



# Center School

125 West Street  
P. O. Box 110  
Litchfield, CT 06759-0110

*Lisa Deltano*  
*Principal*

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*"WHERE KIDS ARE THE CENTER OF OUR ATTENTION!"*

## Principal's Message

Dear Parents and Guardians,

Welcome to a new school year at Center School!

This handbook will provide you with information regarding the practices and policies at Center School. Our website is also a great resource for district-wide information. Please take note of the Virtual Backpack on the Center School site for important notices and handouts.

Our **mission** at Center School is to foster a partnership between our school and community as we work and grow together with the belief that all students can learn in a safe and positive environment. We commit to supporting each other as we meet challenges with enthusiasm, openness, and a willingness to solve problems. We aim to build an atmosphere of cooperation, reflection, and thoughtful decision-making as we take ownership of ourselves, our learning, and the way we treat each other.

At Center School, this means:

- Coming to school every day, ready to take on healthy challenges
- Pushing ourselves to think harder and stronger
- Taking care of each other

At Center School we pride ourselves in providing all students with a supportive and nurturing environment that fosters a rigorous and quality education appropriate to the needs of our students. We value and embrace our partnership with our families and community as we collaborate together to support the needs of our students. At Center School students are at the center of our attention!

Please feel free to call or email me with any questions or concerns. I can be reached at 860-567-7510 or [deltanol@litchfieldschools.org](mailto:deltanol@litchfieldschools.org).

Best regards,

Lisa Deltano  
Principal

## The ABC's of Helping Your Child

by Carole L. Riggs

- A Accept your child, unconditionally.
- B Believe in your child. Trust in his or her ability.
- C Communicate with your child. Share ideas.
- D Discuss things with your child.
- E Enjoy your child. When parents enjoy their children, children enjoy their parents.
- F Find things of interest to do together.
- G Give your child responsibility which can be handled. This can lead to a feeling of accomplishment.
- H Help your child with words of encouragement.
- I Impress upon your child the vision of what is all around. Talk about the things you see, hear, taste, feel and smell.
- J Join your child in fun activities.
- K Keep from over identifying with your child. Don't try to live your life again through your child.
- L Listen to your child. He or she needs someone to share thoughts and ideas.
- M Model behavior you want to see in your child.
- N Name things for your child. Labels are important.
- O Observe the way your child goes about tasks. Provide help when needed.
- P Pace your child. Help your child do one thing at a time and do it well.
- Q Question your child using question words such as who, what, where and when. Ask about stories or everyday things that happen.
- R Read to your child every day.
- S Spend time with your child.
- T Take your child to the library on a regular basis.
- U Understand that learning isn't always easy. Sometimes we all fail. We can learn from our mistakes.
- V Value your child's school and teachers. Your attitude will often be mirrored in your child.
- W Write with your child. Encourage the youngster to write; even scribbles are important.
- X X is often unknown quantity. What else would you like to add to this list?
- Y You are your child's most important teacher.
- Z Zip it all up with love. Love gives zest to life.

**LITCHFIELD BOARD OF EDUCATION**

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## STAFF

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### Secretaries

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Mrs. Janice Warner

### PreSchool

Mrs. Elizabeth Bailey  
Mrs. Kallyn Gangell  
Mrs. Nadene Stevenson

### Kindergarten

Mrs. Brooke Celentano  
Mrs. Ashley LaBonte  
Mr. Matthew McDevitt  
Mrs. Kimberly Roe

### Grade 1

Miss Jennifer Nichols  
Miss Nada Noujaim  
Mrs. Lori Schneider  
Mrs. Randi Zanesky

### Grade 2

Mrs. Jennifer Abraham  
Mr. Chris Clark  
Mrs. Melanie O'Leary  
Mrs. Jill Sage

### Grade 3

Mrs. Jennifer Johnson  
Ms. Kelly Leifert  
Mrs. Marni Smith  
Mrs. Darlene Tarrant

### Science/Lead Teacher

Mrs. Donna Maraia

### Art

Mrs. Rochelle Clementson

### Music

Mrs. Cristin Marshall

### Physical Education

Mr. Andrew Parker

### Library Media Specialist

rs. Joanne Moore

### Special Education

Mrs. Erin Bates  
Mrs. Erin Brandt

### Assistants

Mrs. Aletha Abbott  
Mrs. Patricia Butwell  
Mrs. Lisa Garrity  
Mrs. Shannon Gollow  
Mr. Ryan Irwin  
Miss Taylor Kahn  
Mrs. Erika Magdule  
Mrs. Laura Peiger  
Mrs. Rebecca Southard

### Information Technology Specialist

Mrs. Roe Cook

### Nurse

Mrs. Beth DeFiore

### Speech/Language Therapy

Mrs. Judy Albert  
Mrs. Katie Frank

### School Psychologist

Mr. Seth Newton

### School Counselor

Mrs. Rachel Caporuscio

### School Social Worker

Mrs. Lisa Heuschkel

### Supplemental Skills

Mrs. Deborah Downes  
Mrs. Sarah McHugh  
Mrs. Kristina Olmstead  
Mrs. Lori Shuhi  
Mrs. Amy Thivierge

### Custodians

Mr. Walter Elliot  
Mr. John DelGrande  
Mr. Joe Lawson

## EDUCATIONAL PROGRAMMING

### The School

The Center School has a very special history. It was built in 1925 and accommodated grades K-12. In 1955, when the new High School was built, Center School became an elementary school. From 1987 to 1988, Center School was closed for major renovations. It reopened in August of 1988 as a "new" K-4 school. It now serves students Pre-K through Grade 3.

