

Student-Family Handbook

2025-2026



Mission Statement

Children's Community School, as an independent, non-profit institution, lays the foundation for students of an urban community to achieve educational success by offering a robust curriculum and unique experiences, by developing their individual character, and by cultivating strong family involvement.

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STATEMENT OF CONFIDENTIALITY

All records for students attending Children's Community School are kept on file at the school in a fireproof file cabinet, as well as in a comprehensive, secure student information system and comply with federal and state data privacy guidelines. Teachers and other legally authorized individuals have access to the files. No one else is allowed to examine the records of any student without written consent of the parent and/or legal guardian(s). Parents/guardians may see or have a copy of records upon request

STATEMENT OF NON-DISCRIMINATION

Children's Community School does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, disability, or other legally protected status.

SCHOOL DAY POLICIES & PROCEDURES

ARRIVAL & DISMISSAL

The following represent daily arrival and dismissal times, unless otherwise specified on the school calendar or by announcement from the Principal:

7:00-8:30 a.m. – Before Care Arrival – K-8 Arriving prior to 8:30 will result in a Before Care Charge

8:00-9:00 a.m. – Breakfast Served – Late arriving bus students will be allowed to get breakfast

9:00 am – Morning Assembly K-8 – Prekindergarten classes begin at 9 am

9:15 a.m. – Monday-Friday, K to Grade 8 classes begin

3:00 p.m. – Monday-Friday, all classes end Walkers dismissed

3:15 p.m. – Bus students dismissed

** 12:00 p.m. – First Friday of the Month, Faculty Meet classes end at noon. Occasional full day meetings replace the noon dismissal.

No BRAVO! on half days – BRAVO! is a program of the Waterbury Symphony Orchestra & establishes its own schedules, routines, and fees.

All students must be accompanied by an adult when entering or exiting the building. All students enter through the front door. Any student entering after 9:15 am must be signed in by an adult at the School Office. Do NOT leave children unaccompanied at any entrance. Please remain until your child has been signed in.

All families are expected to follow proper procedures to keep everyone safe. Parking is provided at the Congress Street Parking Lot across from the church. Parking is permitted on Green Street. John Street is a one-way, residential street with limited legal parking and many residents have only on-street options. Families dropping off or picking up may park in any legal spots. **Do NOT park in the bus lane or block hydrants, driveways or the crosswalk. Do not park behind the church.** On the left-hand side of the road, there is only ONE legal parking spot at the beginning of the road and one at the end of the road. All families and staff are expected to abide by the parking laws. **Please Drive SLOWLY to keep pedestrians safe.**

Written permission is required for the following:

1. Going home with someone other than a designated person.
2. Leaving school early.
3. Going home by means other than what is indicated at the time of registration.

For safety reasons, **all parents/guardians and anyone entering the school are required to sign in at the office. Access to the building may be restricted due to safety guidelines.**

ATTENDANCE

It is very important that your child attends school every day, arrives on time, and remains until the end of the school day. Call the school by 8:50 am at 203-575-0659 Ext 204 if your child will be absent. Leave a message. Students arriving after 9:15 a.m. must be signed in by an adult in the office before going to her/his classroom. To leave early, a parent/guardian must come to the office and sign any child out before the child will be called out of class. No early pick-ups will be allowed after 2:45 as students are transitioning for dismissal procedures.

Three times late or three early dismissals are equivalent to one absence. A student absent eighteen days or more is considered by the state to be chronically absent. Chronic absenteeism puts a student in jeopardy of repeating a grade. Children's Community School reserves the right to require a student to withdraw from the school due to significant attendance concerns.

SCHOOL CANCELLATION, DELAYED OPENING, & EARLY DISMISSAL

Children's Community School follows the City of Waterbury's school closings/delays/early dismissals. Alerts are posted on **wfsb.com**. **If Waterbury public school delays, dismisses early or closes due to weather, CCS will as well.** Once posted on wfsb.com, a message will be sent by email and on Class Dojo. When the City has a 2-hour delayed opening, teachers and staff will report by 10:15 and **CCS doors will open at 10:30 a.m.** There is NO Before Care. Classes will begin at 10:30. Breakfast will not be served. When school is dismissed early due to weather or other emergency, dismissal time, CCS will dismiss at noon. Bus dismissal is set by the City of Waterbury and emergency dismissals at CCS is currently 12:30 pm. There will be no after-school activities. For snow days, teachers may assign basic lessons that can be completed with or without technology. Children's

Community School reserves the right to adjust its school calendar due to weather, emergencies, or other factors.

