	Exclude until appropriate treatment has been started or recovery.
<i>Conjunctivitis:</i>	Exclude until under treatment or (pink eye) recovered.
<i>Scabies:</i>	Exclude until under treatment or recovered.
<i>Lice:</i>	Exclude until appropriate treatment has been given; child should be checked periodically by the nurse on return to school.
<i>Respiratory Infections:</i>	Exclude from school if fever is present and/or productive secretions are evident (cough or nasal discharge).

In the event that you are traveling to one of the identified *High Risk* countries, the State of Connecticut requires that your child have a Tuberculosis test prior to the return of school (see TUBERCULOSIS SCREENING GUIDELINES FOR CONNECTICUT SCHOOLS- Connecticut Department of Public Health, Infectious Diseases Section- June 2011)

TRANSPORTATION



Bus Information

After August 1, 2019, information regarding bus routes is available on the All-Star Transportation website (<http://www.newtown.k12.ct.us/Parents/Transportation-and-Bus-Schedules>) and in The Newtown Bee's Back to School Issue, usually the second week of August. Bus forms, such as Alternate Bus Request or Drop Off Waiver (no adult to be present at the bus stop) are available on the Hawley School Website.

A seat on a bus is provided to each student by the district. Children are to be at the bus stop ten minutes prior to bus arrival time. An adult needs to be at the bus stop when a child is dropped off unless a Drop Off Waiver is filled out. In the event an adult is not there and a

waiver has not been filled out, the child will be returned to school to await pickup by a parent.

Pupils must ride their assigned buses and are not permitted to change buses for playdates. A student is allowed to ride a different bus for day care purposes only if a request has been submitted to the bus company and approved. Again, both forms are available on the Hawley website.

Bus Behavior

The bus driver is fully occupied driving the bus and alert to traffic, pedestrians, and other hazards. Therefore, it is particularly important that children abide by the following rules of safety and courtesy:



- Students should sit by age/grade-level with kindergarteners in the front of the bus and 6th graders in the back
- Students will sit in the first available seat, filling them, as they continue to the back of the bus
- No student is in charge of where other students sit, the driver oversees seating
- Students must remain seated, face forward, and keep their feet out of the aisles
- Students keep their hands to themselves and are not to touch other students or their property
- Only appropriate language and quiet, calm behavior shall be permitted on the bus
- Electronic devices and toys are to be left at home
- Food should be left off the bus
- Pets should be left off the bus
- Objects should be handled with care-not thrown
- Bus windows shall only be opened with the consent of the driver
- Students must keep their arms and heads inside the bus
- Students shall assist in keeping the bus clean and orderly and shall refrain from causing any damage to the bus
- If a student is not to ride home on the bus on a particular day, please notify the school by note. If a child is to attend an after-school meeting for multiple weeks, only one note is needed.

Bus Sanctions

The bus driver will immediately report any student who violates any of the above regulations to the school. The principal/lead teacher will meet with and review procedures and expectations with the student. A parent meeting may be required if difficulties with behavior continue.

The principal may assign a seat or prohibit students who commit violations, either temporarily or permanently, from riding the bus. Parents will then have the full responsibility for student transportation to and from school.

To protect all students: Parents are NOT allowed to board our school buses. ***If you need to speak to the driver, please contact the transportation office at 203-304-9779.***

Morning Drop-Off Procedures

Parents are encouraged to have students ride the bus to school. Students that are driven in the morning are to be dropped off at the designated area around the back of the building, following the signs/arrows through the playground blacktop area to the turn around loop. **Drop off occurs between 8:45 am and 9:00 am.**

For safety, parents do not exit the car but rather pull up to the building and students exit the car on the right side and enter the building immediately. Please pull up a car length past the door to allow more students to be dropped off, moving the line faster. A staff member will be at the door to monitor safe drop off procedures.

Students are not to be dropped off at the main entrance during Drop-Off times. *Students dropped off after 9:00 am need to be escorted into the building by an adult and signed-in.* Drivers are not to be using cell phones while driving through the parking lot.

Afternoon Pick-Up Procedures

Parents are encouraged to have students ride the bus home. However, the following procedures must be followed if you pick up your child at dismissal. **Dismissal begins at 3:37 p.m.**

You park on the playground blacktop area. Parents walk to the back of the gym. Students with last names starting with A to L are picked up at the far door and M to Z from the first door, closest to the parking lot. A staff member will be at each door to sign your child out. Your child will come to you, parents do not enter the building through the gym. *Parents should NOT park in Visitor Parking and enter through the front of the building.*

If a Reed student is also being picked-up, they will ride over on the shuttle, show a pass, and will join his/her sibling in the gym to be picked-up there.