### Mission

Our mission is to foster a partnership between our school and community as we work and grow together with the belief that all students can learn in a safe and positive environment. We commit to supporting each other as we meet challenges with enthusiasm, openness, and a willingness to solve problems. We aim to build an atmosphere of cooperation, reflection, and thoughtful decision-making as we take ownership of ourselves, our learning, and the way we treat each other.

At Center School, this means:

- coming to school every day, ready to take on healthy challenges
- pushing ourselves to think harder and stronger
- taking care of each other

### Expectations

The Center School shall provide a balanced curriculum offering a variety of academic and developmentally appropriate programs responsive to the changing needs of its students and society. The students will be carefully monitored to ensure that the academic programs challenge their capabilities and meet their needs.

The expectation for all students is to:

- read with understanding and for enjoyment,
- express themselves clearly and correctly in both writing and speaking,
- listen with understanding,
- use mathematical skills as a practical tool,
- apply appropriate problem-solving skills in social and academic areas,
- learn about other people and their ways of living, past and present,
- gain an awareness of local geography and government,
- be introduced to life, earth, and physical sciences through process and exploratory approaches,
- develop skills and attitudes that promote physical and mental health,
- develop skills and increase sensitivity, imagination, and joy of self-expression through the arts,
- use technology and other media as a tool to gain knowledge and enhance understanding of other curricular areas,

- utilize a cross-curricular approach in implementation of the curriculum,
- demonstrate social and academic responsibility for their own actions,
- respect integrity, hard work, and the rights and opinions of others.

### Philosophy

Education is the key to a full and productive life. The purpose of education at Center School is to provide an environment in which all children will develop to the optimum of their capabilities; physically, intellectually, socially and emotionally. Individual needs shall be recognized and pupils helped to understand their responsibility in the learning process.

The role of the school is to provide an opportunity for each student to attain the skills and abilities necessary to meet future educational and life challenges. The school shall provide a stimulating environment that challenges students to think for themselves and become self-directed, self-disciplined and creative.

The school will promote an atmosphere of cooperation and open communication among children, parents and community members. The school shall encourage and guide each student to become a purposeful and effective member of a free society.

### Commitment

At Center School we are committed to providing the best possible instructional program to meet the unique needs of young students. The curriculum and programs are designed to provide a smooth transition from the contained classroom of the elementary school to the more comprehensive program of an intermediate school. The staff is knowledgeable of and dedicated to primary and intermediate elementary education. The community is supportive of the school and an active participant in developing, implementing and evaluating its programs.

Center School is a place where learning is celebrated. We believe that scholastic achievement is most important. Our school is a place where students feel secure, and where students and parents feel welcome.

We are proud of our school, and we are committed to improving the total instructional program. This commitment to improvement through planned change will allow us to take another step towards educational excellence.

### Reading/Language Arts

The Reading/Language Arts program offers children the opportunity to develop literacy skills through active teaching and discovery experiences. Reader's and Writer's Workshop, which is an individualized reading and writing approach for each child, is the foundation of our Reading/Language Arts program. Correlated assistance is offered to children through an ongoing diagnostic process.

### Math

The math program emphasizes a practical hands-on, manipulative, problem-solving approach. Our goal is to help children apply math to life

experiences. Correlated assistance is offered to children through an ongoing diagnostic process.

### Science

The science program taps the children's natural curiosity about their world. Inquiry units are covered in each grade.

### Social Studies

The social studies program emphasizes concepts with a focus on learning about families, communities, different types of cultures and geographical locations.

### Music

The music curriculum uses quality folk song literature to develop singing, listening, movement and music literacy skills. These skills are developed through a variety of challenging activities, which culminate in recorder instruction.

### Art

Art instruction includes a variety of materials and media used to encourage children to present their thinking and creativity through many varied and unusual projects. All children should bring in a smock to protect their clothing from art material that stains.

### Physical Education

Physical education is required for all children in grades K-3. Emphasis is on personal space and movement. Students must wear sneakers or go barefoot for safety reasons. A signed note from the child's physician is required to be excused from gym.

### Library/Technology

The Library/Media Center gives all children the opportunity to borrow books, use technological equipment and conduct independent research. A class period is provided each week to instruct the children in the proper and efficient use of our well-equipped library/media/technology center and to provide support of classroom themes.

## **STATE MANDATED INFORMATION**

### Health Examinations and Immunization Requirements

The State of Connecticut requires a complete medical evaluation and submission of the necessary reporting form for students as they enter Preschool and Kindergarten, and also for any new student entering Center School in Grades 1-3.

All students must be immunized against certain diseases and must present written verification of such immunizations. Students new to Connecticut must comply with all Connecticut immunization standards up to and including requirements at the age of school registration.

For more information regarding health assessments and required immunizations, see Board Policy [#5141.3, Health Assessments and Immunizations](#), or contact the School Nurse.