SCHOOL VISITS

Parents/guardians visiting the school at any time are required to sign-in at the office. Classroom visits are dependent upon several factors and cannot be guaranteed. All classroom visits **must** be prearranged with, and approved by, the Principal.

SCHOOL UNIFORM

Uniforms can be purchased at:

- Connecticut Uniform, 567 Watertown Ave, Waterbury, or
- Tommy Hilfiger at <https://www.globalschoolwear.com/>. Select Children's Community School or
- Lands End <https://www.landsend.com/900204843>. Or call 1-800-469-2222

All students in K-8 must be in uniform beginning the first day of school. Our uniform is as follows:

All Students K-5:

- Royal blue polo shirt with CCS logo on it.
- **Black** uniform long or short pants, skirt or skort
- Black cardigan sweater or fleece jacket with **no hoods** (CCS logo & student's name on sweater is optional). No sayings or designs on shirts, sweaters or sweatshirts
- Shoes or sneakers. No open-toed or backless shoes. No heels. No Crocs, sandals, slippers, or boots.
- Belts. Pants must be worn properly.
- Black or white tights or socks (NO MULTI COLORS).
- In winter, a black or royal shirt may be worn under the polo shirt. No hooded shirts, sweaters or sweatshirts may be worn in school.

Gym Uniform for All Students:

- Royal blue or black sweatpants and sweatshirt, with or without the school logo.
- Solid royal blue, black or yellow T-shirt for the warmer weather, with or without the school logo.
- Black or royal gym shorts for warmer weather.
- Sneakers

Dress Down clothing policy for All Students:

- With approved Dress Down days, students may substitute uniform pieces with clothing pieces with no message, or a positive, school appropriate message.
- Shorts or skirts must be appropriate length, mid-thigh or longer, as determined by the principal.
- Safe shoes. No Crocs. No open back or heels. No boots.
- No see-through clothing items. No revealing clothing.
- If a student does not abide by the dress code, they may not participate in the next dress-down day.

Uniform modification for Grades 6-8 ONLY:

- **The uniform, as described the following modifications**
 - Polo shirt may be any solid color with the CCS logo on it.
 - Cardigan sweaters, fleece, or sweatshirt in any solid color with no hoods. NO words or other designs.

- | |
|--|
| <ul style="list-style-type: none">◦ Black or Khaki pants, skorts, shorts, or skirts.◦ Shirt, worn under the polo shirt, may be any solid color. |
|--|

DISCIPLINARY POLICIES & PROCEDURES

STUDENT DISCIPLINARY POLICY

Goals:

Teachers and staff at Children's Community School work to ensure that:

1. Each child has the opportunity to learn in a safe environment.
2. Each child accepts responsibility for her/his own actions.
3. Courtesy and respect are shown to and expected from all members of the school community.
4. Each child respects and cares for the school building and all school and personal property.

The purpose of discipline is to provide a school atmosphere conducive to learning. Cooperation between parents/guardians and teachers is vital. Most discipline is handled by the classroom teacher and communicated to the families. Discipline incidents will be tracked in EduConnect. Serious incidents will be discussed with the Principal, who may involve the school counselor and/or another administrator as needed and appropriate. The parent/guardian(s) may be called in for or request a conference. Serious offenses may lead to detention, suspension and/or expulsion. The Principal is the final authority in determining appropriate actions in cases of student discipline.

Serious offenses include, but are not limited to, the following.

- Provoking physical harm
- Chronic disobedience/disrespect of authority
- Open defiance of a staff member's authority
- Chronic violation of school rules
- Abusive or inappropriate language toward staff or other students
- Any misbehavior during fire/safety drills
- Defacing or destroying school property
- Any behavior that does not conform to school policy when representing CCS at various school functions, including BRAVO, ASAP, or other school-related outings
- Any threatening behavior, including language
- Any verbal disruptions during class time
- Bringing drugs, weapons, or anything that could be construed/used as a weapon to school

We are a safe school and teach non-violence. In the case of a fight, all involved children will be held accountable. Play fighting is not allowed. Suspension will be automatically issued for any child using physical force.

ANTI-BULLYING POLICY

Please note that bullying has a very specific, legal definition in the State of Connecticut. Not all acts of meanness are considered bullying, but they will be addressed according to the discipline policy.

Bullying is defined in Public Act 11-232 as (A) 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 school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district. Bullying is unacceptable in our school community. All incidents of bullying will be considered a serious violation of our school community's code of acceptable behavior and brought to the attention of the Principal. CCS will adhere to Connecticut State Law regarding the reporting of credible bullying incidents.