Walkers

A walker is defined as a student that leaves the campus without an adult. If an adult meets them (even if they walk home), they are considered a pick-up and follow those procedures. For a student to walk home, we must have a signed waiver which is available on the school and District websites.

Early Pick-Up Requests

Picking up children before the normal dismissal time is strongly discouraged. We realize there may be occasions to take your child out of school early due to doctor's appointments or family emergencies. If you find it necessary to pick up your child early, you must sign your child out at the security desk and **wait in the main office for your child.**

We also ask for written notification of any change to your child's regular afternoon plan to be submitted to the office in the morning. We realize last minute changes occur, but please understand that 3:15-3:30 PM is one of the busiest times of the day for the office, staff, and students.

Visitor Parking



As a convenience, we have 3 designated parking spaces for Visitor Parking. They are located directly in front of the main entrance. **Visitor parking is defined as a visit of 1 hour or less.** Use of this spot is for dropping someone/something off or picking someone/something up, filling out paperwork, mystery readers, or volunteering for a short activity.

Those volunteering/visiting for more than an hour, we ask that you use a regular parking spot or Caraluzzi's parking lot. People chaperoning field trips, helping with or attending extended functions are also asked to park across the street in Caraluzzi's parking lot.

No one should park on the playground blacktop (except for afternoon pick-up) or be using handicapped parking (or the space in between) to quickly run into the building. Please have your handicapped parking permit clearly on display when using handicapped parking to avoid a ticket as police do monitor.

STUDENT EXPECTATIONS

ALL we ask of EVERYONE is to Work Hard & Be Nice!

Hawley Elementary is a community containing over 320 students and over 80 adults working together every day. We can only be effective if every member of that community treats everyone else with respect.

We are a Responsive Classroom school. We take pride in building community and making positive connections Adult to Adult, Adult to Student, and Student to Student. Hawley is OUR school and we all have a responsibility to make it a clean, safe, fun place that is conducive to learning for EVERYONE!

Students are expected to be honest and polite at all times, and to work hard to persevere, to be respectful of others, work collaboratively, handle conflict using their words and not their hands, and to ask for help when needed.

Bullying

Bullying behavior by any student in the Newtown schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

'Bullying' means *"the repeated use by one or more students of a written, verbal or electronic communication directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:*

1) causes physical or emotional harm to such student or damage to such student's property;



- 2) places such student in reasonable fear of harm to him/herself, or of damage to his/her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

In accordance with Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*, our school has developed and adopted a **Safe School Climate Plan** which is available on the school and district websites. If you would like a hard copy of this plan, please contact our main office.



HOMEWORK

Homework is an important part of the instructional program. Although the classroom remains as the primary instructional center of our schools, homework assignments that are carefully planned, completed and corrected can have significant positive effects on learning.

Homework assignments are designed to reinforce skills and concepts that have been taught in the classroom. NO instruction should be necessary from parents. However, parents can support homework in the following ways:

- Ongoing independent reading (15-30 minutes daily) is among the most important homework your child can complete (assigned or not)
- Provide a quiet area, free of distractions
- Insist that homework be done early, before your child becomes tired
- Check homework to ensure it is complete and well done
- Offer assistance as needed
- Let the teacher know of any problems your child encountered

Each grade level collaborates and coordinates as a Team. Although homework may not be identical it should be similar in type and amount. An average amount of homework each day should equal to the following:

- ❖ Grades K-1: 5-15 minutes
- ❖ Grades 2-3: 15-30 minutes
- ❖ Grade 4: 30-45 minutes

If you find that your child is consistently spending much more time than the recommended number of minutes, or that you are required to heavily assist, please bring this to the teacher's attention.

Games / Toys

- In general, toys should not be brought to school since they are often disruptive to the classroom and the school cannot be responsible if toys are broken or lost.
- Pokemon and other trading cards are not allowed.
- Toys that may cause injury on a busy playground such as skateboards, kites, silly bands, hard Frisbees, hardballs (baseballs and footballs), and bats are not allowed in school under any circumstances.
- Only soft, Nerf-type sports equipment is allowed.
- Electronic toys and other devices are not allowed in school. This includes such items as iPods and tablets.



Hawley is not be responsible for lost or broken toys/electronics.