### Transferred School Records

The Principal may admit the student who is being transferred from another Connecticut school without possession of the record provided that the Principal or nurse has telephoned the sending school and has assurance from that school's Principal that proof of immunization is in the school record being forwarded. If records indicate that the child is not properly immunized, parents will be notified that the child will not be allowed to attend school until the child is properly immunized.

## **REGISTRATION INFORMATION**

Registration for kindergarten occurs each spring. Children who will be five years old on or before January 1 are eligible to enter kindergarten in September. Children who will be six years old on or before January 1 are eligible to enter first grade in September. When registering a child for Kindergarten through Grade 3, parents must submit a birth certificate and health records. Proof of residency is required at time of registration.

### Kindergarten Orientation

Kindergarten orientation takes place late each spring for all prospective kindergarten students. This procedure allows parents and prospective students to meet with the Center School staff.

## **SCHOOL HEALTH AND SAFETY PROGRAMS**

### Health Services

Center School has full-time nursing service, which includes health assessments, health education, evaluation, treatment and referral of accidents and illnesses. A confidential health record is maintained for each student. The school nurse plans and implements State Mandated Programs.

## Medical Administration of Prescription and Nonprescription Drugs

State Law (CGS 10-212a) regulates the use of medication by students enrolled in public schools and includes those medications prescribed by a Physician (MD or DO), Dentist, Optometrist, Advance Practice Registered Nurse, or Physician's Assistant **and** over-the-counter medications. Whenever necessary, students may take over-the-counter and/or prescribed medication in school. There are just a few important steps which must be followed to ensure the safety and well-being of all students.

- An authorization form must be filled out and signed by the prescribing Physician (MD or DO), Dentist, Optometrist, Advanced Practice Registered Nurse, or Physician's Assistant and the parent/guardian for over-the-counter as well as prescription medication. The form (which may be obtained from the School Nurse) must come to school with the medication.
- The medication must come to school in the properly labeled original container.
- Medication is to be brought to school by a parent or other responsible adult and delivered to the School Nurse.
- Students may not carry any medication on their person, or keep any medications in their backpack, either over-the-counter preparations or prescription medications. The only exceptions are an inhaler and/or an Epi-Pen which some students must have immediately available because of a life-threatening medical condition. This circumstance requires prior arrangement with the authorized Prescriber and the School Nurse.
- Any remaining medication must be picked up from school by a parent or responsible adult within 5 days after the completion of the order or the medication must be discarded.

For information regarding the administration of medication, see Board Policy [#5141.21, Administering Medication](#). If you have any questions about medication use at school, please contact the School Nurse.

## Communicable Diseases and Health Problems

Children who contract any communicable condition or disease should be treated by a physician and should report to the school nurse before being allowed to re-enter school (for example: influenza, chicken pox, impetigo, head lice, bed bugs, conjunctivitis, streptococcal sore throat, scabies, ring worm, fifth disease, pertussis, measles). The school nurse will relate our exclusion policy at that time.

### Illness

Illness may require a child to be sent home. The nurse will notify the parent or, if not available, the person noted on the emergency form. If information on the emergency form is changed during the year, please notify the office or the nurse.

Parents are required to call the school when children are absent. If a child is absent due to a communicable disease, they must see the nurse before being readmitted.

## **CODE OF CONDUCT**

### Parents' Responsibility for Promoting a Positive School Atmosphere

We at Center School believe the area of student discipline affects the total achievements of our school. An orderly, respectful, stimulating atmosphere in the classroom and throughout the school is essential. Student discipline should be the combined responsibility of students, parents and school personnel.

First and foremost, good discipline begins at home. Parents, by their own example and guidance, help children develop positive attitudes toward the school, as well as good habits of behavior. It is our hope that parents will share with teachers an active interest in the child's progress and assist in monitoring homework assignments. Parents should understand the school rules concerning pupil conduct and cooperate with the school in carrying out corrective disciplinary procedures.

### Students' Responsibility for Promoting a Positive School Atmosphere

Children attending Center School are expected to develop their individual abilities to the fullest. The children must understand that they are responsible for their own actions and that positive behaviors contribute to an engaging and caring school environment. As a member of the school community, each child should:

- show kindness and respect for others.
- use good manners.
- work up to their potential.
- complete and return homework consistently and promptly.
- obey school and classroom rules.
- follow the directives of adults promptly.
- exhibit self-control in a variety of situations.
- respect property.

### Teacher's Responsibility for Promoting a Positive School Atmosphere

Teaching involves providing an effective program of instruction as well as establishing an atmosphere conducive to learning. In order to achieve this, the teacher should:

- provide instruction which develops each child's interest, talent and abilities.
- manage classroom routines so that they contribute to the total instruction program.
- teach the children what is expected of them in terms of accepted behavior.
- enforce the rules of the school in a fair and consistent manner.
- inform parents, in accordance with school procedures, about the academic and behavioral progress of the children.
- be sensitive to the behavior of all pupils and aware of sudden changes which may need assistance.
- work with the principal and other school personnel when necessary to help pupils toward the attainment of self-discipline.

## General School Rules

1. Be polite and considerate.
2. Walk silently through the halls.
3. Keep hands to yourself.
4. Respect property.

## General Classroom Rules

All students in the school are expected to behave responsibly. These are rules which would apply to any class in the school. Each individual class will develop its own rules and consequences which specifically relates to that class, its teacher and students.