Before an act can be called 'bullying' it must be reported to and investigated by the administration. As required by law, all instances determined to be bullying must be reported to the parent/legal guardian(s) of both the victim and the bully, and a written report must be maintained in accordance with the law. Students should report acts of bullying to their teachers and school administrators. Parents and guardians may file written reports with the Principal concerning any incidents of bullying.

Bullying includes, but is not limited to:

- Being deliberately unkind or excluding repeatedly
- Harmful speech or conduct focusing on the issue of a person's alleged or actual race, color, national or ethnic origin, gender, sexual orientation, disability, or other legally protected status
- Violence
- Initiating and/or executing unwanted physical contact
- Making sexually threatening and/or abusive comments
- Name calling, ridiculing, threats, or insults

Any student who is found to have engaged in any of these behaviors may be expelled from the school.

BUS CONDUCT POLICY

For the safety of our children, the importance of proper bus conduct while waiting for, boarding, riding, and/or disembarking from a bus is a serious matter. Any behavior that distracts the bus driver endangers all. Students should understand, and parents/guardians are urged to impress upon their children, the necessity for strict compliance with the following rules:

- Students are to remain well out of the road while waiting for the bus.
- Students must take their seat when they enter the bus and remain seated until their designated stop.
- They should get on and off the bus only when it is fully stopped.
- Conversations should take place in a normal tone of voice.
- Nothing should be thrown in or from the bus.
- Eating or drinking is not permitted on the bus.
- Students living on the opposite side of the street shall cross to the other side in front of the bus and only

when the bus lights flash red, and all traffic has stopped.

- Students who damage or deface a bus or any equipment on the bus shall be held liable for such damage.
- Bus students in kindergarten and grade 1 must be met by an adult or sibling grade 4 or older from the same household or they will be returned to school.

Any student who violates any of these regulations will be issued a bus warning. **Depending on the severity of the violation, a student's bus riding privilege may be suspended at the discretion of the Principal.**

CELL PHONE POLICY

Cell phones may not be used during the school day or school events unless specifically approved and supervised by the classroom teacher for academic learning purposes on a specific day. This includes smart watches or other internet-capable devices. Students may NOT wear headphones or earbuds except when in class and specifically completing a sanctioned school lesson. Recognizing that families may choose to provide phones to their children to connect and for emergencies, we still must mitigate the behaviors that are exacerbated with cell phones in schools. Refer to the addendum for Acceptable Use policy for additional information. In the event that a student fails to abide by phone and internet policy, all technology privileges may be suspended.

INTERNET POLICY

As part of your child's education, Children's Community School provides filtered and supervised access to the Internet. Students are taught acceptable internet use which prohibits:

- Causing harm to others, such as cyberbullying.
- Accessing inappropriate websites or using apps at school such as chat rooms and social networking sites.
- Using any other website than the one assigned by the teacher during the school day.
- Damaging computer equipment.
- Using other's login information and/or passwords or changing them.
- Downloading or accessing music and/or other materials or sites protected by copyright or child safety laws.
- Using any school computer or device, or those owned by someone else without permission.
- Disparaging Children's Community School, the teachers or students via social media or any other electronic means.
- Plagiarism.

The full CCS Acceptable Use Policy is at the end of this handbook. **In order for students to use school-provided technology, or any technology during the school day, the CCS Acceptable Use Policy must be signed at the first parent/guardian-teacher conference.**

PARENT/GUARDIAN EXPECTATIONS

TIPS TO ENSURE SCHOOL SUCCESS

Following these tips can help your child experience success at Children's Community School:

- Be sure that your child gets enough sleep each night – about 11 hours.
- Limit and monitor all device use, social media, and electronic games.
- Encourage your child to READ, READ, READ!
- Help your child maintain good attendance.
- Keep lines of communication open between you and your child's teacher.
- Follow school rules and require your child to comply as well.
- Support the school philosophy and rules.

HOMEWORK

Parents/guardians are responsible for ensuring that their child's homework is complete and that their child reads for at least 20 minutes each evening. Reading logs are to be completed and signed by a parent/ guardian and turned in weekly in K-8. Students in grades 3 and up are responsible for filling in the agenda or planner each school day to communicate with families and afterschool programs what the homework is.

CONFERENCES

Teacher conferences are held three times a year. Parents/guardians and students are required to attend each conference. During conferences, student progress will be reviewed, and goals will be set for the following term.