Cell Phones / Electronic Devices

Possession of cell phones or other electronic devices during school hours is not permitted. Students who bring such devices to school will be referred to the Principal and will receive a warning not to bring electronic devices to school. Electronic devices will be held by the office for parent pick up. Repeated offenses will result in further consequences.

Hawley is not be responsible for lost or broken toys/electronics.

Discipline / Consequences

At Hawley we try to foster appropriate behavior through structure and routine and by educating the students about safety, respect, problem-solving, cooperation, and good citizenship. It is our hope that we can help the students learn to better understand the impact of and to take responsibility for their actions. Parental support and cooperation is needed.

Students at Hawley School are part of a large family that includes more than 300 other children as well as over 80 teachers and staff members. We want them to learn how to:

- * Solve problems in a thoughtful, non-violent way
- * Communicate with adults and peers in a courteous manner
- * Admit to and learn from mistakes
- * Accept the consequences for poor decisions

A Positive Connection: A Student Behavior Handbook is sent home at the beginning of every year. Please take the time to review it with your child periodically.

Dress Code Guidelines

A student's appearance has a direct impact on an individual's pride and consequently, on academic behavior. Poor hygiene can be a health hazard to the individual and the rest of the class. Therefore, we encourage parents to play a strong role in deciding how their children dress and in ensuring that they are neat and clean whenever they come to school. Children may not wear any clothing that may be disruptive to the educational process.



The following are examples of attire that may not be worn in the school during the academic school day or at school activities:

1. Attire or accessories that contain disruptive messages, obscene writing or inappropriate pictures.
2. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
3. Clothing that is overly revealing, considering the age and gender of the student (e.g. very short shorts or spaghetti straps).
4. Hats, hoods or head coverings (Headwear for bona fide religious reasons may be worn)
5. Clothing that depicts vulgar, illegal, racial, sexist, or other discriminatory viewpoints.
6. Unsafe footwear such as flip flops (*are a hazard on stairs and playground equipment*)

Recess

At Hawley, we feel strongly that children need time to run, play and get fresh air. We go outside for recess as often as we can. Rain, thunder, and lightning keep us inside as does a temperature below 20 degrees (that includes the wind chill factor).

Unless there is a medical reason defined by a doctor's note, all children will go outdoors for recess. We suggest that you dress your child in clothing appropriate for work and for play. During the winter months, it is particularly important that children wear warm clothing and boots, or heavy enough shoes to prevent their feet from getting cold or wet. Again, we go out in the winter unless the temperature is below 20 degrees.



If there is snow on the ground only children wearing the Magic 5 (snow pants, jackets, hats, gloves, and boots) will be allowed to play on the playground; otherwise they must remain on the blacktop.

PARENT INFORMATION

Attendance

Except in cases of illness or emergencies, every effort should be made to have your child at school and on time so that he/she may gain the greatest benefit from the instructional program and participate with his/her peers in school activities. Frequent absences and/or tardiness are detrimental to the child's intellectual, social, and emotional development. Absences and tardiness are recorded on the student's permanent record.



As a result of the enactment of Connecticut State Legislation, Public Act 11-136, Newtown Public Schools has revised its regulations regarding student attendance and definitions of excused and unexcused absences.

The entire statute is on our school website for you to review, however, below is a brief summary of key elements:

- If a student is not in the building, regardless of the reason, they are marked absent
- Absences are either Excused or Unexcused based on the number or the reason
- Absences 1-9 are automatically Excused, regardless of the reason, as they are at the discretion of the parent
- The school will send you a Form Letter at absence #6 to keep you updated
- The school will send you a Form Letter at absence #9 informing you that documentation will be needed to Excuse future absences (if not Excused then they are marked Unexcused)
- The State outlines strict guidelines as to what is deemed Excused (after 9) as well as needed documentation
- After the 9th absence, if there are four Unexcused absences in one month or ten in the school year, administration will ask for a parent meeting to discuss attendance as well as next steps including a possible referral to the District Attendance Board
- The school will not prepare school work for vacations outside of the school calendar. Students will make up missed work upon return.

Please keep in mind that this Statute and guidelines were put into place to address Chronic Truancy. They are not designed to frighten parents into sending sick children to school or miss a day to visit a grandparent from out of state.

If you have any questions or specific situations that you would like to discuss, please do not hesitate to contact the school.

Attendance Call

Parents are to call the school by 8:30 a.m. for each day their child/children will be absent from school for any reason. To report your child's absence, please dial the school's main number by calling 203-426-7666 then press 1 to leave a message. Please state your child's name, teacher's name, and a brief reason for absence. If you are to be away for multiple days

on an unexpected trip, written notice covering all days can suffice. If a parent does not report an absence, a staff member will contact you in the morning to see if the child is at home.