### **Cafeteria Rules**

1. Follow directions of the adults.
2. Walk in orderly lines.
3. Remain seated.
4. Use good manners.
5. Talk quietly.

### **Playground Rules**

1. Follow directions of the adults.
2. Show kindness and respect to others.
3. Use appropriate toys and games.
4. Ask permission before re-entering the building.

## Bus Conduct

Students are expected to remain seated, to use quiet voices and behave in a manner which will insure the safety of all passengers. Students who misbehave on the bus may be assigned a seat by the driver or a school official. In the case of repeated or severe behavior problems, a student may be suspended from the bus and parents are responsible for transportation. Please refer to Board of Education Policy [#5131.1](#) and Regulation [#5131.1](#).

## Dress Code

Parents are responsible for the appearance of the child(ren). Center School requires dress that is in the best interest of the child's health and safety. Children must come to school dressed appropriately for school activities. Clothing which causes disruption to the school environment will not be permitted. It is the responsibility of the Center School staff to make decisions concerning the appropriateness of dress.

Student dress should be appropriate for the weather, as well as the playground conditions. Students are required to wear boots and snow pants in order to play on the outdoor equipment, whenever there is snow or ice on the ground. Students who are not dressed appropriately will play on the blacktop area only. In order to play on the equipment, students should wear appropriate clothing and shoes.

## GENERAL INFORMATION

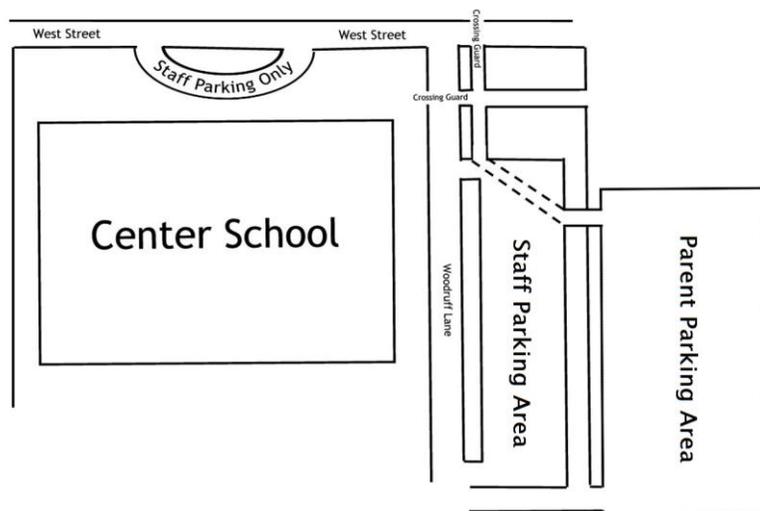
### Arrival and Dismissal

Students arriving by bus will be released at 8:35 to their classrooms. The official start of school is 8:40. Students arriving after 8:40 are considered tardy and must report to the office to be signed in by a parent. If you are bringing your child to school, it is encouraged that you **arrive at 8:30** so that your child can go to their classroom with the majority of students. Please note that Woodruff Street from Route 202 is closed between the hours of 8:00 and 9:30 a.m. and 2:30 and 4:00 p.m. while school is in session.

Dismissal from school during the school day requires a note to the teacher at the beginning of the school day. Please do not fax, email, text teachers or the office with any changes. Students being dismissed early must be picked up at the Main Office. Children are not allowed to leave school for appointments without a parent or adult.

If you pick up your child at the end of the day, please follow the procedures outlined below, as the safety of our students is our top priority:

- The upper parking lot off Woodruff Street is the only area designated for parent drop-off and pick-up parking. Parking in the lower parking lot and street is not permitted due to safety concerns created when people (adults and children) walk through these heavily trafficked areas. Woodruff Street along the building is a fire lane (no parking at any time). Parking is not permitted in the staff parking area in the front of the school due to traffic and safety issues which have been problematic in the past.
- Parents and students must use the crosswalk where there is a crossing guard during drop-off and pick-up and follow the **sidewalks** to and from the upper lot. Please **DO NOT** cut through the teacher parking lot.
- Students being picked up at the end of the day will be dismissed to the gym. Parents will wait by the front doors facing West Street until they are opened by a staff member at 3:15. Parents will enter the gym and sign out their child with staff members. **You will need to have identification with you.** Students will be assembled in four groups in alphabetical order to help the process run smoothly.
- Please keep your children with you at all times as you walk to your car. It is a busy time of day, and cars may not see your child if they are not with you.
- Students who are walkers will be crossed by a crossing guard on Woodruff Street to meet his or her parent. The school is no longer responsible for the safety of the student once they are brought to the crossing guard.



## Absences

All students are expected to attend school. Absences should not occur without parental consent (see [Board of Education Truancy Policy #5113.2](#)). If your child is not going to be in school, parents are asked to notify the nurse (567-7513) or Main Office (567-7510) directly before 9:30. If a call is not received, the school will make every attempt to contact parents. This may involve a call to the parent's work place.

## Early Dismissal Days

Certain afternoons during the school year are set aside as early dismissal days. Please see the online calendar at [www.litchfieldschools.org](http://www.litchfieldschools.org) for dates. Students who are picked up and walkers are dismissed at 1:00, and bus students shortly after on these days, following lunch.

## E-mail

Center School's email address is [centerschool@litchfieldschools.org](mailto:centerschool@litchfieldschools.org).

