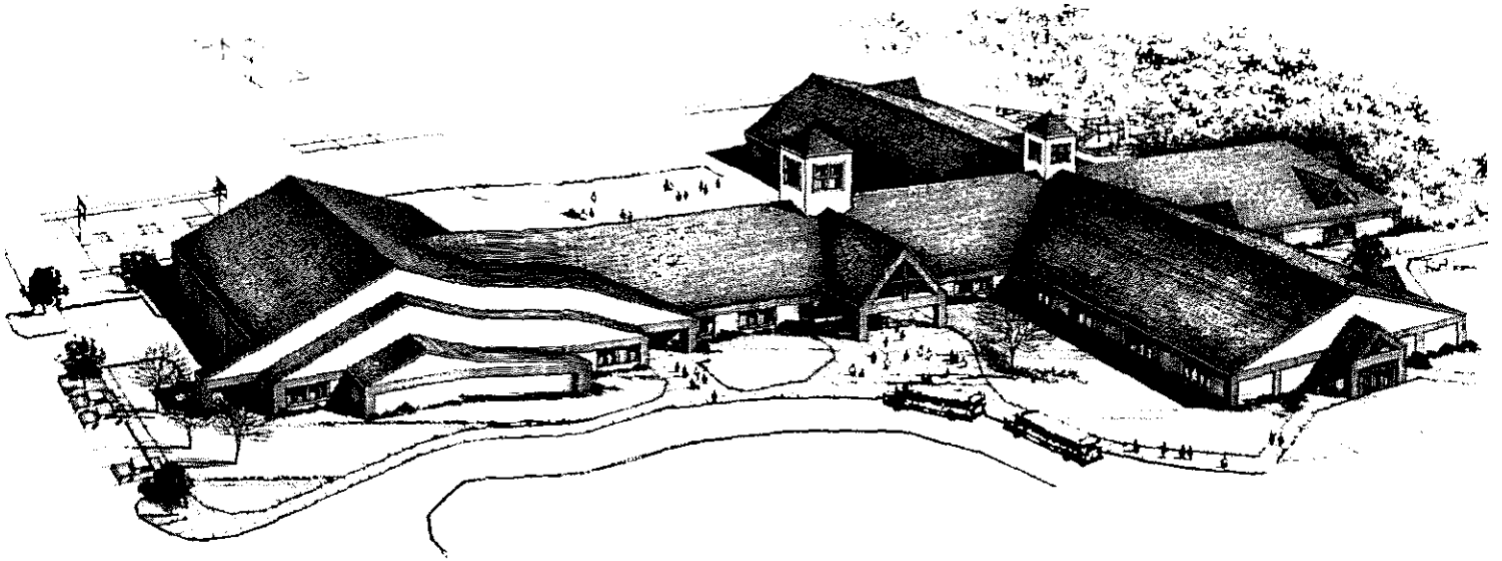


2019-2020  
CHAPLIN ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK



**CHAPLIN PUBLIC SCHOOLS**

**240 PALMER ROAD**

**CHAPLIN, CT 06235**

**PHONE (860) 455-9594**

**FAX (860)455-0742**

**MR. KEVIN J CHAVEZ, PRINCIPAL**

## **PREFACE**

The material covered within this student/parent handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student/Parent Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, as policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and various other communication methods.

## **VISION STATEMENT CHAPLIN ELEMENTARY SCHOOL**

At Chaplin School, we strive to cultivate a strong, collaborative school climate and culture that is focused on high academic development and achievement for all students through the use of high standards for curriculum implementation and student learning.

## **EQUAL OPPORTUNITY**

The Chaplin School District does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age or disability in providing education services. Kevin J Chavez has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended and Section 504 of the Rehabilitation Act of 1973, as amended.

The Chaplin School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Dr. Deirdre Osypuk.

Parents/guardians must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policy. Parents/guardians should also let the district know, within ten (10) days of receipt of the handbook, if they object to the release of “directory information” on their child(ren).

