



Student-Family Handbook

2019-2020

Mission Statement

Children's Community School lays the foundation for urban students' educational success by offering robust curriculum and unique experiences, by developing their individual character, and by cultivating strong family involvement.

Children's Community School

31 Wolcott St.

Waterbury, CT 06702

(203) 575-0659

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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, locked file cabinet as well as a comprehensive, secure student information system and complies 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 or guardian. Parent/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, sexual orientation, or disability.

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:

7:00-8:15 a.m. – Before Care Arrival

8:30-9:00 a.m. – Breakfast Served; K-6 students enter

9:00 a.m. – Monday-Friday, classes begin

3:00 p.m. – Monday – Friday, classes end

** 12:00 p.m. – First Friday of the Month, classes end

No Bravo on half days

All students must be accompanied by an adult when entering the building. Between 8:30-9:00 a.m. and 3:00-3:10 p.m., Kindergarten-Grade 6 parent/guardians may drop off and pick up in the car line at the main rear entrance. Students attending Before Care or entering after 9 am must be signed in by an adult at the School Office.

Please enter by using Wall St., Crosby then Taylor St. **Exit** on to Wolcott St. **Please Drive SLOWLY in the parking lot.**
Children and adults count on you to act in a way that keeps us safe.

Children to be picked up at the end of the school day will be dismissed **at the back of the school.** ***Parents/guardians should remain in their cars and proceed in a line to the school entrance where their child will be escorted to the car.*** DO NOT PARK ON WOLCOTT STREET AND WALK UP TO PICK A CHILD UP FROM THE PICK-UP LINE; PLEASE WAIT IN THE CAR LINE.

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 the usual one.
4. Going to another child's house after school.

For safety reasons, **all parent/guardians and anyone entering the school are required to sign in at the office and wear a visitor's pass while in the building.**

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 210 if your child will be absent. If your child arrives at school after 9:00 a.m., an adult must sign the student in at 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 he/she will be called out of class. Perfect Attendance means the student has been in school all day, every day.

Three times late or three early dismissals are equivalent to one absence. Eighteen absences place a student in jeopardy of repeating a grade.

SCHOOL CANCELLATION, DELAYED OPENING, & EARLY DISMISSAL

Children's Community School follows the City of Waterbury's school closings/delays/early dismissals. To be sure that you do not miss any notifications, sign up for school closing/delay text alerts at **wfsb.com**. 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.** Classes will begin at 11:00 am. Breakfast will not be served. When school is dismissed early due to weather or other emergency, dismissal time for CCS has been set at 12:30 p.m. by the City of Waterbury and there will be no afterschool activities.

SCHOOL VISITS

Parent/guardians visiting the school at any time are required to sign in at the office. Visiting your child's classroom **must** be prearranged with the teacher.

SCHOOL UNIFORM

Uniforms can be purchased at Connecticut Uniform, 567 Watertown Ave, Waterbury. **All students in K-6 must be in uniform beginning the first day of school.** Our uniform is as follows:

Girls:

- Royal blue polo shirt with CCS logo on it.
- Black uniform skort (appropriate length) or black uniform pants. No Leggings please.
- Black uniform shorts (appropriate length) from May 1st to October 1st.
- Black cardigan sweater or fleece jacket with no hoods (CCS logo & student's name on sweater is optional).

Boys:

- Royal blue polo shirt with CCS logo on it.
- Black uniform pants with black belt.
- Black uniform shorts (appropriate length) from May 1st to October 1st.
- Black cardigan sweater/fleece jacket with no hoods (CCS logo & student's name on sweater is optional).

All Students:

- Black shoes or solid black sneakers only. Boots are not allowed to be worn during the school day. *If the weather requires boots, shoes should be brought to change into for class.*
- Black belt.
- Black or white tights or socks (NO MULTI COLORS).
- In winter, black turtleneck may be worn under the polo shirt. No hooded shirts, sweaters or sweatshirts may be worn in school.

***Please be sure that if your child wears an undershirt, that it is white, black, or royal and that the no other color than white, black or royal should be seen beneath the uniform.*

Gym Uniform:

- Royal blue or black sweat pants and sweatshirt.
- Solid royal blue T-shirt for the warmer weather.
- Black or royal gym shorts which can only be purchased at uniform shop.
- Sneakers are color of choice.

DISCIPLINARY POLICIES & PROCEDURES

STUDENT DISCIPLINARY POLICY

Goals:

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

1. Each child has an opportunity to learn in a safe environment.
2. Each child accepts responsibility for his/her 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 parent/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 brought to the Principal, who may involve the school counselor or other administrator as needed and appropriate. The parent/guardian may be called in for or request a conference. Some 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 members' authority

- Vandalism
- Chronic violation of school rules
- Abusive or inappropriate language toward staff or other students
- Any misbehavior during fire/safety drills
- Defacing school property
- Failure to follow school dress code
- Any behavior that does not conform to school policy when representing CCS at various school functions including Bravo outings
- Any threatening behavior, including language
- Any verbal disruptions during class time
- Bringing a weapon or drugs to school

We are a safe school and teach non-violence. In the case of a fight, all involved children will be held accountable. 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 as repeated acts against a student with the intent to ridicule, humiliate, or intimidate him or her. 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 parents or legal guardians 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
- Harmful speech or conduct focusing on the issue of a person’s alleged or actual sexual orientation
- Violence
- Taunts, slurs and/or physical threats directed at a person’s race, religion, or ethnicity
- 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, or disembarking from a bus is a serious matter. Any behavior that distracts the bus driver endangers all. Students should understand, and parent/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 during school events. This includes smart watches or any internet capable devices. If at school, cell phones and other internet capable devices should be powered off and in a bookbag in the locker. The school is not responsible for lost, stolen, or damaged devices. Use is not permitted in school. Devices being used or out will be kept in the office until a parent/guardian can pick them up. In the event that a student fails to abide by this policy, 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 cyber bullying
- Accessing inappropriate websites or using apps at school such as chat rooms and social networking sites
- Damaging computer equipment
- Using other's passwords or changing them
- Downloading music and other materials protected by copyright laws
- Using any school computer or device, or those owned by someone else without permission
- Disparaging the Children's Community School, the teachers or students on the web or on social media
- Plagiarism

An Acceptable Use Policy is at the end of this handbook. **In order for students to use school-provided technology, the**

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 TV 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.
- Support the school philosophy and rules.

