

Cornwall Consolidated School Parent and Student Handbook

REGIONAL SCHOOL DISTRICT ONE

Regional School District One is organized on a grade Pre-K-8, grade 9-12 basis. The Region is comprised of the towns of Canaan (Falls Village), Cornwall, Kent, North Canaan, Salisbury, and Sharon. Each of the towns has its own Board of Education which sets policy for the elementary school. There is also a Region One Board of Education which sets policy for Housatonic Valley Regional High School. The Region One Board is comprised of one representative from each local Board of Education.

Each of the six towns comprising the Region is served by the same Superintendent of Schools, Assistant Superintendent, Business Manager, Director of Pupil Services, Special Education Supervisor and a staff of special education teachers, psychologists, speech therapists, counselors, and paraprofessionals. The Superintendent of Schools and her staff are located adjacent to HVRHS and may be reached by telephoning 860-824-0855. The Director of Pupil Services is located in HVRHS and can be contacted at 860-824-5639. Cornwall Consolidated School is responsible for the equal education opportunities, rights, and plans, programs and services for students with disabilities under Section 504 of the Federal Rehabilitation and Americans with Disabilities Act and, under the Individuals with Disabilities Education Act. Should you have questions or concerns in this regard, please contact our school's 504 Coordinator or the Director of Pupil Services (Carl Gross, 860-824-5639).

CENTRAL OFFICE STAFF

Lisa Carter, Interim Superintendent

Jody Pegorari, Secretary, Special Education

Jill Pace, Interim Assistant Superintendent

Tina Bunce, Secretary

Samuel J. Herrick, Business Manager

Michelle Curtis, Secretary

Carl Gross, Pupil Services Director

Christine Olowina, Payroll/Benefits Coordinator

Martha Schwaikert, Special Education Supervisor

Toni Ramcharran, Secretary

Scott Fellows Interim Assistant Superintendent

CORNWALL CONSOLIDATED SCHOOL

~ FACULTY AND STAFF ~

Administrative Assistant: Patricia Rovezzi
Art: Christina Hanley
Board Clerk: Annie Kosciusko
Custodian: Tom Brown
Education Paraprofessional: Brigitte Schmidt-Geyselaers
Education Paraprofessional: Patricia Collins
English Language Arts (Grades 5-8): Zachary Hebert
Grade 1/2: Kristi Pramuka
Grade 1/2: Taylor Hurley
Grades 3/4: Cathy Binkowski
Grades 3/4: Victoria Nelson
Guidance Counselor: Brittany Perrone
Head Custodian: Peter Selino, III
Kindergarten: Candise Carlson
Library Paraprofessional: Laura Munson
Math (Gr. 5-8): Danielle Krueger
Music: Alicia Simonetti-Shpur
Nurse: Clare Rashkoff

Physical Education & Health: Aaron Boucher
Principal: Mary Kay Ravenola
School Psychologist: Carol Lindstrom
Science (Gr. 5-8): Kathy West
Social Studies (Grades 5-8:) William Vincent
Spanish: Jane Hanley
Special Education: Susan Hatcher
Speech Language Pathologist: Jandi Hanna
Technology: Victoria Nelson
Title One Reading: Jennifer Hill

SCHOOL DAY

The school day is scheduled from 8:25 a.m. to 3:00 p.m. The school will open to students each morning at 7:45 a.m. Supervision will begin at that time. Parents should not drop off their children before 7:45 a.m. Children should be picked up at 3:00 p.m.

ABSENCES

All parents are required to notify the school of their child’s absence or tardiness. This will allow us to ensure that all students who start for school arrive here. The telephone number to report absences is 672-2939. Please call by 8:00 a.m.

TARDINESS

Arrival after 8:25 a.m. is considered tardy. All students arriving after 8:25 a.m. must report to the main office for a hall pass to their class. Students should make every attempt to arrive at school on time. If tardiness persists, the student and his/her parents will be notified by letter and may be asked to come to school for a conference with the principal to discuss ways to achieve punctual attendance.

TRUANCY

Regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually tardy, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address problems. Each of a student's first nine absences of a school year will be considered "excused" as long as parents notify the school of the reason for the absence. For the 10th absence and all subsequent absences to be considered "excused," for purposes of our record-keeping and reporting to the state on truancy, the following reasons are acceptable:

- student illness verified by a licensed medical professional (regardless of length of absence)
- observance of a religious holiday
- death in the family
- mandated court appearance
- extraordinary educational opportunity pre-approved by the school district

If your student approaches a tenth absence, please keep these changes in mind and call if you have questions. The practices described above are in accordance with Connecticut Board of Education policy.

HEALTH SERVICES

Parents should alert the school if there is any change in their child's medical status. This is especially important if the student is taking medication, has difficulty or problems with vision or hearing, or if the child has contracted a communicable disease.

State mandated school physicals are required for students entering kindergarten and during the sixth grade year. Sports physicals are required for middle school students if they are participating in an interscholastic sport. No student will be allowed to participate in interscholastic practices or games until the physical form is on file in the health office.