CHAPLIN ELEMENTARY SCHOOL

Staff may be contacted via email using the first initial and last name @chaplinschool.org

**Main Office**

Mr. Kevin J Chavez, Principal  
Mrs. Joanne Putnam, Secretary

**Pupil Personnel/Special Education**

Director special Education:  
Dr. Deirdre Osypuk

Special Education Teachers:  
Mrs. Deirdre Cilley  
Mrs. Donna Ecsedy  
Mrs. Lisa Decker  
Mrs. Lena Rossi

School Psychologist:  
Mrs. Linda Joly

Speech Language Pathologist:  
Mrs. Barbara Bova

School Nurse:  
Mrs. Betsy Woodward

Interventionist:  
Mrs. Michelle Bolduc (Math)  
Mrs. Michelle Moon (Reading)

Occupational and Physical Therapist- Part Time:  
Miss Kaitlyn Farrell – Occupational Therapist  
Ms. Kristina Corrette – Physical Therapist

Paraprofessionals:  
Mrs. Katherine Atwell  
Mrs. Cheryl Ballas  
Mrs. Penny Boomer  
Mrs. France Chamberland  
Mrs. Katherine Cote  
Miss Lauren Foster  
Mrs. Louise Garland  
Miss Whitney Hoskins  
Mrs. Amelia Nelson  
Mrs. Melissa Paradis

**Special Area Teachers**

Karen Avis, Art Education (.6 FTE)  
Mrs. Linda Caron, Physical and Health Education  
Mrs. Lark Peck, Music Education (.6 FTE)  
Mrs. Ann Kaufmann, Librarian

**Classroom Teachers**

Preschool:

Mrs. Carrie Grzywacz

Kindergarten:

Miss Lauren Parker (.5 FTE)

First Grade:

Mrs. Jamie Pociask

Second Grade:

Mrs. Nila Otilige

Third Grade:

Miss Ashley Holmes

Fourth Grade:

Mrs. Laura Massad

Middle Academy (Grades 5 & 6):

Mr. Paul Burelle (Science/Writing)

Mr. David Keplesky Math/Writing)

Mrs. Megan Reed (Reading/Writing)

**Cafeteria**

Mrs. Jessica Texera

Mrs. Alana Harakaly

Mrs. Lisa Strong

Mrs. Dawn VanHoose

**Maintenance/Custodial**

Mr. Jesse Sperry, maintainer

Mr. Hans Hofmann

## **CHAPLIN BOARD OF EDUCATION**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Chaplin Board of Education are:

Dr. Jaclyn Chancy, Chairperson

Mr. William Hooper

Mr. Eugene Boomer

Mrs. Jean Lambert

Mr. Victor Boomer

Mr. Dan Caron

Mrs. Amy Ouimette

The Chaplin Board of Education meets on the second Wednesday of each month at 6:30 pm in the CES Library except for the month of July. Board notices will be posted in the main office and on the school website. The public is welcome to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

## **CENTRAL OFFICE**

MR. KENNETH HENRICI, SUPERINTENDENT  
MR. DAVID SOLIN, FINANCE DIRECTOR

Superintendent of Schools Office at  
304 Parish Hill Road, P.O. Box 277  
Chaplin, CT 06235  
(860) 455-9306

## **NONDISCRIMINATION POLICY**

The Chaplin Board of Education reaffirms that all educational opportunities taught by the Chaplin Public School System are offered without regard to race, color, national origin, sex, creed, religion, age, handicap, ancestry, physical or mental disability, lack of proficiency in the English language, or any other classes protected by state and federal law.

## CALENDARS



The Chaplin Public Schools sends a district calendar to each family that includes important dates and information such as: Vacations –Parent Conferences –Early Dismissal Days –Professional Development. Chaplin elementary Hill School also sends a monthly calendar as part of its newsletter to parents which indicates specific events at our school and incorporates reminders of important dates/times. Also, check the website for up-to-date information: <http://chaplinschool.org/calendar/>

## SCHOOL HOURS



Being on time is very important for all students in order to start their day with their normal routine.

**Arrival-** Your child's safety is our first priority; due to teacher morning responsibilities, children should not enter the building prior to 8:30 AM.

**Dismissal-**Dismissal occurs at 3:15 PM.

**In consideration to staff / students, PARENTS MUST make every effort to inform school staff of an early dismissal by sending a note to the school the morning of, or by calling the school before 12:00 noon.**

## FULL DAY SCHEDULE

8:30	Students arrive at school
8:30 – 8:45	Breakfast is available
8:45	Classes begin
11:15	Dismissal for AM Pre-K students
11:50-12:20	Lunch – Grades 1 to 3
11:50-12:20	Recess – Grades 4 to 6; Kindergarten
12:20 – 12:50	Recess – Grades 1 to 3
12:20 – 12:50	Lunch Grades 4-6; Kindergarten
12:55	Classes Resume
3:15	Dismissal Time

## EARLY DISMISSAL

8:30 AM – 1:15 PM

## DELAYED OPENING



If weather or any issue causes a DELAY, the CES will begin school **2 hours later than usual**. The school day would be **10:40 AM** to 3:15 PM.