COMMUNICATION

Parents/guardians must sign up for Class Dojo for communication between the classroom teacher and home. Class Dojo can be accessed as a phone app or on any internet-capable device. In addition, families may be contacted by the school through EduConnect, the school student database, as an email. Parents/guardians are required to keep contact information up to date at school, including email addresses and/or cell phone. If you are not able to get electronic notifications, please notify the school so that paper copies or alternate methods of communication can be used. The classroom teacher will also send home the school Communicator Folder. Papers should be reviewed by parents/guardians, and the folder should be returned the next day along with any papers due back to school. Students in grades 3-8 will also have a planner (aka assignment pad) so students can communicate homework and other classroom messages. It should be checked daily. A family's persistent lack of communication with the classroom teacher(s) and/or school may be grounds for required withdrawal from Children's Community School.

CHANGE OF CONTACT INFORMATION

You must notify the office if you move, change your primary telephone number or email address, or change jobs

as soon as possible. We must be able to reach you in an emergency.

SCHOOL MEAL CERTIFICATION

Children's Community School provides free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through what is called the Community Eligibility Provision (CEP). For the school to qualify for these programs, parents/guardians are required to do the following:

- Maintain current income records at CCS
- Provide official notification of eligibility for SNAP, Medicaid, or other emergency assistance

PTO

The PTO is a vital part of our school. All parents/guardians are members of the PTO and are **required to attend at least two monthly meetings** and participate in PTO events during the year. Families must also participate in the PTO fundraising and or pay the Fundraising Assessment in accordance with the enrollment documents signed each year. Participation really makes a difference. Make sure to have your voice heard – actively participate in the PTO!

FAMILY PARTNERSHIP

Respectful engagement is expected from all members of the CCS community. Parents/guardians and students are held to the same standard regarding respect for teachers and staff. Enrollment of the child in the school implies a partnership between the school, family, and child. If the partnership irreparably breaks down due to disrespectful behavior by the parent/guardian(s), the school reserves the right to require the family to withdraw the child from the school.

HEALTH & WELLNESS

SCHOOL WELLNESS POLICY

Children's Community School believes that children need access to healthful foods and opportunities to be physically active to grow, learn, and thrive. We believe good health fosters student attendance and education. CCS takes seriously its obligations to help address the childhood obesity epidemic, and we recognize that healthy eating and physical activity habits begin in childhood, helping our young people avoid a life that is troubled by risk factors that can lead to fatal conditions such as heart disease, cancer, stroke, and diabetes. We recognize that many factors contribute to young people choosing foods that lack nutritional value and/or choosing a lifestyle that does not include sufficient physical activity. Children's Community School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The full Local School Wellness Policy can be found at the end of this handbook; parents/guardians and/or students with concerns or ideas about school wellness are invited to contact the School Health Council.

PLEASE NOTE: There are NO water fountains at school. We do have water bottle filling stations. ALL students should bring a water bottle from home EACH DAY which can be refilled at school as needed.

DAYTIME MEDICATION ADMINISTRATION

If medication is needed during school hours, a form signed by the child's physician and parent/guardian(s) is required and must be approved by the City of Waterbury doctor.

WHEN TO KEEP YOUR CHILD HOME

Please follow these guidelines to determine when to keep your child home from school due to illness or injury:

- If your child appears ill and /or has a temperature near 100 degrees or above, please keep him/her at home. Students must be temperature-free without medication for 24 hours to attend school. A student may not return to school if they were not temperature-free without medication the entire previous day.
- Some signs that a child is too sick to come to school are:
 - vomiting
 - a cough that produces mucous
 - a runny nose that produces thick mucus
 - an above-normal temperature within the previous 24 hours
 - an obvious rash
- Children sent home sick by the school nurse for illness need to stay home for 24 hours before returning.
- If your child contracts chicken pox, keep him/her home for seven days from the appearance of the first lesion or longer if the initial crusts are still present.
- Ringworm and conjunctivitis ("pink eye") are contagious. Please keep your child at home and consult your doctor for treatment. A note from the doctor must accompany the child on her/his return to school.
- Head lice is a common problem among school children. When a child is identified as having head lice, the parent/guardian(s) will be asked to take the child home. The child will not be able to return to school until the child is "nit free".
- Any symptoms of the flu, COVID, or other illnesses will require longer time out of school and will be guided by the most current guidance from the DPH and CDC.
- This is a partial list. CCS works with the DPH, CDC, and CSDE to keep all students healthy.

On the emergency form, please indicate the order you wish us to call in the event of an emergency and indicate who can pick up your child. The parents/guardian(s) will always be the first call unless otherwise notified in writing by the parent/guardian(s).