## Fire Drills/Lockdown Drills

Fire drills are conducted regularly as required by state statute. Lockdown drills will also be held periodically during the year. During these drills, teachers follow designated lockdown procedures and remain in a secure place out of view. Teachers will review procedures with students in a manner appropriate to their age and grade.

## Grade Placement

A mixture of children with varying ability levels is placed in each classroom. The grade level teachers and the principal discuss children that should be together and children that should be in different rooms for the following year. Each teacher has input into how the classes are made and then after much deliberation, changes are made and final lists are produced.

We feel strongly that there be a good match between the student and teacher. Student learning styles and teaching styles differ as all are individuals. We strive for the best match for student and teacher.

## Homework

Homework assignments are given to reinforce and augment the lessons taught in class. Assignments are determined by teachers in accordance with the needs of students, grade level, and the objectives of the curriculum.

## Important Dates

August 29 – Opening Day of School (regular schedule)  
September 3 – No School (Labor Day)  
September 6 – Curriculum Night  
October 4 – Early Dismissal (Teacher Work Day)  
October 5 – No School (Teacher Work Day)  
October 8 – No School (Columbus Day)  
November 6 – No School (Teacher Work Day)  
November 12 – No School (Veterans Day)  
November 14 – Early Dismissal (Conferences 1:30-3:30)  
November 15 – Early Dismissal (Conferences 5:00-7:00)  
November 16 – Early Dismissal (Conferences 1:30-3:30)  
November 21-23 – Thanksgiving Recess  
December 12 – Early Dismissal (Teacher Work Day)  
December 24 – January 1 – Winter Recess (No School)  
January 9 – Early Dismissal (Teacher Work Day)  
January 21 – Martin Luther King Day (No School)  
February 6 – Early Dismissal (Teacher Work Day)  
February 18-19 – Winter Break (No School)  
March 6 – Early Dismissal (Teacher Work Day)  
April 10 – Early Dismissal (Conferences 1:30-3:30)  
April 11 – Early Dismissal (Conferences 5:00-7:00)  
April 12 – Early Dismissal (Conferences 1:30-3:30)  
April 15-19 – Spring Recess (No School)  
May 8 – Early Dismissal (Teacher Work Day)  
May 27 – Memorial Day (No School)  
June 11 – Last Day of School (if no snow days used)

## Information

School Messenger is used as an online communication system for school information. Please let the school office know of any changes in contact information, including phone numbers and email addresses.

## Invitations

Please **DO NOT** distribute invitations at school for birthdays and parties.

## Lost and Found

Lost and found items are located in the Dining Hall. Students are encouraged to check frequently for missing items. Parents are requested to label all articles of clothing and especially lunch boxes.

## Lunch Program

Please visit the Center School web page at [www.litchfieldschools.org](http://www.litchfieldschools.org) for lunch menus and more information regarding food services.

## Make-up Work

Make-up work will be available to children who miss school due to illness, emergency, or other exceptional circumstances.

## Newspapers

Newspapers, the local cable TV station and local online newspapers often find what is happening in the schools newsworthy and frequently write about and take pictures of the students. Any parent who would object to the possibility of having their child's picture appear in the newspapers or on Cable News is asked to notify the school principal in writing.

## Notices/Flyers

Notices and flyers will be posted in the Virtual Backpack on the Center School web page at [www.litchfieldschools.org](http://www.litchfieldschools.org). Please check the Virtual Backpack often for important information. Flyers from various organizations are also placed on the website.

## Permission Notes

Your child will ride the bus home daily (or walk if not assigned to a bus route) unless we receive a written note stating otherwise. You must send a note into school with your child the day of the change. Do not fax, e-mail, text teachers or the office with any changes. Phone calls with changes are discouraged. Please do not make any changes after 2:00 p.m. unless it is a true emergency.

It is important to follow these procedures for the safety of all students. Dismissal time can be very confusing and upsetting to students when changes are made at the last minute.

In accordance with [Board of Education Regulation #5131.1](#), students will be assigned to ride the bus or van per their designated route and stop. The only changes in assigned route and bus stop will be for established day-care provisions or established after school activities, i.e. a weekly piano lesson or a publicized library program.

If a regular alternate schedule needs to be arranged, parents/guardians must submit written notice to the school prior to the start of the school year or two weeks in advance. Only in the case of a rare emergency may parents contact the school to make an alternate route or bus stop change. Changes in bus routes will not be accommodated for playdates, parties, unestablished activities, and so on.

If a parent or guardian is not home at the time of a scheduled after school drop-off, the child will be returned to the home school where the parent can pick the child up as soon as possible. If a child is returned to his/her home school three (3) times, parents must conference with the school Principal and/or the Director of Transportation and the child may lose bus privileges.

## Promotion

Children are promoted to the next grade level on the basis of satisfactory academic progress and social development.

## PTO

The PTO serves as a vehicle for parents and teachers to express and implement an exchange of ideas to promote the education, socialization, and general health and welfare of our children in Center School. All parents are encouraged to attend PTO meetings. The PTO actively fund raises to offer our children enrichment opportunities.

## Recess

Recess is required for all children except in extraordinary circumstances. These exceptions must be cleared through the school nurse. A signed note from a physician is required for a child to be excused from outdoor recess.