**NOTIFICATION EMERGENCY CLOSING OF SCHOOL:** Parents will receive communication through ConnectEd. The district website will post any emergency changes in schedule. Local TV channels and radio will broadcast the change.

## ARRIVAL AND DISMISSAL BY CAR -TIMES AND PROCEDURES



Students who are transported to school by parents who do not need to enter the building will enter school through the southeast entrance at Silliman's Circle (near the Pre-K/K playground). Parents should pull as far forward as they can in order to allow as many cars entrance so as not to block buses from entering the school driveway.

Staff members actively supervise this entrance beginning at 8:30 AM. For safety's sake, students should NOT arrive at school prior to 8:30 AM. Doors are locked. Also, please, no parking in this area. This hinders our view of all students and creates a safety risk.

ONLY BUSES are allowed in the Bus Loop/Fire Lane. Should you wish to walk your child into the building, you must park in the marked parking spaces (**not in the bus loop at the main entrance**). Parents should then walk with their child across the parking lot to the main entrance. Parents must say goodbye in the main foyer allowing your child to walk to class on their own. Students who arrive in their classrooms later than 8:45 AM are marked tardy (unless lateness is due to a bus delay).

**AFTER 8:45 AM:** Students who are driven to school **late** should enter through the front door and report to the office.

Dismissal for students begins at 3:15 PM when our "parent pickup" students are called first. If you are picking up a child at dismissal, you should drive to the northwest/far end of the building and park near the playground area. As the main entrance is being used for bus dismissal, parents must use the outside entrance near the gym/cafeteria at the end of the day. All pickup students must be signed out by the adult identified by the parent or guardian prior to dismissal. School staff members will be on duty to assist students in connecting with their transportation. PHOTO ID MUST be provided when picking up a student.

Parents who are picking up students must sign on the forms provided. If your child is going to be picked up from school, please be certain to send in a note to the teacher, who will forward it to the office.

Chaplin Board of Education Bus Policies do not allow children to ride any other bus but their own. Any child must have a note of permission from his/her own parents to ride home with another adult in their personal vehicle.

If you are picking up your child for early dismissal, please come to the office to sign your child out. Office staff will call the specific room and your child will be asked to report to the office. **Please do not go to the particular classroom to pick up your child.**

PLEASE PLAN AHEAD: Please make sure that you have addressed childcare issues that might arise due to a late start or early dismissal. It is a good idea to set up a plan for an unplanned situation. Please notify the main office of any change in plans prior to dismissal.



## **VISITING SCHOOL**

Parents and other visitors are welcome to visit Chaplin Elementary school. Our visitor identification and monitoring system for our front entrance is in use throughout the entire day. Anyone who wants to access the building after 8:45 AM will have to request admittance at the front entrance. All other entrances to the building will be secured. Visitors to our building must sign in at the secretary's desk in the office.

Parents are asked to come to the office with any item that might be brought in for the students. At an appropriate time, the office will contact the classroom to arrange delivery of the item. In this way, the instruction in the classroom is safeguarded against interruptions. Visits to individual classrooms during instructional time shall be permitted only with the principal's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

## **STUDENT ABSENCES**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly.\* Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.



Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school before the school day begins, but no later than 10:00 AM, and leave a message with your child's name, teacher, and reason for absence. If your child is absent and you do not call us, a phone call will be made to your contact number around 10:00 A.M. If you are not available to take this call, a message will be left for you. In this case, the school will make note that no one answered the call. This procedure will be followed in order for us to be sure your child is safe and under your care.

In general, if a child is running a fever of 100 degrees or more, is vomiting, has diarrhea or a communicable disease, they should be kept home for their own well-being as well as that of their classmates. A child should remain at home without a fever 24 hours before returning to school. The Chaplin Board of Education has approved a "NO NIT" policy. The implication to parents is that

students will not only be excluded for "LIVE" lice, but also for the presence of their "NITS."

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

All absences are best served with a note from your child's medical professional within ten days of the absence. Once it is received, we will be able to code the absences as a medical excusal. Without a note after nine instances, all absences are considered unexcused regardless of parent call. Students who are unexcused absent four times in a month or ten times in a year are considered truant by state statute. The school will notify you when you get close to any of these thresholds.

A student serving an out-of-school suspension or an expulsion will always be considered absent.