BREAKFAST, LUNCH, & SNACKS

CCS recognizes the importance of nutritious eating as it relates to a child's education, and every person's overall health and wellbeing. Children's Community School is committed to fostering healthy eating habits and fighting obesity by offering nutritious snacks and meals in accordance with the guidelines established by the U.S. Department of Agriculture. Furthermore, our qualified food service staff will prepare and serve foods that

accommodate the religious, ethnic, cultural, and special dietary needs of our community. CCS will provide daily breakfast, lunch, and snacks for all students in a clean, safe, and pleasant environment with adequate time to eat. Breakfast is served daily between 8 - 9 a.m. School lunch is prepared for and served to all students. Please notify us of any food allergies your child has and provide a medical provider's verification. To maintain our school meal certification, **outside food is only permitted with a medical provider's note. Please note: Food should not be brought in for breakfast, lunch, or snack without a medical provider's note.** If there is a medical provider's note saying that food will be brought from home, that will include breakfast, lunch, and snacks unless the medical provider specifies otherwise in writing.

PHYSICAL EDUCATION & EXERCISE

Children's Community School is committed to providing students with opportunities to engage in healthy physical activity. As a school, we promote the development of healthy exercise habits and engagement in physical activity. Physical education classes are held one to two times per week and are designed to provide experience for each child in body movement and skill development. Students are required to wear sneakers and uniform gym clothes on days when gym class is scheduled. Students will also have daily recess periods intended to provide additional time for physical exercise and activity; weather permitting, students will have recess periods outdoors.

TITLE I RESOURCE SUPPORT

Children's Community School, as a school in Waterbury which is in a priority school district, is a Title I School. Students in the school may have access to one of the Title I Resource Room Tutors for help in Reading and Mathematics. Many students may need help from time to time. The amount of support that students need varies. If you do not want your child to receive this service, please contact the principal. Children's Community School works with the City of Waterbury who will conduct all 'child find' activities for private school children with disabilities who are attending private schools located within that school district. A parentally placed private school student has no right to receive some or all of the special education and related services that the child would receive if enrolled in a public school. Children's Community School will work with the family and the City to determine what services are needed and it will be determined what can or cannot be provided for the student. Families will be given the option to return to the public school if the needs cannot be met at Children's Community School.

ASBESTOS NOTIFICATION

The school building has an asbestos plan in place. You are hereby notified that asbestos can be found in the school. The specific locations and warnings are in the Asbestos Manual maintained by the City of Waterbury.

RIGHT TO AMEND

Children's Community School reserves the right to amend this handbook at any time. The Executive Director reserves the final authority in all matters of policy wording, revision, and interpretation.

APPENDIX A: CCS Acceptable Use Policy

Each student who utilizes the school's computer system or other school electronic devices or the school's wireless network will be instructed in the proper use of the computer, and the student and her/his parent/guardian(s) must read and sign this use agreement before the student will be allowed to use the school's computer system and/or electronic information resources. The use of the school's computer system and/or electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network and/or computing resources must comply with the appropriate rules for that network or resource. Use of personal devices on the school network, on school property, or during school time will follow all the rules for school computers, networks and/or devices. Only with specific permission, students may use their own device but may not borrow from or loan to anyone any personal device. Students may NOT wear headphones or earbuds except when participating with a specific lesson supervised by a teacher. References to school computers, networks, cell phones, smart watches and devices refer to any technological device.

I agree to follow the rules in all my work with Children's Community School computers, devices and tools while attending CCS:

- I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, ink, and toner that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab or while using electronic equipment or devices.
- I will only use my CCS username and password to log into any school device. I will not log in as anyone but myself.
- I will not use my school login, account, or device at school or outside of school in ways that would violate the Acceptable Use Policy.
- When I am expected to work on a website or in a program, I will not open other programs, websites, or documents.
- I will not use or share programs, paid subscriptions and services paid for at home for personal use to share at school including streaming services.
- I will not make unauthorized copies or share software or documents, and I will not give, lend, or sell copies of software or documents to others. I understand that I will not be allowed to bring software applications or games from home or open personal accounts on school equipment without proof of licensure and prior approval of appropriate school personnel.
- I will not use my personal or school device with my school email account to connect to any app, game or website. I will not use personal emails to complete schoolwork or communicate with school staff.

- I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment or access school files or documents.
- I will not download any program or open any file unless specifically given permission at that time by school personnel for that specific program or file.
- I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to, materials or websites that I believe may contain viruses.
- I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening, or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
- I will not participate in group chats where students or the school are mocked or hurt in any way. I will report any instances and not share inappropriate content with other students, I will promptly disclose any message, site or application or anything that makes me feel uncomfortable to the teacher or administrator.
- I will not agree to meet anyone that I have met online without parent/guardian(s') permission.
- I will not use the school's computer system and/or electronic resources to engage in any illegal act.
- I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive or operating system.
- I will not use apps, bulletin boards, chat rooms, or social networks or websites for personal use when using CCS computers and/or school-owned networks.
- I will not reveal my personal information, image, home address, or personal phone number or the personal information of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and/or networking resources for commercial activities is not permitted. Their use for product advertising or political lobbying is also prohibited.
- I understand that I have no expectation of privacy in my use of school computers or while using my school email or log in credentials. I understand that school officials may search, examine, and or monitor my use of school computers, or my school email at any time, and without notice. This includes and applies to personal devices when at school.