IMMUNIZATION REQUIREMENTS:

Kindergarten entry:

- DTP/DtaP (diphtheria, tetanus, polio): At least four doses, the last one must be given on or after the 4th birthday
- IPV/OPV (polio): At least three doses, the last one must be given on or after the 4th birthday
- MMR (measles, mumps, rubella): Two doses, separated by at least 28 days, 1st dose after the 1st birthday
- HIB (Hemophilus influenza type B): One dose on or after the 1st birthday for children less than 5 years old
- HEPATITIS B: Three doses, last dose on or after 24 weeks of age
- VARICELLA: Two doses separated by at least three months, 1st dose on or after 1st birthday or verification of disease
- HEPATITIS A: Two doses given six calendar months apart, 1st dose on or after 1st birthday
- PNEUMOCOCCAL: One dose on or after the 1st birthday for children less than 5 years old

Seventh Grade entry: as above and

- Tdap/Td: One dose
- MENINGOCOCCAL: One dose

Medications (prescription or over-the-counter) cannot be administered to any student until the forms required by law are completed by the parent and doctor. Medications must be delivered in their original container to the school by the parent/guardian. Medication release forms are available from the health office. Permission form from the parent for Acetaminophen and Ibuprofen as well as other products used in the health office under the direction of the school medical advisor is sent home at the beginning of the school year. All over the counter medications with the exception of Acetaminophen and Ibuprofen require parent and doctor written approval.

According to our Health Policy, a child may be sent home for the following reason(s):

- Temperature above 99.4
- Severe sore throat
- Symptoms of communicable disease
- Active infestation of head lice
- Vomiting and or diarrhea

If a child becomes ill during the school day, the school nurse will call home and ask that the child be taken home. If the parent is unavailable, the emergency contacts supplied by the parent will be called.

A student who has had a temperature, vomiting or diarrhea must remain at home at least twenty-four hours after the symptoms have subsided before returning to school. Frequently children attend school with a severe cold, sore throat or constant cough. Your child will recover more quickly if he/she is kept at home for a day or two. In addition, the cold or other illness will not be spread throughout the class.

SCHOOL BUS SAFETY

Cornwall provides bus transportation for students who live within the town of Cornwall. Conduct while on a bus must not annoy other riders or create a safety hazard. Misbehavior on a bus will result in losing transportation privileges. The following rules and procedures should be adhered to at all times:

1. Leave home early enough to arrive at the bus stop on time.
2. Wait for the bus in a safe place - well off the roadway.
3. Enter and exit the bus in an orderly manner.
4. Remain seated while the bus is in motion.
5. Follow the instructions of the bus driver.
6. Keep hands, arms and other body parts inside the bus.
7. Keep the bus aisles clear at all times. Put books or bundles where they will not slide or fall. Keep feet and legs out of the aisles.
8. Keep conversations in normal tones of voice. A sudden scream or yell is especially dangerous.
9. Get permission before opening windows and do not lean against them. Often windows are built to pop out under pressure in case of accidents.
10. Try to find other means of transport for big or large bulky items. Pets do not belong on buses.
11. Save snacks and homework for later. Sudden stops can cause choking if eating a snack or send a pencil/object into another rider which may cause injury.
12. Do not distract the driver by crowding, pushing or throwing objects either in or from the bus.
13. Maintain an attitude of helpfulness and cooperation.
14. Remember rules governing behavior in school apply while on the bus as well.
15. Snowboards/skis are not allowed on the school buses due to safety reasons. (However, transportation for the equipment for the ski programs from school to/from Mohawk will be provided.) Large plastic sleds are prohibited.
16. Be alert to traffic when leaving the bus.
17. Personal technology (cell phones, music players, etc.) may be used with driver permission. Phone calls, taking photos, and sharing devices is not allowed. No music that is audible to others is allowed.

Some buses are equipped with video cameras; video recordings may be used for disciplinary purposes.

High school students will be subject to all school rules while they are waiting for the elementary students to be dismissed and when they are riding buses with elementary students.

Concerns about behavior on the bus will be investigated by the principal. If there should be an infraction of the rules the following steps will be taken:

1. The driver will stop the bus and warn the offenders.
2. If the misconduct does not stop the driver will report the names of the offenders in writing to the principal who will conduct an informal investigation and then inform the parent(s).
3. If the misbehavior continues or a pattern of misbehavior develops, the principal will remove the student's bus-riding privileges for a time, based upon the severity of the infraction(s) and past records of misconduct. Parents will be informed of the suspension in writing.
4. If a more formal hearing is warranted it will take place within a reasonable time for accommodation of schedules (NOT more than a day from notification). Suspension of privileges will be enforced after this time limit.
5. The student and his/her parent(s) will be responsible for transportation to and from school during the period of suspension.

Note: Bus drivers will not drop off any kindergarten student if a parent or designated adult is not visible to the driver. If there is an unexpected change in drop-off routine for any student (e.g. a different adult greeting a student), the driver may radio the school from the road so that the school can call parents to confirm.

STUDENT CONDUCT

Philosophy:

Students are expected to behave as responsible citizens of the Cornwall Consolidated School community. For this to become a reality, the combined efforts of students, parents, and school personnel are necessary. The behavioral expectations are based on four simple principles. Our students should:

1. Respect people and property.
2. Be prepared for class.
3. Maintain a positive attitude.
4. Follow directions.

General School Rules:

Each individual class will develop its own rules and consequences which specifically relate to that class, its teacher, students and subject matter.