### **TARDINESS**

Students who are not in their assigned classroom by 8:45 A.M. are considered tardy and must report directly to the school Health Room. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the principal determines that tardiness is excessive.

### **TRUANCY**

The Board of Education recognizes the importance of early intervention for students exhibiting truant behavior. A "truant" means a child enrolled in a grade from kindergarten to grade 8 who has four unexcused absences in one month, or ten unexcused absences in one year. A "habitual truant" means any such child who has twenty unexcused absences within a school year.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

### **EXCUSED ABSENCE**

A student's absence from school shall be considered "excused" if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence and submits written documentation to school officials.
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
  2. Student's observance of a religious holiday. (Documentation required)
  3. Death in the student's family or other emergency beyond the control of the student's family.
  4. Court appearance which are mandated. (Documentation required)
  5. The lack of transportation that is normally provided by the district other than the one the student attends.
  6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
  7. Additional 10 days for children of service members.

**The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within 5 after the student returns to school.**

### **UNEXCUSED ABSENCE**

Unexcused absences are those which do not fall under any of the excused absences.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.



The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

## **TRUANCY VS. CHRONIC ABSENCE**

Chronic absence and truancy are not interchangeable terms. They describe different aspects of the absence problem and require different approaches. Truancy is a term that generally refers to unexcused absences. Chronic absence, on the other hand, incorporates all absences: excused, unexcused absences, and suspensions and expulsions served.

For more information, please visit

[https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines\\_excused\\_and\\_unexcused\\_absences.pdf?la=en](https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines_excused_and_unexcused_absences.pdf?la=en)

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.



## **TRANSPORTATION CHANGES**

We plan for children to ride the neighborhood school bus unless we have notice in writing from the parent. Each year we update our dismissal plans for students who attend day care or have a routine plan to be picked up. We need to ensure that students are sent to the appropriate dismissal destination. Any changes should be reported to the main office as soon as possible.

## **TRANSPORTATION**

Please note that students are expected to ride the bus to which they have been assigned. If there is some extenuating circumstance that requires your child to ride another bus, please advise the office a day in advance so that this may be approved. Changing buses for social engagements will not be allowed due to the added confusion for the drivers and the school. We appreciate your cooperation in this matter.



## **BUS CONDUCT- THE STUDENT'S RESPONSIBILITY**

Transportation to and from school via buses is a privilege provided for Chaplin's children. The bus drivers are licensed and screened through EastConn Transportation. Appropriate behavior is important to aid the drivers' attention to the road and in order for students to ride happily and safely. The bus ride to and from school is considered an extension of the day; thus, we expect that students abide by classroom and school policies, procedures, and expectations on the bus. The driver is in full charge at all times, so his/her instructions should be obeyed. Student behavior should demonstrate respect and responsibility by:

- Not distracting the driver in any way that endangers the bus and its passengers
- Respect the property of others at all times including property at and around the bus stop.
- Enter the bus in an orderly manner.
- Remain seated while the bus is in motion. Do not interfere with other passengers.
- The carrying of weapons, or any object that may be used as a weapon on the bus is prohibited by State Law.
- Quiet and appropriate conversation is encouraged. Do not distract the driver by loud talk or shouting.
- Students and their parents will be held responsible for malicious damage to the bus.
- Students and parents are invited to discuss any bus problems with the school principal.

Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

Listed below is the process and progression that is followed relative to bus referrals.

- a. 1<sup>st</sup> referral –notice to student and parent
- b. 2<sup>nd</sup> referral –five school days suspension from bus
- c. 3<sup>rd</sup> referral –ten school days suspension from bus
- d. 4<sup>th</sup> referral –suspension until school administrators and parents meet for final disposition of case.

e. Suspension any time at the discretion of the Principal

\*\*\* Suspension means the student has temporarily lost their bus privileges and must be driven to school by someone. If a student loses the bus privilege, he/she will be allowed to ride home that day only. Students who lose bus privileges are still required to attend school. It is the responsibility of the parents to see that the students are in school. Administrators will assure that parents are notified before transportation privileges are suspended and that due process is followed in each case.

ONLY authorized students may ride the bus; an authorized student is one whose name is on the list for the bus route or who has obtained special permission to ride that bus.

The regulations and code of behavior are in effect for all students riding buses of the Chaplin Public Schools to and from the Chaplin schools and all other schools to which the Chaplin Board of Education provides school bus transportation.