- I will not have my phone out, or headphones or earbuds in, or turned on during the school day, including in Before Care and in After School Activities including BRAVO! or ASAP! or other school sponsored activity.
- I understand that if my phone is out, being used or not, or if it is not turned off when it is out, it may be given to the principal or designee and returned only to a parent or guardian.
- If my phone or other device is in school, it will be turned off and handed into my teacher or the office to be stored in the locked cell phone box.
- If my teacher does not collect phones or other devices, I will keep them off, in my backpack and in my locker while I am at school.

The school is not responsible for lost, stolen, or damaged devices. Use is not permitted in school. Devices being used or out in violation of the Acceptable Use Policy (AUP) will be kept by the principal, in the office until a parent/guardian can pick them up.

Students may encounter web-based material while using a school device that they, and/or their parent/guardian(s), do not consider appropriate (i.e., vulgar jokes, roasting, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive and informing a staff member at school and parent/guardian(s) at home. Students' Google accounts are for school use and collaboration only. Students signing on at home with the Google account will do so only with permission of the teacher or administration for school related assignments. Students should not share their password or access with anyone. Parents/guardians should not log on using their child's credentials. Contact the principal should there be need to access the account. For working in Google Classroom whether remote or at school, only the school username and password and account will be used.

The use of the computer or any digital device is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Engaging in online behaviors disrupt the classroom or that target any student or school staff member will result in disciplinary action. Vandalism or intentional modification of system settings, or hacking will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. If appropriate, law enforcement will be notified.

As parent/legal guardian(s) of the student signing, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics contained within this Acceptable Use Policy. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Children's Community School, its Board of Directors, and employees of the school system for any misuse of the computer services networks that my child commits. I acknowledge that the school is not responsible for theft or damage or misuse of any personal electronic device that my child brings to school. I understand that once signed this agreement is legally binding on me.

Signature included with the Handbook and Acceptable Use Signature page at the end of this document.

APPENDIX B: CCS Middle School Policy

Children's Community School Middle School students and teachers have a particular responsibility to create, support, and model a safe and engaging educational experience where everyone can be fully prepared for high school and beyond. Middle School students are expected to follow all the rules of the school and accept additional responsibilities so that learning can be maximized. Parents and guardians are still actively engaged, but as Middle School students show that they are capable, the responsibilities for communication and behavior start to shift. Teachers and families are here to support, but Middle Schoolers are expected to be responsible and respectful.

Middle School Students are expected to:

- Follow the school rules and act responsibly and show respect for self, others, and property. Not take away their own learning time or that of their classmates.
- Take ownership for mistakes and learn from them.
- Show respect to teachers, peers, and others, and property at all times. Do not touch, take, or write on anything that is not theirs. Clean up after themselves, their class or common school areas. Be kind.
- Come to school ready to learn with all homework completed and any needed tools or materials. Ask questions to understand, to get help, or if to know more about something being taught.
- Contribute to a positive, engaging, learning environment in class and throughout the school. Take on leadership roles and collaborate with peers and others so that all may learn and feel respected.
- Be an up-stander, not a by-stander. Stand up for peers and others' families and the CCS community.
- Keep all electronic devices, including cell phones, headphones, ear buds off and follow the policy regarding cellphone storage during the school day. Only use cellphones and devices with specific permission for a learning task or assignment. If they are on or visible when they are not supposed to be, they will be taken and held by the principal. Refusing to hand over items will be considered insubordination, a larger offense.
- Do their own work, do it to the best of your ability and hand it in on time with your full name, date and grade every time. Give credit and cite all sources including AI.
- Comply with the uniform code.

CCS Middle School Faculty will:

- Plan engaging and appropriate lessons that help you succeed and develop your character. Classwork, homework, and projects will be clearly explained including how and when it will be graded. They will teach the organization tools needed to plan for long term assignments and multiple teachers.
- Return graded work quickly and post grades in EduConnect for students and parents to check by the 1st and 15th of every month.
- Communicate regularly with families about general information for the whole class as well as individual information about each student. Middle School students have more than one teacher, so teachers will

coordinate communications to make sure that families have the information they need. Teachers will respond to all parent communications within 24 hours, excluding weekends and holidays.