Tardiness

Punctual attendance is important; parents and guardians are responsible for ensuring that students arrive to school on time. Students arriving late to school (arrival after 9:05 a.m.) will need to be signed-in at the security desk by an adult. For safety reasons, we can not have unescorted children entering the building and signing themselves in to school. We will be monitoring late arrivals closely, and tardiness will be reflected on attendance records. If there is a pattern of tardiness, school personnel will take appropriate actions beginning with a meeting with parents.

Early Dismissal

Except for illness or emergency situations, students are expected to be in school for the entire day. Students who must leave early are requested to have a signed note giving them parental permission. The student should present this note to the office in the morning. Parents must go to the security desk and sign out students who are leaving early. Parents or guardians must take responsibility for the student's safe transportation home. We will be monitoring early pick-ups closely, and it will be reflected on attendance records. If there is a pattern of leaving school early, school personnel will take appropriate actions beginning with a meeting with parents.

Make-Up Work (For procedures related to Trips see Section below)

It is the responsibility of parents to ensure their child attends school except when too ill or in those specific situations defined by the State of Connecticut law and Board of Education policy-See Above.

It is expected that students will make up essential work missed during illnesses or absences:

- ★ If a student is absent for one or two days then makeup work will be given to the student by the teacher upon his/her return to school
- ★ If a student is absent for at least three consecutive days, parents may call the school to request work, which shall be available for pick up at the school office
- ★ All makeup work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make-up work must be completed in one week upon return to school.

Trips During School

We strongly urge you to plan trips around the school vacation schedule. No matter what make-up work is done, you cannot duplicate the classroom experience that is lost. It is impossible to replace the instruction, discussions, and activities which take place. Some

students experience much difficulty catching up with their classes when they return.

If you find that you have no option but to take your child out of school for an extended period you must:

- ❖ Notify, in writing, the principal before you make arrangements for a trip
- ❖ Absent days will be marked excused or unexcused based on the information on the above attendance procedures
- ❖ The teacher will NOT give work to a child before the trip. Upon your return, your child will receive missed assignments
- ❖ All make-up work must be completed in a reasonable period of time – generally equal to the amount of time the student was out. In other words, if a child is out one week, all make-up work must be completed in one week upon return to school.
- ❖ In the event that you are traveling to one of the identified *High Risk* countries, the State of Connecticut requires that your child have a Tuberculosis test prior to the return of school. Contact the school nurse for more information.

Contact Information

At the beginning of the school year every family is either given a username and password (if you are new) or a reminder that you have one (and most likely have updated and personalized it). Every parent should go into the ParentPortal on PowerSchool to verify or change demographic information, phone numbers (home, work and cell), email addresses and emergency contact information.



It is imperative that this information is correct and remains current. Emergency and daily school communication occurs based on this information.



Emergency School Closings / Delayed Openings / Early Dismissals

The following plan has been developed in order to serve all students, parents, and staff members when weather conditions or emergency situations warrant the closing of school or changing of school hours.

1. The Superintendent of Schools, after consulting with local town officials responsible for maintaining roads, will make a decision regarding the closing of school, having a delayed opening or closing school early.
2. A School Messenger Emergency call is made using the numbers you listed on the Student Emergency Sheet filled out at the beginning of each school year. Please be sure this information is up-to-date.
3. These decisions will also be announced by radio stations and TV stations as well as the District and school website.
4. Please do not call school officials, police departments, and radio stations as these lines must be kept open for emergency business.

5. Please do not call the school.
6. *It is imperative that parents develop an alternate plan for the safety of children in the event school is delayed or dismissed early without prior warning. This plan should be discussed with your child in advance. Students **CANNOT** be brought and left at school in these instances as there is no staff assigned to supervise them.*

Emergency Drills

In order to ensure the safety of our students and staff, Hawley Elementary School coordinates with district security advisors, as well as local agencies, in implementing emergency drills as required by state statute. Scheduling and practicing a variety of drills throughout the year ensures that students and staff know how to respond should an emergency arise. We are also committed to maintaining a warm and nurturing environment that welcomes students and provides peace of mind for parents. We encourage you to reinforce our effort to teach children (in an age-appropriate way) the importance of preparedness and awareness of personal safety.