1. The student will show respect and obey all teachers and staff members.
2. The student will be polite and thoughtful towards his/her peers and teachers.
3. The student will come to all classes with required texts, notebooks, completed homework, writing instruments and any other materials required by the teacher.
4. The student will protect and respect school property, materials and equipment. Students will be responsible for replacing lost or damaged materials.
5. The student will wear appropriate clothing. Clothing which causes disruption to the school environment is not permitted. **(Please note Dress Guidelines below.)*
6. The student will always act in an orderly and safe manner. The student will keep his/her hands and feet to him/herself. The student will refrain from inappropriate behavior.
7. The student will work quietly during independent study, taking care not to distract others.
8. The student is forbidden to bring skateboards, Heelys, scooters, ect.
9. Electronics such as game players, ipods, cameras and cell phones may not be used or out during school, except with specific permission from a teacher. Devices that are being used inappropriately will be confiscated and given to the principal; this includes audio and video recordings, which may only be made with explicit permission of the supervising teacher. The first time, the device will be returned to the student at the end of the day; the second time, the device will be returned to parents; the third time, the student will not be allowed to bring a device to school for the remainder of the trimester.
10. The student will work to maintain a safe environment.
 - a. No illegal items will be brought to school such as guns, knives, alcohol, cigarettes, matches, or drugs.
 - b. No backpacks are allowed in hallways and classrooms once classes begin.
 - c. No gum chewing in school or on school grounds.
 - d. No food is allowed near computer equipment.
11. The student will refrain from the use of profanity and obscene language.
12. No food or drink in gymnasium.

****Dress Guidelines: Apply to all grades.***

Preamble: Modest clothing does not distract from or interfere with the educational process. Students wearing questionable apparel will be referred to the principal. The principal will make decisions concerning the appropriateness

of dress based on the following guidelines. Consequences may include a verbal warning to students and/or call to the parents to request that a change of clothes be brought to school. If parents are unavailable clothes will be provided.

1. Shirts should be long enough so that no midriff will show and no backside will be exposed when sitting.
2. Tube, halter, backless tops, spaghetti straps, and muscle shirts are allowed only with another shirt over or under them. Spaghetti straps may be worn at formal occasions such as concerts and graduations.
3. Students shall not wear clothing that contains messages that are vulgar, offensive, obscene, or promote alcohol, tobacco, drug use or violence.
4. No visible undergarments.
5. No see-through garments.
6. No hats or hoods are to be worn in the school building. Outdoor apparel must not be worn inside the school.
7. Short skirts/dresses are acceptable when shorts are worn underneath.
8. Sharp or spiked jewelry belts or accessories may not be worn.

Field Trip Expectations:

1. The student must hand in a signed permission slip by the date requested.
2. If no permission slip is received the student is not allowed to attend field trip.
3. The student is still expected to attend school and appropriate work will be given.
4. Eighth grade class trip: because of the significance of behavioral expectations in Washington DC, students may lose the privilege of attending the trip based on in-school behavior.

Hallway Expectations:

1. The student will walk quietly in the hallways at all times.
2. The student will go quickly and quietly to his/her locker so as not to disturb other students.
3. The student will always act in an orderly and safe manner. The student will keep his/her hands and feet to him/herself.
4. The student will refrain from inappropriate behavior and language.
5. The student will show respect for the personal property of others.
6. The student may not eat in the hallways.

Locker Expectations:

1. Lockers will be assigned at the beginning of the year.
2. Students may not share or switch lockers without permission.

3. The upkeep and cleanliness of the lock and locker is the responsibility of the assigned student who is also financially responsible for any damage.
4. Unauthorized locks will be removed.
5. Lockers remain the property of the school and are subject to inspection at any time.
6. Students may only use their lockers at designated times during the day.

Playground/Recess Expectations:

1. The student will stay within the designated areas. He/she must obtain permission from a supervisor before entering the school from the playground except in an emergency.
2. The student will play in a safe and orderly manner.
 - a. No body contact sports will be played.
 - b. No hardballs.
 - c. No kickball on the blacktop adjoining the building.
 - d. No snowball making or throwing.
 - e. No use of bats except in specific batting areas.
 - f. No skateboards, roller blades or Heelys.
 - g. No improper use of playground equipment.
 - h. No throwing any dangerous objects such as stones, sticks, etc.
3. The student is expected to be respectful and obey all supervisors.
4. The student will not walk on walls or garden areas adjoining the school.
5. The student will not use offensive language.
6. The student will show good sportsmanship. There is to be no fighting or pushing.
7. The student will dispose of all food and wrappers in proper receptacles.

Assembly Expectations:

1. The student will enter and leave gym in an orderly and quiet manner.
2. The student will remain in his/her assigned area.
3. The student will respond in a positive and appropriate manner.

HAZING - BULLYING (Policy #5131.2)

The Board of Education promotes a secure and happy school climate, conducive to learning, that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

“Bullying” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that: 1. causes physical or emotional harm to such student or damage to such student’s property; 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property; 3. creates a hostile environment at school for such student; 4. infringes on the rights of such student at school; or 5. substantially disrupts the education process or the orderly operation of a school. B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district-sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the school and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

HAZING – BULLYING (Policy #5131.92)

The District’s program:

1. Permits anonymous reports of bullying by students and written reports of suspected bullying by parents or guardians;
2. Requires teachers and other school staff to notify school administrators in writing of bullying acts they witness and students’ reports they receive;

3. Requires school administrators to investigate parents' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
4. Requires the school to maintain a publicly available list of the number of verified bullying acts that occurred there, report such number to the Department of Education annually and in such manner as prescribed by the Commissioner of Education;
5. Requires the school to have prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
6. Requires the school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the school's response and any consequences that may result from further acts of bullying;
7. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
8. Requires students to be notified annually of the process by which they may make reports of bullying;
9. Requires the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint;
10. As required, but not later than February 1, 2009, submit this policy to the Department of Education for its review, analysis, and cooperative assistance; and
11. Inclusion in the District's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The principal of the school or his/her designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged. The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

Prevention and Intervention Strategy

1. Implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.

3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents, and school staff, and interventions with the bullied child, parents; and the school staff.
8. School-wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

The building principal shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the building principal.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by state or federal law.

Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160.

PA 06-115 An Act Concerning Bullying Policies in School and Notices Sent to Parents or Legal Guardians.

INTERNET PROCEDURES AND STANDARDS (Policy #5131.3)

The Cornwall Board of Education seeks to create high standards pertaining to Internet use during school hours. Hence, the Board recognizes that the use of commercial Internet services and the Internet is a privilege and not a right. To ensure the most acceptable standards will be invoked, supervising teachers will monitor Internet use, implement

screening software to filter Internet content and provide for security of minors as per our procedures. Also, it is determined that students will follow the Code of Responsible Computer Use and security measures in our procedures. This policy carries with it the acknowledgement that the supervising teacher holds the responsibility to determine whether violations of established Procedures, Network Etiquette, Code of Responsible Computer Use and Rules for Internet Personal Safety have occurred. If a violation has been determined, the supervising teacher may cancel the student privilege of Internet use. We will comply with the law as referenced in The Children's Internet Protection Act (CIPA) as part of the Consolidated Appropriations Act, 2001.

Procedure:

1. Each student must have on file at his/her school a **Technology Use Agreement**.
2. The student will show evidence of the academic need for Internet services.
3. The student will receive permission from any teacher or staff member to use the system.
4. The students log on themselves, but need permission and adult supervision.
5. The student will conduct his/her search under the supervision of the teacher, or teacher assistant. Random searching is not allowed. Accessing websites without prior teacher permission will result in loss of computer privileges or more serious consequences.
6. Students will log off the network after use.
7. Student accounts may be opened by a school principal or designee. This right will be exercised judiciously.

Network Etiquette:

Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. All messages must be in good taste using highest level decorum.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. **Illegal activities are strictly forbidden.**
3. Do not reveal anyone's personal address or phone number.
4. Access to personal email is only with teacher permission and supervision and must be for academic purposes. Note that email is not guaranteed to be private. People who operate the system do have access. Messages relating to illegal activities will be reported to authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property.
7. Do not use credit cards or social security numbers.

CODE OF RESPONSIBLE COMPUTER USE:

1. **Respect for Privacy:** I will respect others' right to privacy. I will only access, examine or use individual, organization or company information on the computer or through telecommunication if I have permission of the individual, organization or company owning the information.
2. **Respect for Property:** I will respect the property of others. I will make changes to or delete computer programs, files or information that belong to others only if I have been given permission to do so by the person, organization or company who owns the program, file or information.
3. **Respect for Ownership:** I will respect others' rights to ownership of their work. I will use only computer software, files, or information which I own or which I have been given permission to use. I will use only software programs which have been paid for or are in the public domain. I will make only those copies of computer files and information that I own or have written. I will sell only those computer programs which I have written or have been authorized to sell by the author. I will pay the developer or publishers for any shareware programs I decide to use. I will properly cite and credit all sources used in my work. Plagiarism is illegal and will result in loss of computer privileges and/or more serious consequences.
4. **Respect for Others and the Law:** I will use only computers, software, and related technologies for purposes that are beneficial to others, that are not harmful to property (physical, financial, or otherwise) of others and that are within the law.

RULES FOR INTERNET PERSONAL SAFETY

1. Personal information such as addresses and telephone numbers should remain confidential on the system. Students should never reveal such information without the permission of their teacher or another responsible adult. Students should not make appointments to meet people in person.
2. Students should notify their teachers or another responsible adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

VIOLATIONS OF ANY OF THE CONDITIONS OF USE MAY BE CAUSE FOR DISCIPLINARY ACTION

MEDIA ACCESS TO STUDENTS (Policy #1112.5)

The Board recognizes the important role the media serves in reporting information about the district's program, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students.

The building principal shall be authorized to grant permission and set parameters for media access to students in the school. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board Policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not open to the general public.

Media representatives wishing to photograph or identify particular students, at events not open to the general public, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events may be published.

Parents who do not want their student interviewed, photographed or videotaped by media shall inform the school principal accordingly.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

NO CHILD LEFT BEHIND

Parents have a right to request information concerning teacher and paraprofessional qualifications.

As a parent of a student enrolled in *Cornwall Consolidated* School, under the No Child Left Behind Act of 2001, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you wish to obtain this information, please contact Mr. Michael Croft, Principal, at (860) 672-6617.

STUDENT BEHAVIOR AND DISCIPLINE

For infractions of the rules, the following consequences may occur:

1. Verbal warning
2. Lunch detention- lunchtime apart from peers
3. Referral to principal
4. Parent contact
5. School chores
6. Loss of privileges
7. After-school detention
 - a. If a student skips a detention, that detention plus an additional one will be served.
 - b. Parents are responsible for the transportation of their child following detention.
8. In-school suspension
9. Out-of-school suspension
10. School expulsion

Parents will be notified of all after-school detentions and suspensions.

Video surveillance footage may be used by the principal or his/her designee as part of a disciplinary investigation.