### **SCHOOL LUNCH PRICES AND PAYMENT PROCEDURES**

Lunch is available in the cafeteria on a daily basis for all students. Prices are:

Student Lunch \$2.75 per day (increase to \$3.00 as of October 1, 2019)

Student Milk .50 per day

Breakfast \$1.50 per day

The CES Nutrition program is run by the school system. Each student in the school is given a swipe card with their unique account information for cafeteria use. If you choose to purchase school lunch, please send payments in an envelope with the student's name and class. The money is then added to the student's account. When the student purchases lunch or a snack and uses his/her Swipe Card, the cost of the purchase is deducted from the account. Also, the parent portal, a function of our district data base system – Power School – will be available to you to monitor your account and keep it current.

Important: The cafeteria staff cannot monitor how your child spends the money in their account. Therefore, it is imperative that you make sure that your child understands your wishes in regard to the purchase of lunch and snack. There will be an accurate daily accounting of how dollars are spent in each account should there be any need to check on expenditures or deposits. The breakfast program is available for all children. Please be aware that students bring this breakfast to the classroom and do not have a designated "breakfast time." Menus go home monthly.

*FREE/REDUCED LUNCH Applications are sent home at the beginning of the school year and are available in the school nurse's office all year. The application can also be found on the school web site.*

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

### **AUTOMATED PHONE MESSAGING SYSTEM**

The Chaplin Elementary School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed.

## **AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 provides that individuals with disabilities are provided a free and appropriate education and are not discriminated against in employment.



It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

ensures support for individuals with disabilities. appropriate education (FAPE), and are not discriminated against in employment.

appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

### **BULLYING**

Bullying of a student by another student is prohibited. Such behavior is 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 school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:



- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such students,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students

within school or out of school (“cyberbullying”)

7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

Student who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victims,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal and/or anonymous complaints.) The complaint procedure is also posted on the District’s website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

### **CYBER BULLYING**

The District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District’s acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process such that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be volatile of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

### **POSITIVE AND SAFE SCHOOL CLIMATE**



Soaring Eagles at Chaplin Elementary School know and understand the formula for success. Respect + Responsibility + Ready-to-Learn + Re-thinking = Success. Positivity is taught throughout the school as we students learn to take care of themselves, each other, and our school. Teachers will conduct activities every month that build upon each other to build student leadership and empathy for their peers and others in our community. Students will receive praise from the staff and each other as they display the behaviors that make

CES a place that your child(ren) want to be. Students will receive “Soaring Eagles” tickets throughout the weeks of every month. Students will then be randomly selected to a “Soaring Eagle of the Week.”

### **APPROPRIATE DRESS**

There are three basic rules:

1. Students should refrain from wearing any item that may distract from the educational process through style or inappropriate printed messages.
  2. Headwear (hats/hoods, etc.) is not permitted during the school day.
  3. Any shoes that lack a back or back-strap are not permitted at school for safety reasons.
- Parents will be notified of any problems that might occur.

## **CONDUCT**

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending school regularly and on time.
2. Being prepared for each class
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Chaplin Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason, the Board prohibits student possession and/or use of weapons, other dangerous instruments, or facsimile of a weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Please be mindful that sometimes young children do not understand the implications of bringing such items to school because they just want to show them (i.e. the Boy Scout knife) to friends. Having a conversation at the beginning of the school year helps to deliver this message and can help prevent any mistakes from occurring.

Possession and/or use of any such weapon or dangerous instrument by a student in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is grounds for disciplinary action.

## **DISCIPLINE**

A student who violates the district's code of conduct shall be subject to disciplinary action. The Chaplin Public Schools disciplinary actions follow a "restorative justice" approach to ensure that the victim is the priority by listening and responding to the needs in the moment. Following the investigation, all attempts will be made to mediate the students in order for there to be an opportunity for learning, growth, and community building by helping the misbehaving student to deal with the harm they have caused their peers and school community. The goal is encourage accountability and responsibility before reintegrating the harmer into the community as a valuable, contributing member. However, there may be times that call for the use of one or more discipline management techniques, such as detention, in school suspension, out of school suspension, or expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. To prevent a student from injuring themselves or others, physical restraint may be used. It may be carried out by the Teacher or Principal when deemed necessary.

## **SUSPENSION**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days. However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

The Chaplin Board of Education expects specifically that students will conform to high-quality standards of speech and conduct; will refrain from violating or impairing the rights of others; and not engage in conduct that deprives other students of an orderly atmosphere for study. The Board expects students to be appreciative of the opportunity for education offered to them and to regard as a privilege their attendance in Chaplin Elementary School.