## Report Cards

Report cards are sent home to parents with students in Grades K-3 three times each school year.

Regularly scheduled parent-teacher conferences are held during the school year. They provide an opportunity for a detailed reporting of a child's progress. Parents and teachers are encouraged to communicate on a regular basis.

## School Hours

Students arriving by bus will be released at 8:35 to their classrooms. The official start of school is 8:40. Students arriving after 8:40 are considered tardy and must report to the office to be signed in by a parent. If you are bringing your child to school, it is encouraged that you **arrive at 8:30** so that your child can go to their classroom with the majority of students. There is a 25-minute lunch period and a 25-minute recess period. The dismissal time for students who are picked up and walkers is 3:15. Buses will leave at approximately 3:20. The scheduled half-day hours are from 8:40 a.m. until 1:00 p.m.

Arrival of bus students occurs at 8:35. Children enter school through the main entry on Woodruff Lane. Pupils walking to school or being transported by parents **should not arrive before 8:30.**

## Specials Rotation

We will be using an A, B, C, D rotating schedule for specials in grades K-3. Each day of the school year is labeled with A, B, C, or D. Teachers will send home their rotation so you will know which special coordinates with each letter.

### Center School

#### 2018 - 2019 Specials Rotation

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29-A	30-B	31-C	

Aug. 24 - New Teacher Induction  
 Aug. 27 - Convocation  
 Aug. 28 - Teacher PD Day  
 Aug. 29 - First Day of School

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4-D	5-A	6-B	7-C	8
9	10-D	11-A	12-B	13-C	14-D	15
16	17-A	18-B	19-C	20-D	21-A	22
23	24-B	25-C	26-D	27-A	28-B	29
30						

Sept. 3 - Labor Day - No School

October 2018						
Su	M	Tu	W	Th	F	Sa
	1-C	2-D	3-A	4-B	5	6
7	8	9-C	10-D	11-A	12-B	13
14	15-C	16-D	17-A	18-B	19-C	20
21	22-D	23-A	24-B	25-C	26-D	27
28	29-A	30-B	31-C			

Oct. 4 - Early Dismissal for Students - PD  
 Oct. 5 - Teacher PD Day - No School  
 Oct. 8 - Columbus Day - No School

November 2018						
Su	M	Tu	W	Th	F	Sa
				1-D	2-A	3
4	5-B	6	7-C	8-D	9-A	10
11	12	13-B	14-C	15-D	16-A	17
18	19-B	20-C	21	22	23	24
25	26-D	27-A	28-B	29-C	30-D	

Nov. 6 - Teacher PD Day - No School  
 Nov. 12 - Veteran's Day - No School  
 Nov. 14-16 - Early Dismissal - Conferences  
 Nov. 21-23 - Thanksgiving Recess

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3-A	4-B	5-C	6-D	7-A	8
9	10-B	11-C	12-D	13-A	14-B	15
16	17-C	18-D	19-A	20-B	21-C	22
23	24	25	26	27	28	29
30	31					

Dec. 12 - Early Dismissal for Students - PD  
 Dec. 24-Jan. 1 - Winter Recess

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2-D	3-A	4-B	5
6	7-C	8-D	9-A	10-B	11-C	12
13	14-D	15-A	16-B	17-C	18-D	19
20	21	22-A	23-B	24-C	25-D	26
27	28-A	29-B	30-C	31-D		

Jan. 1 - Winter Recess  
 Jan. 2 - School Reopens  
 Jan. 9 - Early dismissal for Students - PD  
 Jan. 21 - Martin Luther King Day - No School

February 2019						
Su	M	Tu	W	Th	F	Sa
					1-A	2
3	4-B	5-C	6-D	7-A	8-B	9
10	11-C	12-D	13-A	14-B	15-C	16
17	18	19	20-D	21-A	22-B	23
24	25-C	26-D	27-A	28-B		

Feb. 6 - Early Dismissal for Students - PD  
 Feb. 18 & 19 - Winter Break

March 2019						
Su	M	Tu	W	Th	F	Sa
					1-C	2
3	4-D	5-A	6-B	7-C	8-D	9
10	11-A	12-B	13-C	14-D	15-A	16
17	18-B	19-C	20-D	21-A	22-B	23
24	25-C	26-D	27-A	28-B	29-C	30
31						

March 6 - Early Dismissal for Students - PD

April 2019						
Su	M	Tu	W	Th	F	Sa
	1-D	2-A	3-B	4-C	5-D	6
7	8-A	9-B	10-C	11-D	12-A	13
14	15	16	17	18	19	20
21	22-B	23-C	24-D	25-A	26-B	27
28	29-C	30-D				

Apr. 10-12 - Early Dismissal - Conferences  
 Apr. 15-19 Spring Recess

May 2019						
Su	M	Tu	W	Th	F	Sa
			1-A	2-B	3-C	4
5	6-D	7-A	8-B	9-C	10-D	11
12	13-A	14-B	15-C	16-D	17-A	18
19	20-B	21-C	22-D	23-A	24-B	25
26	27	28-C	29-D	30-A	31-B	

May 8 - Early Dismissal for Students - PD  
 May 27 - Memorial Day - No School

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3-C	4-D	5-A	6-B	7-C	8
9	10-D	11-A	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 11 - Tentative Last Day of School

## Student Transfers

Parents of students who are going to move out of our school system must notify the school of the date of their child's withdrawal from school. A release of student information form must be signed so student records may be forwarded to the school the student will enter.