STANDARD GOVERNING SUSPENSION AND EXPULSION, (Policy #5114, Section III)

The following conduct shall be considered cause for suspension or expulsion:

1. Conduct causing a threat of injury to the student or others;
2. Use of physical force against another person that is not reasonably necessary for self-defense;
3. Fighting;
4. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or coercion.
5. Willfully causing, or attempting to cause, damage to school property;
6. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
7. Intentional incitement that results in an unauthorized occupation of any part of a school or other facility owned by any school district;
8. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
9. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
10. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
11. Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument;
12. Possession of a facsimile of any firearm or knife;
13. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
14. Possessing or consuming tobacco products;
15. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
16. Intentional and successful incitement of truancy by other students;
17. Violation of any federal or state law that would indicate that the violator presents a danger to any person in the school community or to school property;
18. Violation of any other Board policy or rule dealing with student conduct, including that dealing with conduct on school buses, and;
19. Other serious misconduct determined by the school principal.

LEAVING SCHOOL DURING THE DAY

It is the policy of the Board of Education to regard the hours at school to be of such importance to the education of each child that these should not be interrupted unnecessarily. However, if release time is necessary, parents must notify the school in writing of the time of pick-up and the name of the individual who will pick up the child.

Pupils to be released prior to 2:55 p.m. should report to the main office at the appointed time so that they can sign out and dismissal can be monitored. Students are responsible for making up all work missed.

DISMISSAL PROCEDURE/EARLY DISMISSAL

Parents should send a note in at the beginning of the year to notify the school if their child(ren) will not be taking their assigned bus home. If their normal dismissal is to change you must send in a note stating that change. All notes must be handed in to the homeroom teacher.

Students being picked up by a parent will report to the front entrance hallway. Parents, guardians, or other authorized individuals can pick up the child (children) up at 2:55 p.m. Students are not allowed to wait outside or to be dismissed to the parking lot. Parents must use the parking lot when picking up children.

Early Dismissal Procedure:

- All student(s) will be called to the office at their designated time of dismissal.
- Last minute phone calls will not be accepted, except in the case of an emergency.
- All students must be SIGNED OUT in the office by their parent or designated adult.

Scheduled early dismissal days happen throughout the year. School will be dismissed at 1:00 p.m. Students should bring their lunches as usual.

BUS SLIPS/CHILD CARE ARRANGEMENTS/PICK-UPS

Parents please send a note if your child will not be taking their “assigned” bus home. All notes must be handed into the homeroom teacher. If you are coming in late for school and have a note for after school arrangements, please hand the note in at the office when you are signing in.

Parental permission is required for any changes in after school arrangements. If there is no parental permission for a change, the child will be sent home as usual.

AFTERNOON BUS DROP OFF

No student younger than first grade will be dropped off without a parent or designated adult visible to the bus driver.

SCHOOL CANCELLATIONS

You should receive a telephone call from our automated system when school is canceled or there is a delayed opening. Announcements will also be broadcast over the following radio stations: WTIC, WQQQ, WZBG Litchfield (97.3), WHCD (91.9) Sharon, and the following TV stations: WVIT (TV 30), WTNH (TV 8), WFSB (TV 3) and FOX (61). If you decide not to send your child, please call the bus company, All-Star Transportation directly at 860-435-0352 and also the school to report your child's absence.

DELAYED OPENINGS

All delays will be 90 minutes; school will begin at 8:25am.

EMERGENCY DISMISSAL

In the event of an emergency dismissal due to storms, heating difficulty in the building, etc., it is very important that parents inform their child(ren) where they're to go if parents are not home. Unless notified, students will be dropped off at their regular bus stops. The Information Sheet/Emergency Numbers will also be used in the event of illness if the parent cannot be reached. Two emergency numbers are mandatory.

LOST AND FOUND/CARE OF PROPERTY

Articles of clothing, books and personal items found on school grounds are placed in the office or the Lost and Found Box located by the elevator (PLEASE CHECK FREQUENTLY). Periodically, unclaimed items are displayed in the front hall of the school. If items are still not claimed, they are given away. In order to avoid loss of expensive items, parents should label all their children's personal items including lunch boxes, notebooks, and articles of clothing.

Students are expected to treat Cornwall Consolidated School as though it belongs to them, which in a sense it does. This applies not only to the building and grounds but also to all books and materials distributed to them. Pupils will be held responsible for the proper care of books, supplies and all equipment. The parents are financially responsible, by statute, for damage done by their children. The Board of Education will hold accountable any parent whose child has

been responsible for damage or loss of any school property. If, at the end of the year, damages to or loss of school property are not reimbursed or returned the student's report card will be withheld.

COMMUNICATION/CONCERNS AND COMPLAINTS

Parents are important members of the learning team. The degree to which you and your child's teachers are able to work in mutual respect and cooperation will be a big factor in determining your child's success at school. The following procedures should help you in getting answers to questions and concerns.

1. If you have a problem or hear something that concerns you, contact the teacher at school. Teachers value your input and are eager to listen to your concerns. Sometimes problems that could be easily solved are made worse by lack of information, rumor, gossip and hearsay. **The best place to get first-hand information is from the teacher.**
2. If, after trying to problem-solve with the teacher, you feel there is a lack of understanding or the problem persists, ask the principal's help as a facilitator in solving the problem. In the rare case that you are still unable to arrive at an understanding, complaints can be registered at the superintendent's office.
3. Teachers also need you to listen. If they see your child is having academic, social or emotional troubles they will be in touch immediately, and you can expect an honest and forthright attempt to communicate and find solutions together.

HONOR ROLL

Students in grades 5-8 may be recognized as an honor or high honor roll student at the conclusion of each marking period.

- Honor Roll: All middle school and unified arts classes will average B/3 level or above.
- High Honor Roll: All middle school and unified arts classes will average A/4 level.