### **CHILD ABUSE**

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

Posted in the office is the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students.

### **CHANNELS OF COMMUNICATIONS**

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

### **COMPUTER RESOURCES**



District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, My Space, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

### **ELECTRONIC DEVICES AND GAMES**

## **(RADIOS, CD PLAYERS, CELL-PHONES, ETC.)**

Students are not permitted to possess electronic devices unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action.

Students are solely responsible for any electronic device brought to school. Students should not leave them unattended. CES is not responsible for lost, damaged, or stolen devices.

The devices are not allowed in class, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as FERPA, are honored.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting.

## **EXTRACURRICULAR ACTIVITIES**

**Dances and Social Events-** School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.



**After School Clubs-** In order to be fair and have activities available for all students, permission enrollment slips will go home with students in advance of the Initial activity meeting. Due dates for return of the forms should be noted carefully as club enrollment is on a first come, first served basis. For subsequent clubs, those who have not already participated in an activity will be given a preference.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

Your child will have the opportunity to go on occasional educational field trips. It will be necessary for you to give your written permission for your child to go. A field trip permission slip is always sent to parent/guardian for his/her signature when a trip is planned.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**



Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A minimum of three crisis response drills will be held in addition to the fire drills. Such crisis response drill will be planned and conducted with the local first responders.

Students are expected to follow the direction of teachers or others in charge quickly.

Notification of a drill generally occurs on Twitter for parents. Please follow [KChavez@ChaplinElementa](https://twitter.com/KChavez@ChaplinElementa). The principal will post that a drill has occurred shortly after the completion of a drill.

## **STANDARDS ALIGNED GRADING**

Connecticut schools have adopted the Connecticut Core Standards in the curriculum areas of English Language Arts and Math. The standards define the knowledge and skills that are most critical for all students to master and state specifically what students should have mastered in each area by the end of the school year. Intermittent report cards are an indication of progress the child is making toward the end of the year expectation. Parent/Teacher conferences are vital for the parents/guardians to understand the progress being attained throughout the school year.

Report cards are issued to students three (3) times a year. Students are expected to deliver report cards to their parents. Report cards must be signed by the parents and returned to the school within 5 days.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

## **HEALTH SERVICES**

The (school health office) is designed to provide care to students who become ill or are injured while in school

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow -up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

## **ADMINISTRATION OF MEDICATION**

The (school health office) is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.



Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow -up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

**Administration of Medication-** Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified



medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physical are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

**Health Record-** School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

**Homebound-** Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

**Homeless Students-** Homeless students, are defined as "individuals who lack a fixed, regular and adequate night time residence." These students will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the school principal. Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

**Physical Examinations-** All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6. All students in grades K-6 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3 and grade 5. Postural screening will be conducted for all students in grades 5 and 6. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

**Immunizations-** All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.\* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. **For further information regarding immunizations contact the school nurse.**



## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents.

## **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school.

## **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, assistance with homework and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

## **MAGNET SCHOOLS**

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an interdistrict magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

## **PARENT CONFERENCES**

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.



## **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## **PARENT-TEACHER ORGANIZATIONS**

PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/Guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/Guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Kevin Chavez.

## **PHYSICAL EXERCISE**

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.



School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom during classroom learning as a form of discipline.

## **PROPERTY AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

## **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.



## **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Chaplin reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. School and class environments shall not be overly religious, and church-like scenery will be avoided;
2. Religious music shall not entirely dominate the selection of music; and
3. Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

## **SCHOOL SECURITY AND SAFETY**

Chaplin Elementary School has developed and implemented a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. CES, as required by law, has an established school security and safety committee which assists in the development and administration of the school's security and safety plan. CES will conduct a security and vulnerability assessment every two years.

CES will maintain and implement an emergency disaster preparedness and response plan ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

## **SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM**

Students in grades K-6 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

## **SEXUAL HARASSMENT**

The Chaplin School District wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, school psychologist, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator.

## **STUDENT RECORDS**

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a

dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Parents of a minor or of a student who is a dependent for tax purposes, and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student. The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents and teachers have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught: the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.



### **TESTING**

All students in grades 3 through 6 inclusive shall annually, in April or May, take a mastery examination in reading, language arts and mathematics. Students in grades 5 shall annually, in April or May take a statewide mastery examination in science. The mastery examination test is one of the measures to be used to determine if students have met the identified standards.