During the first month of school, we will have two **Fire Drills**, the first being within the first 3 days of school. As part of the second fire drill later in September, teachers will then escort students to locate the paths to our secondary evacuation area. Both of these drills will be announced to students prior to being held. Our goal is to ensure that all students feel safe and supported as we work through these first practices. After this, fire drills will be held periodically throughout the year and, typically, will be unannounced.

In addition to fire drills, we are required by law to practice at least one crisis response drill per quarter. The following drills will be practiced at Hawley this year:

- ★ **Shelter-In-Place:** Staff and students are directed to a securable location such as a classroom, library or gymnasium to await additional directions. Campus is closed to visitors for the duration.
- ★ **High-Wind Drill:** Students and staff are directed to previously identified areas within the building that will offer the greatest protection in a high-wind weather event.
- ★ **Lock-In:** Students and staff are kept within the confines of the building but are free to move about and conduct business as usual. Depending on the emergency, the campus may be closed to visitors.
- ★ **Lock-Down:** This entails being in locked rooms and out of eyesight from doors and windows. Students and staff will walk through what to do in an imminent emergency that presents physical danger.

These drills will occur periodically throughout the year and may or may not be announced beforehand.

We fully understand that some of our students have not yet practiced these drills, and we will provide any necessary supports leading up to the drill to ensure that students are able to successfully and confidently participate.

We recognize that participation in drills may be particularly challenging to some children. Should you need to discuss specific concerns regarding your child's ability to participate in drills or have your own questions, please feel free to contact the school.



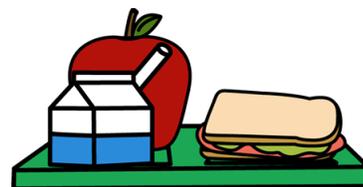
Lost and Found

Many items belonging to children are misplaced or lost during the school year. It is suggested that you label everything ... sweaters, jackets, sneakers, boots, lunch boxes, "show and tell" items, etc. If your child misplaces anything, be sure to check the "lost and found" box located near the gymnasium. Smaller items like jewelry and glasses are kept in the main office.

After a while, items in the "lost and found" boxes are removed during the school year and then donations are made to local charities. Notices are sent home with the students to notify you that the "lost and found" items are being removed from the bins. Please discourage your child/children from bringing valuable items to school.

Lunch Program

The Mary Hawley Café is the Hot Spot! Whitsons School Nutrition provides a daily lunch. There is usually a choice of a main entree, a weekly alternative, a salad, Bagel Fun Lunch or PB&J. All lunches include fresh and cupped fruit selection and vegetable selection. Milk (fat free, 1%, or fat free chocolate milk) is available with every meal.



A Student Lunch is \$2.85 per meal. Ala carte items which can be purchased separately are: Water 85¢; Low-Fat White and Chocolate or Skim Milk 65¢; and Assorted Snacks and Beverages 75¢-\$1.00.

The menu is published in the Newtown Bee and is also available on the Hawley website.

Please click on the School Nutrition Lunch tab on the Hawley website (under Parents Tab) to access the monthly menu and other related information.

If your child has a food allergy or intolerance, please forward a doctor's note indicating this information to the school nurse. The food service department will then be informed and this information will be available at the time of student meal purchasing via the POS system.

Parents are encouraged to send in healthy food snacks with their child/children.

My School Bucks My School Bucks is your online payment portal; giving you a quick and easy way to manage and add funds to your child's meal account. You can review recent purchases along with seeing the current balance, plus receive low balance alerts.

Enrollment is easy. Go to www.myschoolbucks.com and register for a free account. A confirmation email will be sent to the email address you provide; click on the link included in your email to activate the account and begin adding your child(ren). You will need the school name and student ID. You can add money to your student's account using Visa, MasterCard, Discover Card or debit cards, for a small fee. You can also download the mobile app for free.

Student accounts may also be funded via check or cash. To make payments at school, please send currency or checks in a sealed envelope with the child's full name written clearly, and instruct the child to give it to the classroom teacher to send along with the Café lunch count for that day. Payments to students' accounts will be posted within 12 hours of receipt or sooner. Checks should be made payable to Newtown Food Services. Please be sure that your phone number is on the front of the check. **Note: Due to time constraints, cash or check payments are not accepted during actual lunch service.**

Free and Reduced Price Meal Free or reduced lunches are available to all students eligible under specific family income guidelines. Applications are sent home the first week of school and should be returned to Whitson's, c/o Newtown High School, 12 Berkshire Rd., Sandy Hook, CT 06482 (attn: J. Kulikowski) no later than October 1 of the current school year.