PARENT CONFERENCES

Two sets of Parent-Teacher Conferences are scheduled. One in October and one in April. Additional conferences may be scheduled during the year at the request of either the parent or the teacher. Starting in the 2017-18 school year, CCS will be transitioning to student-involved conferences. **Please note that all conferences will be on half-days with dismissal at 1:00 p.m.**

HOMEWORK

Teachers will strive for a balance between the following types of assignments.

1. Practice – given to help students master specific skills and to reinforce material presented in class
2. Preparation – given to prepare students for upcoming lessons
3. Extension – given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.

- Time Guidelines – Grade by Grade

Kindergarten	10 minutes	Grade One	10 minutes
Grade Two	20 minutes	Grade Three	30 minutes
Grade Four	40 minutes	Grade Five	50 minutes
Grade Six	60 minutes	Grade Seven	70 minutes
Grade Eight	80 minutes		

- Students in compacted math classes will have a higher level of homework
- Kindergarten students are encouraged to develop the responsibility of bringing something home and returning it to school completed.
- Students who repeatedly do not complete homework assignments will be assigned to “working lunch” where they will have access to teacher help with homework during lunchtime.

ABSENCE AND MAKE-UP HOMEWORK

Middle school students are responsible for making up work in a reasonable amount of time when they are absent.

Generally, the number of days for make-ups is equal to the number of days absent. The student should discuss making up work from prolonged absences with teachers.

For parents and students who wish to find out what assignments have been missed, the first place to go is through our school website (cornwallconsolidated.com). Students should also contact a reliable friend for class notes and details. Then, if more explanation is needed, the students should ask their teacher for help.

In the case of family trips, while teachers can give some advance assignments, it is the middle school student’s responsibility to find out what happened while they were gone, collect all homework assignments, do any additional assignments and get the notes that were missed. Learning to take responsibility for one’s work is an important part of growing up and a vital skill.

ASSIGNMENT BOOKS

All students in grades five through eight are issued assignment books. The assignment book is a tool for helping students complete their homework. It is also designed to teach organization and study skills. The habits that students develop during their time at CCS will set the tone for their studies in future years. Therefore, the staff encourages all parents to check their children's assignment books regularly.

DANCES

1. All rules governing behavior in school apply at dances. All building use regulations must be adhered to as well.
2. All Cornwall students in grades seven and eight may attend Regional dances.
3. Students will stay within the areas set aside for the dance.
 - a. Children are not allowed behind the curtain or back stage.
 - b. Students are not allowed in any part of the building except in the gym, hallway outside the gym, and the restrooms. The only exceptions to this are students on clean-up and food committees when they are doing their assigned tasks.
4. Once in the building, students will remain inside.
5. Students should use school facilities and equipment in a reasonable and responsible manner.
6. Students should leave the school building and facilities in as good or better condition than they found them.
7. Permission must be granted by the chaperones for use of the school phone.
8. Students should make arrangements with their parents to be picked up promptly after the dance.
9. All Regional Dances are held between the hours of 7:00 p.m. and 9:30 p.m.

SPORTS

Students have an opportunity to compete in soccer, basketball, softball or baseball with students of the five other elementary schools in Region One. Participation in sports may be limited to students in seventh and eighth grade; sixth graders may be invited to play if there is space on the team.

When a student chooses to participate, parental support is important to make the program an educational experience. Students are expected to:

1. Hand in a signed permission slip to participate in an interscholastic sports program.
2. Have a health assessment on file in the health office prior to the first practice and within one year of the last scheduled game for the sport in which the student will be participating.
3. Attend all practices unless excused by the coach. If a student is absent because of illness on the day of a practice or game, he/she is not allowed to play.

4. Be responsible for having their school team uniform and proper footwear the day of a game.
5. Be responsible for all their academic work.
6. Be respectful of the referee, opposing team, and coach.
7. Represent Cornwall Consolidated School with pride.

Siblings of team members may not stay at practices and must be accompanied by an adult at all games. Siblings are not allowed to ride the sports bus to games. This is for the team players and coaches only. Parents are expected to make arrangements to have their children picked up promptly after practices and games.

Parents are encouraged to attend the games and lend their support. The success of any program has been the result of a tradition of playing hard and fair. Sportsmanship is paramount.

IN CASES OF ILLNESS, STUDENTS MUST BE IN ATTENDANCE FOR A HALF-DAY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES (DANCES, SPORTS, ETC.). STUDENTS WITH EXCUSED ABSENCES NOT DUE TO ILLNESS MAY PARTICIPATE IN EXTRACURRICULAR ACTIVITIES THAT DAY.

SPORTS/EXTRACURRICULAR ELIGIBILITY

It is believed that young adults learn valuable skills while playing a team sport, for example cooperation and communication skills. This educational opportunity is offered to students who maintain an acceptable level of academic and behavioral performance.

1. Students will lose the privilege of playing on a team or participating in an extracurricular activity if they are Not Yet Proficient in any subject at mid-term or on a report card. The student, principal, and coach/advisor will meet to determine conditions under which the student can regain eligibility. Possible conditions include attending homework club, making up missing assignments, retaking tests or quizzes to improve grades, reports of productivity during independent work periods and class periods, completing classwork and homework, and improvement of grades.
2. Students will maintain an acceptable behavior pattern during the sports season. This behavior will reflect the standards of the teachers and staff of Cornwall Consolidated School as expressed in the school handbook. It will be maintained not only during the school day itself, but also during travel time, practice, and games. Students referred to the principal for behavior three times will be placed on probation by the team coach. Five referrals will

result in a conference with parents and possible loss of playing privileges. One incident of major problem behavior may result in loss of privileges.