## Tardy Students

Tardy students **must report to the office and be signed in by a parent** before entering classrooms.

## Telephones

Telephones are for school use only. Only emergency calls should be made by the students during the day. Communication with the school should be in the form of a written message to the teacher or office.

## Transportation

Transportation for the Litchfield Public Schools is contracted through All-Star Transportation (567-4237).

## Use of Parent Drivers

Use of parent drivers for school trips is not allowed. Teachers will make arrangements for buses, school vans, etc., through the Main Office.

## Visitors

Arrangements should be made by contacting the teacher or the administration at 567-7510. Anyone entering the building must use the intercom to the right of the main entrance to identify himself or herself. The door will then be unlocked electronically from the Main Office. **All visitors must report to the Main Office, sign in and wear a visitor's badge.**

## Volunteer Program

Along with our tremendously caring and helpful community, we hope to link and bond our community and school through positive and hopefully enriching experiences. Please join us to volunteer by speaking with your child's teacher. All volunteers need to read the [Board of Education policy for school volunteers](#) and complete a volunteer form each year. Forms are available in the main office.

## Walkers

Walkers may arrive at school no sooner than 8:30. Dismissal is at 3:15. No bicycles are to be ridden to school.

**Safe School Climate**  
**Anti-Bullying Information**

Litchfield Public Schools is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe.

Effective July 1, 2011, The Connecticut Legislature passed a new school bullying prevention law, An Act Concerning the Strengthening of School Bullying Laws, Public CT No. 11-232, which contains significant revisions aimed at strengthening the existing statute. The new law greatly expands the definition of "bullying," provides definitions of new terms, and imposes additional obligations on school employees and school district.

**Definition:**

Bullying is now defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district (communicative acts), or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district (physical acts) that: (1) causes physical or emotional harm to the student or damage to the student's property; or (2) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property; or (3) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate); or (4) infringes on the rights of the student at school; or (5) substantially disrupts the education process or the orderly operation of a school. This new law also defines cyberbullying, and explicitly requires school districts to prohibit bullying which occurs outside the school setting if such bullying (1) creates a hostile school environment for the victim; (2) infringes on the rights of the victim at school; or (3) substantially disrupts the education process or the orderly operation of a school.

\*\* If you have any concerns about bullying behavior in Litchfield Public Schools or want to report a safe school climate violation, please contact your son's/daughter's teacher, school counselor, or principal. You may also fill out the form found on the following page. All reported incidents must be documented with a written, detailed description of events. A prompt investigation will be conducted by the safe school climate specialist or her designee. \*\*

**Safe School Climate Specialists:**

Kristen Della Volpe, Litchfield High School principal,  
dellavolpek@litchfieldschools.org Stephanie Kubisek, Litchfield

Middle School principal, kubiseks@litchfieldschools.org

Michael Pascento, Litchfield Intermediate School principal,  
pascentom@litchfieldschools.org

Lisa Deltano, Litchfield Center School principal,  
deltanol@litchfieldschools.org

District Safe School Climate Coordinator: Julie G. Haggard, Director of Pupil Services, [haggardj@litchfieldschools.org](mailto:haggardj@litchfieldschools.org)



## **Information Regarding Section 504 of the Rehabilitation Act of 1973**

(Appendix D 2006 CASE and updated definition of major life activities per ADA Amendments of 2008)

Section 504 is a federal law that prohibits discrimination against individuals with a disability in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (Major life activities, as defined by the Americans with Disabilities Act Amendments of 2008, include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating; and major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Litchfield school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students and their parents. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child has a current disability and is termed to be eligible under Section 504, to afford access to appropriate educational programs.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent/guardian or eligible student the right to: 1) inspect and review the child's educational records; 2) make copies of these records; 3) receive a list of all persons having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is misleading, inaccurate, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Julie G. Haggard, the Section 504 Coordinator for the school district, at 860-567-7505.

## Litchfield Public Schools

### Section 504 Parental Rights

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

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

## **Special Education Services**

Litchfield Public Schools provides an extensive continuum of supports and resources to support students with disabilities. Special education is provided to students with an identified disability when specially designed instruction is required to enable the child to successfully access the general curriculum. Litchfield Public Schools employs highly qualified, dedicated special services staff that will work with you and your child to identify your child's strengths and weaknesses to design an appropriate individualized educational program (IEP). If you suspect your child may have a disability or have further questions related to special education services, please contact your building principal or Director of Pupil Services, Julie G. Haggard, at 860-567-7505, [haggardj@litchfieldschools.org](mailto:haggardj@litchfieldschools.org).

### **Helpful Special Education Links and Resources**

A Parent's Guide to Special Education in Connecticut (2007):

[https://portal.ct.gov/-/media/SDE/Special-](https://portal.ct.gov/-/media/SDE/Special-Education/Parents_Guide_SE.pdf)

[Education/Parents\\_Guide\\_SE.pdf](https://portal.ct.gov/-/media/SDE/Special-Education/Parents_Guide_SE.pdf) Helpful Connecticut Resources for

Families: [\[Education/Resources\\\_Families.pdf\]\(https://portal.ct.gov/-/media/SDE/Special-Education/Resources\_Families.pdf\)](https://portal.ct.gov/-/media/SDE/Special-</a></p></div><div data-bbox=)

## **Equal Educational Opportunity/Non-Discrimination Policy**

Each student shall be given an equal educational opportunity in consideration of their individual needs and differences. The federal and state governments have enacted laws regarding the equality of opportunity in education. Therefore, the Board of Education affirms its policy to ensure an equal educational opportunity for all students and to prohibit discrimination as proscribed under federal and state law. It is the intention of the Board of Education to comply with the policy and procedures of the Americans with Disabilities Act.