Photo Use



Newspaper reporters occasionally visit the school to photograph children and teachers involved in various school activities. We also use photos of students and staff on our website as well as on Twitter. **For us to use your child's photo we need your permission which can be given by checking the box in the ParentPortal.**

School Insurance

All students are eligible to participate in the school insurance program that is made available by an insurance company approved by the Board of Education. The cost of this plan is indicated in the company's brochure that is sent home at the beginning of the school year. ***Parents whose children are enrolled during the school year can request a brochure from the school office or access it online. While participation in the plan is voluntary, you should be advised that the school district does not carry accident insurance on the children.*** If you feel your own insurance is inadequate to cover possible injury to your child, you may wish to seriously consider this plan.

Student Leadership Opportunities

Student leadership develops through many, varied opportunities during and beyond the school day. At Hawley, one way we help to foster leadership is through our Student Council. Two student representatives will be selected from each class in grades K-4. Student Council meetings will be held once or twice a month at the beginning of the school day. The primary responsibility for a Student Council member is to represent classmates and contribute in a positive fashion to the school community.



Visiting the School

You are always welcome and encouraged to visit the school. In the interests of safety and security, we ask that you observe the following:

- If you are visiting a classroom, please contact your child's teacher in advance to arrange a time so you are expected.
- If your visit is one hour or less, you may park in Visitor Parking located near the front entrance. For longer visits, please use a regular parking space around the back of the building if available or park across the street in Caraluzzi's parking lot.
- When visiting the building, access is permitted only through the main entrance. A security buzzer system is located to the left of the doors and once admitted, you will need to hand your driver's license to our security guard to have a background check and to receive a visitor's sticker. Take and wear the badge as you go through the building, and return the badge to our security officer as you are leaving (this helps us if someone is looking for you). Please report any open/unlocked doors to the office staff.
- Please go directly to the area which you are visiting and leave when finished. Visiting other areas of the building is not permitted.
- Unfortunately, for safety and liability purposes, relatives, children from out of town and/or private schools cannot be permitted to visit, be left here at school unattended or attend classes.

Throughout the year we continuously evaluate our safety and security procedures; we will notify you in writing regarding any changes taking place.

Volunteering



We love volunteers at Hawley. There are many opportunities for family members to be involved in our school community as a volunteer. Whether it is with the PTA, chaperoning field trips, or as a guest reader, helping in the library or computer lab, all of our volunteers are very much appreciated.

Each school year, volunteers must complete a Background Check Authorization Form and a Volunteer Information Form/Waiver of Liability Form. The form is sent home with each child at the beginning of the school year, but a printable copy can be downloaded from our website.

Authorization forms are returned to Central Office. Please contact the school with any questions you may have.

The following is asked of all our volunteers:

- ❖ Please be on time
- ❖ Adhere to the parking guidelines outlined above (Visiting School) and under Transportation/Parking
- ❖ Please go directly to the area in which you are helping and leave when finished.

Visiting other areas of the building are not permitted.

- ❖ It is the expectation that volunteers will work with and assist all children and not just their own child.
- ❖ Volunteers are needed to assist the students in the classroom and therefore we ask that younger siblings are not present. Toddlers and babies can divide attention or create a distraction. Their presence at classroom celebrations is at the discretion of the teacher.
- ❖ **Confidentiality** is very important to us as a school community. It is our expectation that anything observed or heard while at school is not discussed outside of school.

Legal Custody and Rights of Noncustodial Parents

If you are divorced and have legal custody of your child, please send us a copy of the legal decree. It is important for the school to be aware of any specific custody arrangements that would provide guidance to the school system about the rights or lack of rights of one of the parents. This way we can ensure that your child is only released to his/her legal guardian. Without such a decree in our files, we must legally release a child to either parent.

Non-custodial parents usually have the right to see written student records like progress reports and other regular records. We will make them available upon request.

Insofar as parent-teacher conferences and day-to-day communications are concerned, information will be communicated to the custodial parent. **In the event of shared custody, we would prefer one conference but are able to accommodate separate conferences if necessary.** If a non-custodial parent wishes to attend a regular conference, we recommend that he/she make arrangements to attend with the custodial parent, if possible.

Our main concern and focus is always with the child. School needs to be a safe, worry-free place. We will support and work with all family situations, but expect that all adults concerned abide by the terms and agreements- as will the school.

We are available to discuss any and all special circumstances and situations.

STUDENT RECORDS (Notification of Rights Under FERPA)

Board of Education Policies 7-303 and 7-303-1 apply to Student Records and FERPA requests.