TESTING

The Smarter Balanced Assessment Consortium and Next Generation Science Standards tests will be administered April, May, and June for grades 3-8. This testing is designed to provide the school and parents with information about student progress. Other diagnostic instruments may be utilized throughout the year to assess on-going improvement.

INSURANCE

An optional accident insurance plan is offered at a low cost each year. A pamphlet will go home with each child at the beginning of the school year with more information.

STAYING AFTER SCHOOL

Students wishing to remain after school for a school-sponsored activity must have written parental permission. No child may stay after school without adult supervision. (Permission forms to play sports will be sent home at the beginning of each school year.) Practices are restricted to students involved in the sports program. Students remaining after school for non-school events must have written permission and adult supervision.

PARKING

Cars should not be parked next to the sidewalks in front of school or along the bank between 8:15 a.m. and 2:45 p.m. This space must be reserved for buses and staff. Handicap areas are for appropriate vehicles only. Parents are asked to park in the parking lot across from the school. Please remember that you can't leave the parking area or pass the buses if they have flashing lights on. This is a state law.

VISITORS

All parents and other visitors must report to the office. This is not only for the safety of the children within the building, but it is also to assure teachers that their classroom routine will not be interrupted during the school day. All visitors must sign-in and get a pass in the main office.

VOLUNTEERS

Volunteers at CCS are always welcome! CCS has a variety of volunteer programs already in operation. Assignment of volunteers is based upon need and teacher request.

Due to legal and insurance issues, persons who wish to volunteer on a regular basis need to undergo an orientation program and a background check. Parents who are interested may sign up for a program at the main office.

SEXUAL HARASSMENT

Sexual harassment/intimidation is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's or student's submission to or rejection of unwelcome conduct will in any way influence an employment or education decision regarding that employee or student; or conduct of a sexual nature which substantially interferes with an employee's work performance, or student's educational performance, or which creates an intimidating, hostile or offensive work or school environment, such as the display in the workplace or school of sexually suggestive objects or pictures.

The Cornwall School District is committed to preserving a positive and productive working and learning environment free of discrimination. The District prohibits sexual harassment or intimidation of its students or employees whether by supervisory or nonsupervisory personnel, by individuals under contract, by volunteers subject to the control of the Board, or by students. Sexual harassment/intimidation in the workplace by employees will result in disciplinary action up to and including dismissal. Students engaged in sexual harassment/intimidation will also be subject to disciplinary action.

Students are encouraged to promptly report complaints of sexual harassment/intimidation to their teacher and/or the principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

PESTICIDE APPLICATION POLICY

The Cornwall Board of Education is required by Public Act 99-165 to issue a statement of policy regarding the application of pesticides at schools and grounds. This statement of policy shall be made to all staff and to all parents or guardians of students enrolled in schools under the control of the Cornwall Board of Education. This statement will be made annually at the beginning of the school year.

An Integrated Pest Management Plan is in place for the Cornwall School District. This plan requires that alternative methods be employed prior to using a pesticide. Whenever it is deemed necessary to apply a pesticide it will be done

so during a period when school is not in session and there are no planned activities on school grounds. All individuals applying pesticides will hold the proper State of Connecticut certificates. Children will not be allowed to enter an area where such application has been made until it is safe to do so according to the provisions on the pesticide label. Public Act 99-165 also allows for the notification of staff and parents and guardians of students prior to application of pesticide. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be mailed so as to be received 24 hours prior to pesticide application. Questions regarding the Cornwall Board of Education Policy for Pesticides may be addressed to the Head Custodian.

ASBESTOS HAZARD RESPONSE

The school has a management plan for the safe control and maintenance of asbestos-containing materials found in the building. The plan is available from the Principal's office.

BOARD OF EDUCATION

The regular and special meetings of the Board of Education are open to the public and to representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. Advanced announcements of all regular and all special meetings of the Board of Education are made through the posting of the agenda in the town hall and on the bulletin board in the entrance hallway.

▪ The Mission

The Cornwall Board of Education is committed to providing the best possible free education for all children regardless of their ability, race, creed, sex, sexual orientation or social standing; to providing a safe, secure, and supportive environment for learning; and helping our community understand the importance of proper support for public education, by providing adequate finances to fund optimum facilities, staff, resources and educational programs for our children.

▪ General Facts

Local school districts have been created as a unit of the state government. Therefore school board members are “state officials functioning at the local level.” While state law gives each board discretionary powers to exercise responsibility

and initiative locally, the general supervision and control of all public education is vested in the State Board of Education. All district school boards are obligated to follow state laws and regulations.

Boards of education are chosen to represent impartially all the people of the district rather than any political, social or special interest group. Decision making is vested in the Board as a whole, not in individual Board members. Individual Board members cannot make personal promises or commitments on any issues regarding the school.

All meetings of the Board follow Robert's Rules of Order. They must be held in public except when the Board meets to discuss certain matters which are exempt under the Freedom of Information Act. Official minutes of all Board meetings are available to the public.