The Litchfield Public Schools require that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity and expression, or disability.

### **EQUITY GRIEVANCE PROCEDURE: LITCHFIELD BOARD OF EDUCATION**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. All proceedings shall be kept as confidential as is appropriate. Evidence of reprisal against a complainant or witness shall be viewed as an infraction of this policy.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Litchfield Public Schools shall have an opportunity to bring such concerns to the attention of the Equity Coordinator or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be used by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

Level I - The complainant shall discuss the alleged discriminatory act or practice with the Equity Coordinator or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson or head custodian. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II - The complainant shall, within forty calendar days of the alleged incident on forms provided, put the complaint in writing and file it with the Equity Coordinator. Within five working days, a conference must be held. Within five working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five working days, the Equity Coordinator shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching

Level III - Within ten working days after receipt of such complaint, the Superintendent must hold a hearing and within five working days of the hearing

resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for hearing and decision.

Level IV - The Board of Education, Superintendent of Schools and the Equity Coordinator shall proceed in accordance with appropriate State Statutes.

### **PUBLIC NOTICE OF NON-DISCRIMINATION**

The Litchfield Public School System is committed to the policy and practice of equal opportunity for all qualified persons and does not discriminate in any education program or educational activity. We shall provide continuing notice to the public, school staff and students. This notification may include the posting of notices, publication in local newspapers, placement of notices in school district publications and student/parent handbooks.

This nondiscrimination statement is required to be printed in major publications for students, parents, and teachers. The Equity Coordinator for Title VI (race, color, national origin), Title IX (sex equity), section 504 (disabled), and ADA (disability) is Julie G. Haggard, Director of Pupil Services, Litchfield Public Schools, P.O. Box 110, Litchfield, CT 06759, (860) 567-7505, email: [haggardj@litchfieldschools.org](mailto:haggardj@litchfieldschools.org).

[#5000 Litchfield Board of Education Policy](#)

## EQUITY GRIEVANCE FORM

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of the Equal Employment or Equal Education Policies of the Litchfield Public Schools may discuss and/or file a grievance with the Equity Coordinator of the Litchfield Public Schools. Reporting should take place within forty calendar days of the alleged discrimination.

Equity Coordinator: Julie G. Haggard  
35 Plumb Hill Road  
P. O. Box 110  
Litchfield, CT 06759-0110  
Phone: (860) 567-7505  
Email: [haggardj@litchfieldschools.org](mailto:haggardj@litchfieldschools.org)

Name of Presenter/  
Complainant \_\_\_\_\_

Employee \_\_\_\_\_ Employment Applicant \_\_\_\_\_ Student \_\_\_\_\_ Parent/  
Guardian \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Claim \_\_\_\_\_ Date of Incident \_\_\_\_\_

Statement of Incident/Issue (include all pertinent information: who, how, where, when, how often, feelings, witness). Please attach any additional information/documentation as necessary.

Signature of Presenter \_\_\_\_\_

Signature of Equity Coordinator \_\_\_\_\_

Date Received \_\_\_\_\_

Forms are available from Equity Coordinator, Administrators, Guidance Offices and School Media Centers.

Note: Public Notice of Non-Discrimination, Equity Grievance Procedure and Equity Grievance Form may also be found on the Litchfield Public Schools Intranet – Central Office – Important Notifications – Public Notice of Non-Discrimination and Equity Grievance Procedure.

Equity Coordinator  
Julie G. Haggard  
35 Plumb Hill Road, P.O. Box 110  
Litchfield, CT 06759  
Phone: 860-567-7505  
Email: [haggardj@litchfieldschools.org](mailto:haggardj@litchfieldschools.org)

## BOARD OF EDUCATION POLICIES

<b>Policy</b>	<b>Policy #</b>
<a href="#">Ages of Attendance</a>	5111
<a href="#">Alcohol Use, Drugs and Tobacco</a>	5131.6
<a href="#">Attendance and Excuses</a>	5113
<a href="#">Bullying Prevention and Intervention</a>	5131.2
<a href="#">Bus and Van Conduct</a>	5131.1
<a href="#">Bus and Van Conduct (Regulation)</a>	5131.1
<a href="#">Green Cleaning Program</a>	3524.2
<a href="#">Health Assessments and Immunizations</a>	5141.3
<a href="#">Reporting of Child Abuse</a>	5141.4
<a href="#">School Volunteers</a>	1212
<a href="#">Sexual Harrassment</a>	5145.5
<a href="#">Suspension and Expulsion/Due Process</a>	5114.1
<a href="#">Technology</a>	5131.4
<a href="#">1 – 1 Computing</a>	5131.41
<a href="#">Regulations for Acceptable Use of Technology</a>	5131.4
<a href="#">Truancy</a>	5113.2