Students in all grades participate in NWEA assessments in both ELA and Math. These assessments are given three times during the school year (September, January, and May) in order to inform teachers as to where their students are in mastery of the standards for that particular grade. This progress monitoring aids teachers as they plan lessons and we determine if students are in need of Tier 2 and 3 intervention.

Teachers will also use curriculum based assessments to track student learning. Students may also have an array of performance tasks and written assessments throughout the school year.

### **TITLE I**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

### **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session may be considered "unexcused absences" in light of SBE guidelines.

## **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior on school busses and common areas at CES. The principal or his designee will review the tapes as necessary, and student misconduct will be documented. Discipline will be in accordance with the CES discipline policy. Any student, staff members, or visitor to CES is prohibited from tampering with or damaging the school's video surveillance equipment.

## **WITHDRAWAL FROM SCHOOL**

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

**For a complete view of Chaplin Elementary School Policies, please visit the school website <http://chaplinschool.org/> and click on the Board of Education tab. Then click "Board Policies"**

Our goal is to ensure that every student attends school regularly.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!!

### **Clearly going to school regularly matters!**

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact your child's school.

# CHAPLIN ELEMENTARY SCHOOL

## WE SOAR TO SUCCESS!

### HOME/SCHOOL COMPACT

*Chaplin Elementary School and the parents of the students agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Chaplin's and Connecticut's high standards.*

*This Home/School Compact is in effect during school year 2019-2020.*

#### **School Responsibilities**

##### **Chaplin Elementary School will:**

- 1. Provide high-quality curriculum and effective instruction in a supportive learning environment that enables participating children to meet Connecticut's Core Standards as follows:**
  - Through district support, the instructional focus of CES is to accelerate the academic achievement of all students by implementing rigorous curricula aimed at ensuring that all students are provided effective teaching, high-quality instructional material, literacy-rich learning environments, and additional time and support to reach academic standards.
  - Teachers and administrators meet regularly to learn about research-based instructional practices. We learn through discussions, observations of practice, feedback, monitoring, and action research.
  - All students will receive instruction at their appropriate level through tiered learning with students beginning in Tier 1.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
  - Parent conference will be held upon parent request.
  - Teachers will schedule a conference based upon student's individual need.
  - Parent/Teacher Conferences will be scheduled following the first and second report cards.
- 3. Provide parents with frequent reports on their child's progress.**
  - Report cards are issued three times a year at approximately eleven-week intervals.
  - Assessment grade reports will be distributed to students.
  - All teachers will use "(electronic) Grade Book"/portfolio in order for parents to monitor progress of the students on a regular basis.
- 4. Provide parents reasonable access to staff.**
  - Parents can access the CES website ( <http://chaplinschool.org> ) to learn about activities taking place at school.
  - Parents may reach CES staff through voice-mail, written note, email, or phone call.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
  - There are many opportunities for parents to volunteer and participate in their child's education, (for example, the CES PTO, special events, fundraising events, Fathers' Club, and agreed upon classroom volunteers). Parents must arrange 24 hours in advance with individual teachers for classroom visits.
  - Parents can volunteer as readers, tutors, and chaperones at school events.
  - Parents can attend Shadow a Student Day.



## **Parent Responsibilities**

**We, as parents, will support our child's learning by:**

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring my child's activity (including but not limited to: social media, television watching, and recreational and computer/video gaming).
- Volunteering at CES, if possible.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, email or US mail and responding as appropriate.
- Serving, to the extent possible, on the PTO, Fathers' Club, or other school advisory groups.

## **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement of Brooklyn's high standards. I will:**

- Give my personal best effort in all I do.
- Act Responsibly by: Making the most of my education. Doing my homework every day and ask for help when I need it. Giving to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.
- Read every day outside of school time.
- Show Respect to all people I come in contact with throughout the school day.

# **CHAPLIN ELEMENTARY SCHOOL**

## **WE SOAR TO SUCCESS!**

### **PARENT INVOLVEMENT PLAN**

I. Chaplin Elementary School will have annual meetings with the school PTO sub-committee to review the Parent Involvement Plan. The sub-committee will include parents from all grade levels.

II. Chaplin Elementary School will plan and implement parent involvement activities.

III. Chaplin Elementary School will keep the school website updated with important parent involvement issues. There are links for parents to access important information relevant to their child's education. Meeting notices will be posted on the CES website.

IV. Chaplin Elementary School will hold an Annual Back-to-School Night (open house) at the beginning of each school year. This will give parents and family members an opportunity to visit the school and meet their child's teacher and principal as well as learn about the curriculum for the school year.