7-303

STUDENT RECORDS (Family Educational Rights and Privacy)

The records of the Newtown school system concerning individual students shall be used for the promotion of the welfare of the student. This policy will comply with state and federal laws.

1. Parent(s), legal guardian(s), or student who is 18 years of age or older, and hereinafter called adult student, shall have the right to inspect and review the student's record maintained by the school system upon written request by the parent(s), legal guardian(s), or adult student. Such requests shall be complied with as expeditiously as possible.
2. Parent(s), legal guardian(s), or adult student, shall be provided with an opportunity to challenge the inclusion or correction of any incomplete, inaccurate, or inappropriate information in the student's record. Such challenge shall be subject to appeal to the Office of the Superintendent.
3. Any person, agency, organization requesting access to an individually identifiable student record shall be required to sign form indicating the specific interest which the person, agency, or organization has in seeking the information. This form shall be maintained in the student's record and shall only be made available to school officials within the system, parent(s), legal guardian(s), or adult student upon request.
4. No individually identifiable student record shall be released or made available to any third party other than school officials (including teachers) within the system with a legitimate educational interest without the written consent of the parent(s), legal guardian(s), or adult student for such release. Such written consent shall be maintained within the student's record and shall indicate the portion of the record released. Records shall not be transferred to a third party unless that party agrees not to release such transferred information without written consent of the parent(s), legal guardian(s), or adult student. The only exception to this policy shall be specific officials of another school system, agency, or institution in which the student intends to enroll, judicial orders, lawfully issued subpoenas, or federal laws specifically authorizing the use of individually identifiable student records. In such case the parent(s), legal guardian(s), or adult student shall be notified prior to compliance with such order and shall receive a copy of the record, if desired.
5. Student records shall be released to authorized governmental agencies only when the data requested and released does not include any individually identifiable information.
6. All parents, legal guardians, or adult students shall be apprised of their rights to student records on an annual basis.

7. Student records shall be reviewed regularly and extraneous, outdated, or irrelevant information shall be destroyed.

8. If there is any reasonable doubt about any aspect of a request to release information concerning any student, the school employee shall act in a prudent manner and withhold all or part of the information until the question is resolved by the next level of authority.

Reference: PA-93-380, 93rd Congress
PA-73-74, State of Connecticut

Adopted 5/25/76
Revised 4/10/84, 2/15/94, 7/8/97

7-303.1

STUDENT RECORD PROCEDURES

I. Definition of Pupil Records

1. Supplementary reports concerning students enrolled in or being considered for special education programs, including planning and placement team reports, will be kept by the Director of Special Education services, and/or designated representative.
2. Permanent cumulative records, as defined by the Public Records Administrator of the State of Connecticut, whether paper or computer memory, will be collected, stored, filed, and safeguarded under the direction of the individual building principal.
3. Reading and mathematics skills lists and writing portfolios may be kept by the teacher for convenience of use but be filed with the cumulative record at the time of transfer to another district or movement to another school within the district.
4. The school district shall provide parents, on request, a list of the types and locations of education records collected, maintained or used by the school system.

II. Access to Pupil Records

1. At the conclusion of any conference concerning, or inspection and review of, student records, the participants will sign and date a form provided to record the event.
2. When a parent or adult student requests duplicated copies of all or part of the student record, the school district will provide the copies. One (1) free copy will be provided within five (5) days of a written request. Thereafter the requesting parent or adult student will be assessed \$.10 per page for the copies. No fee shall be charged if parents cannot afford to pay or if the fee charged effectively denies their rights to inspect or review the education records.
3. School officials are prohibited from transmitting or disclosing any of the contents in the student records to anyone outside the school system unless written permission has been granted by the parent or adult student.
4. Third party access to student records will be granted in the following situations:

- a. Officials of other schools or school systems in which the student intends to enroll may receive a copy of the student's records if desired, providing the parent or adult student is notified prior to sending the copy of the record to the requesting school official, and the opportunity is provided for a hearing to challenge the records if requested. A copy of the records must be provided to the parent or adult student if requested.
 - b. The parent, guardian, or adult student may delegate the right of access to a third party in writing. Such third party must not convey information gathered to any other party or agency without the parent or adult student's permission.
 - c. Third parties may be granted a right of access to student records by statute or court order. Parent or adult student must be notified of all such orders or subpoenas in advance of compliance with the request.
 - d. A third party may also be given access to student records in connection with a student's application for, or receipt of, financial aid.
5. All persons, agencies, or organizations desiring access shall be required to sign a written form which shall be kept permanently with the file of the student but only for the inspection of the parent, guardian, or adult student. Such form shall indicate specifically the legitimate interest that each person, agency, or organization has in seeking this information.
 6. The school may release to the public, for appropriate reason (announcement of school honors, outstanding programs, the publicizing of school activities and event, etc.,) the following "directory information": student's name, address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and awards received.
 7. To protect the privacy of a student, a student's social security number shall not be used or incorporated in any school record as a means of identification.
 8. When the school district maintains education records which include the names of more than one child, the parents of the child have the right to view only information pertinent to their child.