HOMEWORK

Parent/guardians are responsible for ensuring that their child’s homework is complete and that their child reads for at least 20 minutes each evening. Students in grade 3 and up are responsible to fill in the agenda each school day to communicate with families and afterschool programs such as Bravo what the homework is.

CONFERENCES

Teacher conferences are held three times a year. (PreK meets four times per year.) Parent/guardians and students are required to attend each conference. This is an excellent time to review student progress and set goals for the following term.

COMMUNICATION

Parent/guardians are to sign up for Class Dojo for communication between the classroom teacher and home. Class Dojo can be accessed as a phone app or on the internet on any device. In addition, families may be contacted by the school through EduConnect, the school student data base as an email. Please keep contact information up-to-dated at school including email and or cell phone. If you are not able to get electronic notification, 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 parent/guardians and the folder should be returned the next day along with any papers due back to school.

CHANGE OF CONTACT INFORMATION

*You must notify the office if you move, change your home telephone number or email, or change jobs as soon as possible. **We must be able to reach you in an emergency.***

SCHOOL MEAL CERTIFICATION

Our school is getting free meals for all students as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) through a choice for schools called the Community Eligibility Provision (CEP). In order for the school to qualify for these programs, parents/guardians are required to do the following:

- Maintain current income records at CCS.
- Notify the school of any eligible assistance such as SNAP, Medicaid, Energy Assistance, etc.

Questions about school meal certification should be directed to the office.

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 PTO Assessment in accordance with the enrollment documents signed each year. Participation will be tracked.

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 on the basis of disrespectful behavior by the parent/guardian, the school reserves the right to require the family to withdraw the child from the school.

HEALTH & WELLNESS

DAYTIME MEDICATION ADMINISTRATION

If medication is needed during school hours, a form signed by the child's physician and parent/guardian 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.
- 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. The school nurse will have the final determination as to whether a child is ready before 24 hours (Example – when allergies are the cause).

- 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.
- Ring worm and “Pink eye” or conjunctivitis are contagious. Please keep your child home and consult your doctor for treatment. A note from the doctor must accompany the child on his/her return to school.
- Head lice is a common problem among school children. When a child is identified as having head lice, the parent/guardian will be asked to take the child home. The child will not be able to return to school until the child is “nit free”.

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/guardians will always be the first call unless otherwise notified in writing by the parent/guardian.

BREAKFAST, LUNCH, & SNACKS

Breakfast is served daily at 8:30 a.m. School lunch is prepared for all students. Please notify us of any food allergies your child has and provide doctor’s verification. **Outside food is only permitted with a doctor’s note.** If there is a Doctor’s note saying that food will be brought from home, that will include breakfast, lunch and snacks unless the doctor specifies otherwise in writing.

PHYSICAL EDUCATION

Classes 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 is scheduled. PreK and K meets Monday. Grade 1-6 meets Thursday.

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 located in the office.

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: CCS Acceptable Use Policy

Each student who utilizes the school's computer system or other school electronic devices or the school's Wi-Fi will be instructed in the proper use of the computer, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources. The use of the school's computer system and 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 or computing resources must comply with the appropriate rules for that network or resource. Use of personal devices on school network or on school property or during school time will follow all the rules for school computers, networks and devices. Only with specific permission, students may use their own device but may not borrow from or loan to anyone any personal device. Reference to school computers, networks and devices refer to any 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, toner, and discs 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 not make unauthorized copies of software or documents, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, CD-ROMs or memory sticks from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- 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.
- 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 share inappropriate content with other students, I will promptly disclose any message, site or application or anything that makes me feel uncomfortable with the teacher or administrator.
- If I delete or minimize anything to prevent the teacher or administrator from seeing it, it will be an immediate violation and computer privileges will be lost for an amount of time to be determined by the administrator.
- I will not agree to meet anyone that I have met online without my parent/guardian's permission.
- I will not use the school's computer system 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 bulletin boards, chat rooms, or social networks or websites for personal use when using CCS computers.
- I will not reveal my personal information, home address, or personal phone number or those 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 networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice. This applies to personal devices when at school.

Parent/guardians must realize that their child may encounter material on a network/bulletin board that they 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 the teacher at school or parent/guardian at home. Student Google Account 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. Students should not share their password or access with anyone. Parent/guardians may request access from the administrator if the need arises.

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings 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.

As parent/legal guardian 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. 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 and employees of the school system for any misuse of access to 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.

Handbook & Acceptable Use Signature Page

I have read the 2019-2020 Student-Family Handbook, including the Acceptable Use Policy for technology, and agree to follow the school policies and procedures as stated. I understand that the school may amend policies from time to time. This handbook, as printed in the agenda, may be adjusted between the time the agendas are printed and the beginning of the school year.

Students that are in K-6 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 sheet to your child's teacher.