- Follow and enforce school rules, policies, and procedures and hold Middle School students to a higher standard as the oldest students in the school. They will model respect, kindness, and stand up for CCS students and adults.
- Listen to students and guide them as they take on more challenges. They will help students accept responsibility and learn from mistakes. Teachers will also own their mistakes to model this for students.
- Identify areas where students are responsible and advocate for additional responsibilities and privileges for middle schoolers where appropriate.

Middle School Parents and Guardians will:

- Continue to engage and communicate with the school faculty and administration to support your child's education. Return communications from the school or the teacher within 24 hours excluding weekends and holidays. Inform the school of updated phone numbers or emails. Regularly check emails and Class Dojo for information.
- Attend all conferences at school to discuss your child's progress and set goals for learning. Reach out to the teachers, the administrator, or the school counselor if there are concerns at home that will affect your child's ability to learn or feel safe.
- Help your child take greater responsibility for homework, reading, studying, and completing projects. Families should not have to help with homework as much at this level, but making sure that they have the opportunity, tools and support will have a positive impact.
- Help your child understand the responsibility that goes with using technology such as cell phones and computers. While these are great tools, too much time on these devices can be harmful and there are many games and websites that are inappropriate for students.
- Access EduConnect to monitor your child's attendance and grades. Reach out if you have any questions.

APPENDIX C: Local School Wellness Policy

Children's Community School believes that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. We believe good health fosters student attendance and education. CCS takes seriously its obligations to help address the childhood obesity epidemic, and we recognize that healthy eating and physical activity habits begin in childhood, helping our young people to avoid a life that is troubled by risk factors that can lead to fatal conditions such as heart disease, cancer, stroke, and diabetes. We recognize that many factors contribute to young people choosing foods that lack nutritional value and/or choosing a lifestyle that does not include sufficient physical activity. Children's Community School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Children's Community School that:

- The School will engage students, families, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing the school's nutrition and physical activity policies.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages served through the School's breakfast, lunch, and snack programs will meet the nutrition recommendations of the U.S. Department of Agriculture.
- Qualified child nutrition professionals will provide students with access to a variety of nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- The School will provide nutrition education and physical education to foster lifelong habits of healthy eating, physical activity, and will establish linkages between health education and school meal programs, and with related community services.

PLEASE NOTE: There are NO water fountains at school. We do have water bottle filling stations. ALL students should bring a water bottle from home EACH DAY which can be refilled at school as needed.

Policy Goals

Nutritional Quality of Foods and Beverages Served on Campus

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;

- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- make water available to all students during meals;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA); and
- ensure that half of the served grains are whole grain.

CCS will engage students and parents/guardians, through a variety of methods, in selecting foods to identify new, healthful, and appealing food choices. In addition, the School will make available, upon written request, information about the nutritional content of meals.

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- CCS will operate the School Breakfast Program.
- CCS will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- CCS will notify parents and students of the availability of the School Breakfast Program.
- CCS will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, and other means.

Meal Pricing

Children's Community School operates under the Community Eligibility Provision, meaning that all students qualify for free breakfast, lunch, and snack. For students in the Pre-Kindergarten program, as well as those attending Summer Bridges, meals and snacks will be provided during summer months when school/programs are in session.

Meal Times & Scheduling

When considering mealtimes and scheduling, CCS is committed to:

- providing students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- scheduling meal periods at appropriate times;
- not scheduling tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- providing students access to hand washing or hand sanitizing before they eat meals or snacks; and
- taking reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school nutrition programs. As part of the School's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals at CCS, according to their level of responsibility.

Sharing of Foods and Beverages

All members of the School community are prohibited from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Individually

To promote the healthiest possible nutrition for all members of our community, and because our School provides access to free breakfast, lunch and snacks, Children's Community School strictly prohibits the sale of any food or beverages during school hours, including Before Care and after school programs.

Fundraising Activities

To support our student's health and school nutrition-education efforts, school fundraising activities will not involve food or will make every effort to use only foods that meet the nutrition and portion size standards for foods and beverages, according to applicable state and/or federal guidelines. In the event that a fundraising activity includes foods that do not meet these standards, notice to this fact will be given to all students and parents/guardians. CCS will make every effort to encourage fundraising activities that promote physical activity.