III. Notification of Rights

1. Annually the school district shall notify parents of children attending the Newtown Public Schools and adult students of their rights regarding student records, stating the following:
 - a. A student, or former student, 18 years or older, or a parent of a student under 18 years, attending our schools, shall have the right to inspect and review all official records, files, and data directly related to such student.
 - b. The procedure for granting a request for such inspection shall be as follows:
 - (1) Requestor a review of personal records shall be made in writing.
 - (2) Such records shall be made available for review within the ten(10) days following the receipt of a written request.
 - (3) Following such review, the parent or adult student may challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.
 - c. Any parent or eligible student (18 years of age or older) has thirty (30) days from the receipt of this policy to notify the Board in writing of their refusal to allow the Board to designate any or all of the above-referenced information about the student as "directory information".(ReferenceII,#6)

IV. Procedure for Challenging Content of a Student Record

1. In the event a parent or adult student desires to challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, such party shall be afforded an opportunity for such challenge with the following procedure:
 - a. Submission of a written statement identifying the record or records which are believed to be inaccurate, misleading, or otherwise in violation of privacy. A statement of the reasons for such a challenge of the records shall be filed with the school principal.
 - b. The school principal will respond within a reasonable period of time to such challenge. The written response shall indicate which

records are inaccurate, misleading, or otherwise inappropriate, and that such records have been corrected. The parent or adult student will be given a hearing to present facts or evidence supporting such challenge. The principal will provide a written response when the request to correct the record is denied.

- c. When a decision by the principal is not acceptable, the parent or adult student may request a hearing conducted by the Superintendent. The parent or adult student shall be given the right to present evidence in support of his belief that the record is erroneous and to rebut any evidence submitted in support of the record. A written decision shall be issued stating the disposition of the challenge to the record and the reasons for the determination.
- d. If the hearing results in a decision that the records should remain as they are, the parent or adult student shall be allowed to insert into the record a written statement outlining objections to the material. This statement shall become a permanent part of the student record and will be disclosed whenever the records of the student are being disclosed.

V. Life of Pupil Records

1. Records of a pupil's conduct shall be retained separately with the building for one year after the pupil's last attendance and shall then be destroyed under the supervision of the building principal.
2. The cumulative record file of high school students shall be retained intact for a period of one year following graduation. Thereafter, only the record of report card grades, attendance, and test records accomplished in grades 9-12 shall be retained. This record will be kept permanently with the high school after graduation. This record shall be placed upon microfilm and stored in the high school vault indefinitely.
3. If students cease schooling before graduation, their records shall be retained in a manner similar to that which would apply if they had graduated with their classmates.
4. Students who transfer to another school outside of the district shall have their cumulative record sent to the new district. The school shall retain a record of the pupil's attendance.

NEWTOWN PUBLIC SCHOOLS



Newtown Public Schools Website:

<http://www.newtown.k12.ct.us/>

Newtown Public Schools Strategic Plan:

<http://www.newtown.k12.ct.us/Portals/Newtown/District/docs/District%20Information/StrategicPlan2011-2012.pdf>

School Calendar 2019-2020

<http://www.newtown.k12.ct.us/Portals/Newtown/District/calendar%20-%202019-2020%20final%20-%20approved%20April%202,%202019.pdf?ver=2019-04-03-112135-413>

District Safe School Climate Plan

<http://www.newtown.k12.ct.us/DistrictInformation/SafeSchoolClimateDistrictPlan/tabid/98642/Default.aspx>

Newtown Board of Education Policies

The full text of all Board of Education policies may be found on the Newtown Website at the following link:

<http://www.newtown.k12.ct.us/DistrictInformation/BoardofEducation/BOEPolicies/tabid/98557/Default.aspx>

The staff at Hawley Elementary School thanks you, the parents, for your continued interest, involvement, trust, and support with your child's education.



*"There is no better place to create
a caring community than in our schools-
the heart of our future"*

~Patricia Gandara Ph.D.