▪ **Responsibilities of the Board**

Board of Education responsibilities include:

1. The most important responsibility is to develop and monitor policy. The policy on suspension and expulsion, for instance, is included in this handbook. The Board of Education, with the Principal and the Superintendent, is required to evaluate and revise all policies on a regular basis to assure that they are consistent with recent legislation. It should be noted that it is the school's administration that determines the specific practices, regulation, and curriculum under the guidelines of the policies.
2. Developing a school budget showing the cost of maintenance for the school and an annual report, which shows costs, income and net cost to the town.
3. Caring for, maintaining and operating buildings, land apparatus and other property used for school purposes.
4. Employing and dismissing teachers...(subject to the provisions of State Statute Section 10-151 and 10-158a.)
5. Providing for student transportation where appropriate.
6. Addressing educational problems and issues concerning student achievement.
7. Addressing the need to reduce racial, ethnic and economic isolation by providing opportunities for students to interact with students from other racial, ethnic and economic backgrounds.
8. Receiving recommendations on instructional materials before voting on their selection. (Policy #6162)
9. Keeping the public informed via public meetings, school bulletins and the media.
10. Recognizing that their responsibility is not to run the schools but to see that they are well run through effective policies.

▪ **Policy on Concerns and Complaints**

The Board of Education anticipates that occasionally problems may develop, for example between a student and a teacher. All concerns should be addressed in the following manner:

1. First discuss the concern with the teacher/staff member.
2. If this meeting does not produce satisfactory results, discuss the issue with the Principal.
3. If, for some reason, satisfaction is still not reached, the problem should then be taken up with the Superintendent of Schools.
4. In rare instances, the Superintendent will bring the concern to the Board.

It is generally understood that the Principal is the administrative officer fully responsible for his/her building and for the pupils and personnel who work therein. The complete CCS Policy Book and the CABA (Connecticut Association of Boards of Education) Handbook are available in the Office of the Principal.

**Policy #4118.51(a) & #4218.51(a) Personnel – Certified/Non-Certified
Rights, Responsibilities and Duties
Acceptable Computer Network Use (Employee Use of Technology)
Social Networking Websites**

The Board of Education recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students and the community, supporting school operations and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources. Further, employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Technological resources shall not be used to transmit confidential information about students, employees or school operations without authority.

Staff members will not utilize personal social network sites, such as but not limited to, Facebook, MySpace and Twitter in any capacity related to students or business related to the school.

The superintendent and the school principal shall annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees

must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- A. Inappropriateness of posting items with sexual content.
- B. Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol.
- C. Monitoring (by school principal or designee) and penalties for improper use of school computers and technology.
- D. All communications outside of school from teachers, staff, and coaches should be directed first to students' parent(s)/guardian(s).
- E. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online conduct.

The superintendent, designee, or school principal will periodically conduct Internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the school principal and superintendent will download the offensive material and determine the appropriate disciplinary action.

Social Networking Websites

District employees are expected to behave honorably in online activities. Activities which are improper, unethical, and illegal or which may cause undue discomfort for students, employees, parents, or other members of the school community should be avoided in both physical space and cyberspace. To that end, the following guidelines for school employees who use online social networking applications which may be frequented by current or former students are offered.

1. Do not accept current students as friends on personal social networking sites. Decline any student-initiated friend requests.
2. Do not initiate friendships with students. Remember that people classified as "friends" have the ability to download and share your information with others. Post only what you want the world to see. Imagine your students, their parents, and your administrators visiting your site. It is not like posting something to your website or blog and then realizing that a story or photo should be taken down. On a social networking site, once you post something it may be available, even after it is removed from the site.
3. Do not discuss students or co-workers or publicly criticize school policies or personnel online.

4. Visit your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends.” “Friends of Friends” and “networks and Friends” open your content to a large group of unknown people. Your privacy and that of your family may be at risk.
5. Exercise discretion when using social networks for personal communications with the knowledge that adult behavior on social networks may be used as a model by students.

Legal References: Connecticut General Statutes. The Freedom of Information Act. 53A-182B Harassment in the first degree. P.A. 98-142 An Act Requiring Notice to Employees of Electronic Monitoring by Employers. United States code, Title 20. 675 1-6777 Enhancing Education Through Technology Act, Title II, Part D, especially: 6777 Internet Safety.

United States Code, Title 47. 254 Universal service discounts (E-rate). Code of Federal Regulations, Title 47. 54.520 Internet safety policy and technology protection measures, E-rate discounts.

CORNWALL BOARD OF EDUCATION

Catherine Tatge, Chair	60 Furnace Brook Rd., Cornwall Bridge, CT 06754	860-672-4419
David Cadwell	67 Yelping Hill Rd., W. Cornwall, CT 06796	860-672-3283
Tracy Gray	15 Rattlesnake Rd., Cornwall, CT 06796	860-672-6015
Cay Hosterman	118 College St., Litchfield, CT 06759	860-672-0105
Marina Kotchoubey	195 Town Street,W. Cornwall, CT 06796	860-672-6283
Emilie Pryor	15 Rexford Rd., W. Cornwall, CT 06796	860-672-4226
John Sanders, Reg. One Board Rep.	6 Railroad St., W. Cornwall, CT 06796	860-672-0038

CCS HANDBOOK AGREEMENT

Please sign, detach, and return to the Cornwall Consolidated School office. Thank you!

Date

I/we have read and understand the operations, procedures and policies as outlined in this CCS Handbook. I/we understand our responsibilities as a parent/guardian and students' responsibilities, rules and regulations.

<u>Student Name (Please Print)</u>	<u>Student Signature</u>
<u>Student Name (Please Print)</u>	<u>Student Signature</u>
<u>Parent/Guardian Name (Please Print)</u>	<u>Parent/Guardian Signature</u>