Snacks

Snacks served during the school day or in after-school programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The School will assess when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Rewards

CCS will minimize its use of foods or beverages, especially those that do not meet state and/or federal nutrition standards for foods and beverages, as rewards for academic performance or good behavior. In the event that a reward does include a food or beverage that does not meet the aforementioned standards, notice to this fact will be given to all students and parents/guardians. Similarly, Children's Community School will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations & School-Sponsored Events

Children's Community School will limit celebrations that involve food during the school day to no more than one party per class per month. Each party will include no more than one food or beverage that does not meet state and/or federal nutrition standards. CCS does not permit any outside food provided by parents/guardians. The

same standards apply to School-sponsored events such as, but not limited to, athletic events, dances, or performances.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Children's Community School aims to teach, encourage, and support healthy eating by students. As such, the School will make every effort to provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as playing video games and/or watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents

Children's Community School will support parents/guardians' efforts to provide a healthy diet and daily physical activity for their children. From time to time, the School may offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. In addition, the CCS will provide opportunities for parents/guardians to share their healthy food practices with others in the school community.

CCS will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents/guardians' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools

In complying with nutrition regulations, Children's Community School does not promote any particular products, brands, and/or companies. Marketing and/or promotion of food or beverage products at the School, or in any aspect of school operations, must meet relevant state and/or federal nutrition guidelines.

Staff Wellness

Children's Community School highly values the health and well-being of every staff member and will support personal efforts by staff to maintain a healthy lifestyle.

IV. Physical Activity Opportunities and Physical Education

Regular Physical Education (P.E.)

All students, including students with disabilities and/or special health-care needs, will receive regular physical education for the entire school year. All physical education will be taught by a qualified teacher. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess

All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which moderate to vigorous physical activity is encouraged verbally and through the provision of space and equipment.

The School will make every effort to avoid extended periods (i.e., periods of two or more hours) of inactivity. When activities make it necessary for students to remain indoors for long periods of time, CCS will give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

When available, CCS will provide information to students about families about physical activity clubs or intramural programs, including opportunities for interscholastic sports programs.

Physical Activity and Punishment

Teachers and other School and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Safe Routes to School

When safe and practical, Children's Community School encourages students and families to consider walking or riding a bicycle to school. Working with appropriate parties in the City of Waterbury, CCS will help to identify needed improvements to make it safer and easier for students to walk and bike to school.

V. Monitoring and Policy Review

Monitoring

The Executive Director, or her/his designee, will ensure compliance with established nutrition and physical activity wellness policies.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Executive Director. CCS will comply with all required practices for ensuring compliance and best practices related to school nutrition policies and procedures. Similarly, the School will complete a triennial assessment of its School Wellness Policy. The School Health Council will play an active role in completing any and all necessary Results of assessments will be made available through the School website.

APPENDIX D: School Counselor

Children's Community School's Counselor will be working in small groups, classroom-based, classroom observation, and individual counseling depending on the students' needs.

Counseling in groups or individual common topics will include self-esteem, making and keeping friends, positive school behaviors, anger management, grief and loss, mindfulness, peer relationships, social skills, managing stress and anxiety, and preventing bullying. In addition, the older students will be learning prevention and intervention strategies such as mental health, substance use, health/puberty, sexual orientation, abstinence, violence, healthy/unhealthy relationships, and transitioning to middle and high school.

To receive individual counseling, a student could be referred by their parent, teacher, or principal. Students can also request to see the counselor without parental consent. Students in the school counselor office may talk about things that impact their learning at school, such as friendships, study skills, self-esteem, and other things that could be impacting their learning. In the Counselor's Office, students can feel free to talk about what worries them and to ask questions. Support provided can be therapeutic, but the role of a school counselor is not to diagnose. Temporary/short-term support to help students overcome acute issues having an impact on their school performance can be provided. Confidentiality is respected, unless they plan on hurting themselves, hurting someone else, or someone is hurting them. Parental consent is not required, but if you would like to request that the Counselor meet with your child for a specific concern please don't hesitate to reach out.

If you have any questions or concerns, please feel free to contact me at the school. Leave a message with the principal or school secretary to reach the school counselor.

APPENDIX E: Handbook and Acceptable Use Signature Page

I have read the 2025-2026 Student-Family Handbook, including the Acceptable Use Policy for technology, and including the Middle School Addendum for grade 6, 7 and 8, and agree to follow the school policies and procedures as stated. I understand that the school may amend policies from time to time. The handbook, as printed in the agenda is a condensed version of the full handbook and was sent to publication months before the school year starts and may have been slightly adjusted. Parents will be given an electronic copy of the yearbook at the beginning of the school year and can ask for a written copy at any time.

Students that are in K-8 are asked to also sign this page to foster responsibility and encourage accountability.

FAMILY NAME (*please print*):

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent /Guardian Name (*please print*): _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return this form to your child's teacher.