VI. Chaplin Elementary School will hold Parent-Teacher Conferences twice per year. If possible, we will have flexible times for the conferences to give all parents and family members an opportunity to attend. The conferences will be held at the end of the first and second trimesters.

VII. Several activities will be put in place at Chaplin Elementary School.

- Discussions for parents to learn more about curriculum.
- PBIS activities to promote academic improvement, good discipline, and increased attendance by all students.
- Other activities such as Family Literacy Night, Family Math Night, STEAM Night, Field Day, and Interpreting Test Scores for Parents are good examples.

VIII. We will keep parents informed of various issues including:

- Parent Involvement Plan
- Board and school policies
- Calendar of events for the district and our school.

IX. Chaplin Elementary School will provide a number of meetings/Principal's Coffee to allow for parent involvement. Topics covered during the meetings may include:

- Improving communication between the school and home
- Discussing current student assessment data and student progress
- Providing information about school and district resources for student academic improvement
- Evaluating the effectiveness of the school's parent involvement plan to foster parent participation
- Providing training programs to help parents support and work with their children at home and at school
- Valuing cultural diversity

X. Parents are notified annually of individual student assessment by the classroom teachers.

XI. During parent meetings, parents will be given the opportunity to make suggestions. Responses to their suggestions will be reviewed in a timely fashion. Topics that are appropriate to school subcommittees will be placed on the agenda for the next regularly scheduled meeting by the school administration.

Dear Parents and Students of Chaplin Elementary School:

The members of the Board of Education are your representatives elected to oversee the education of all Chaplin's children from pre- kindergarten through grade 6. We are committed to providing the best education possible by setting the annual budget, making policy, and giving direction to the administration.

The Board of Education should be a reflection of a community's values and needs. We therefore urge parents to become acquainted with the Board and attend Board meetings. We value your comments. Together, along with the school staff, we can continue to make Chaplin Elementary School a place of which we are proud.

The Board of Education

**BINDING STATEMENT  
STUDENT CODE OF CONDUCT  
DIRECTORY INFORMATION**

*I understand and consent to the responsibilities outlined in the Chaplin School district's Student Code of Conduct. I also understand and agree that my child, \_\_\_\_\_, shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at Chaplin Elementary School and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including suspension, expulsion and referral for criminal prosecution for violations of law.*

*Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the district to anyone who requests it unless I object to the release of any or all of this information within ten (10) school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.*

*CES will release to the PTO the student names, addresses, parent telephone numbers and email addresses (unless CES is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTO for its own school activities or school business.*

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# Chaplin Elementary School P.T.O

CES P.T.O is a non-profit organization whose membership includes all staff, parents, and legal guardians of students attending Chaplin Elementary School.

The mission of the CES P.T.O. is to sponsor assistance to the students and staff in classroom settings, to raise funds for supplemental educational materials and experiences i.e helping with the schools no child left behind policy, enhance school and family community interactions and provides a non-biased forum for discussing information that impacts Chaplin Elementary School students. It is our belief that the team effort of the parent-teacher organization encourages the best possible learning environment for the children of Chaplin Elementary School.

Staple events that the P.T.O puts on and/or assist with are including but not limited to:

- Booklet Fundraisers
- Art to Remember
- Book Fairs
- Craft Fair/ Breakfast with Santa
- Spaghetti Dinner/ Silent Auction
- Raffles
- Plant Sale
- 5K Fun Run
- Mini Mudder
- Movies Nights
- Easter Egg Hunt

The CES P.T.O holds regularly scheduled meetings the first wednesday of every month and can be contacted at [chaplinpto@gmail.com](mailto:chaplinpto@gmail.com)



## Chaplin Elementary School

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Mr. Kevin J. Chavez

<http://chaplinschool.org>

240 Palmer Road  
Chaplin, CT 06235  
Phone: 860-455-9593  
Fax: 860-455-0742

8/01/2019

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Chaplin Elementary School has made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency.

1. Do not come to the school or telephone the school. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn on your radio for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is affected, information will be relayed via Blackboard Connect which will send information to your cell/smart phone and email. In addition, information regarding day-to-day school operations will be available by calling the District Office.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion locations on the school campus or elsewhere if necessary. Please be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help reduce concern during emergencies.

Sincerely,

A handwritten signature in blue ink that reads "Kevin J Chavez". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kevin J Chavez

Principal

Chaplin Elementary School