

PARENT HANDBOOK



COOK HILL SCHOOL 2017-2018

57 HALL ROAD
WALLINGFORD, CT 06492
(203) 284-5400
SCHOOL HOURS 9:05 AM- 3:30 PM





September 2017

Dear Cook Hill Families,

Welcome Back! I am hoping you all had a relaxing and fun filled summer! Don't forget to share your reading lists and math challenge work with your teachers. All of the Cook Hill staff is looking forward to working with your child during the upcoming year. A strong partnership between school and family is a great indicator of success. We hope your child will experience a year of continued growth in their cognitive, social and emotional development. We share in the excitement of these accomplishments!

As always, we invite parents to join us as partners. We are proud of the excellent learning opportunities that occur each and every day at Cook Hill. We continue to use the *Responsive Classroom*® approach to focus on respectful behavior and acknowledge students for displaying expected and appropriate behaviors. It is our mission to establish a friendly, structured, and safe environment for learning. Helping our students to develop self-discipline and maintain self-control, while accepting responsibility for their actions, is a primary goal. We know, as educators, that these skills will help your children to achieve their goals in school and later in society as well.

Please read this Parent Handbook, and become a partner in our mission to educate your child(ren). We are committed to working with each of you to provide an environment in which students grow to love learning.

FROM THE ENTIRE COOK HILL STAFF



Cook Hill School Mission Statement

In collaboration with the community, parents, staff and students, we will provide an educational environment that inspires a love of learning, promotes personal growth and recognizes individual strengths in order for students to pursue their personal best.

Wallingford Public Schools

MISSION

To inspire, educate and support all students as they discover and pursue their personal best.

VISION

Wallingford Public Schools, with families and community, will distinguish itself with innovative teaching and learning experiences in a safe and supportive environment. Our goal is to ignite passion for learning and excellence in every student so that each becomes a life-long contributor to the society.

The Wallingford Public Schools does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicap in establishing preliminary hiring and employment practices and establishing and providing school activities and programs.

The Board of Education Compliance Officer for TITLE VI and TITLTE IX is Cindy Lavalette, Assistant Superintendent for Personnel. Mrs. Lavalette's phone contact information is: 203-949-6508. Her mailing address is 100 South Turnpike Rd., Wallingford, CT 06492.

The Board of Education Compliance Officer for 504 is Melissa Iles, School Counseling Coordinator. Mrs. Iles' phone contact information is 203-949-6531. Her mailing address is 100 South Turnpike Rd., Wallingford, CT 06492.

District Goals

The Wallingford Public School District will:

Goal I - Foster the development of learners who demonstrate skills for success in the 21st Century through . . .

- Increased student achievement while meeting the needs of all learners.
- Sustained application of best practices in all areas of curriculum, instruction, administration and pupil services.
- Expanded opportunities for collaboration among all schools in the district.
- Demonstrated use of 21st Century Learning Skills
- Increased appreciation and participation in the arts.
- Increased awareness for personal health and fitness.

Cook Hill School Staff

Kristine Friend, Principal
Donna Correia, Nurse
Tina Blauvelt, Secretary
Jackie Michaud, Clerk
John Raffles, Head Custodian
Dave McGuire, Custodian

Pre-K Teacher

Tina Kell

Kindergarten Teachers

Alexa Bessette
Megan Lemieux
Ellen Nedinsky
Jennifer Wilson

First Grade Teachers

Erin Berthold
Lori Cuticelli
Colleen Kovach
Sarah Sigel
Sharon Sorrentino

Second Grade Teachers

Deborah Brazauski
Elisabeth Dante
Stefania DiStefano
Kara Felegian
Brittany Soucy

Unified Arts Teachers

Lisa Fachini, Art Teacher
AnnaMaria O'Brien, Librarian
Nathan Milbrandt, Physical Education/Health Teacher
Kristina Waldron, Computer Teacher
Lisa Zolkiewicz-Ives, Music Teacher

Resource Teachers

Robin Beecher, Special Education
Karen Galluzzo, Special Education
Simone Crouch, ELL Teacher

Andrea Flanders, Speech Pathologist
Serwaa Anokye, School Psychologist
Brianna Guido, School Psychologist
Carolyn Hall, Interventionist
Liza Kennedy, Interventionist
Stephanie Niezgorski, Interventionist
Wilfred Velez, Bilingual Teacher
Angela Buccheri, Literacy Coach
Christine Cole, Math Coach

Para-Educators:

MaryAnn Beichner
Lori Bernard
Constance Bickford
Marilyn Bolles
Mary Brail
Laura Chuba
Robin Dinda-Ryley
Michelle Falk
Nancy Feeney
Lucille Freeman
Marisol Garcia
Patty Gennings
Joan Iaccarino
Lisa LaPlante
Kathy Melillo
Barbara Knight
Mary LeGrand
Nancy Paul
Patricia Roberts
Nancie Sabino
Betsy Stellato
Bonnie Thibodeau

Lunch/Recess Staff:

Nancy Benham
June Amenta
Johnna Duprey
Brenda Bushey
Kimberly Dunnigan
Tracy Shortell
Doreen Holloway

Integrated Preschool Staff

Donna Curtis
Lynnmarie Evans
Betty Butkus
Christina Cyr
Cheryl Eckert
Wendy Rodriguez
Christine Fredyna
Donna Brilla
Jodi Sinisgalli
Reilly Braunstein
Jennifer Wolff
Mary Ann Kasperson
Tracey Heller
Diane McLaughlin
Mary Shortelle
Karen Amato
Ivette Miner
Michele Ridley
Alpna Kumar
Liz Penczynzyn

Advisory Council (PTAC)

Representatives of the parents and staff meet with the principal on a bi monthly basis to offer advice on school matters. The council provides input on budget issues, curriculum and instruction, facilities, student assessment, educational equipment, support services, new programs, and school community relations. Any question, concern or suggestion may come before the council for discussion by attending a meeting in person, submitting an item in writing or by contacting a member of the council. All parents and staff are invited to each PTAC meeting and encouraged to become involved in the school functions and procedures.

Arrival/Dismissal

School Hours: Grades Pre-K-2 9:05 AM-3:30 PM

Students may arrive at 8:50 AM when supervision at the school begins. Students go directly to their classrooms. Parents drop off and pick up students at the gym entrance. This is a drop off loop and students should exit the right side of the car onto the sidewalk. Parents should not be exiting the car and/or parking in the loop. If you need to escort your child to the door, please park in the adjoining lot.

The parking lot in front of the school is reserved for buses only at arrival and dismissal, 8:45 - 9:05 AM and 3:20 - 3:45 PM. Cars must adhere to the safety rules in the parking lot. Passing a bus with blinking red lights is reportable and will result in a fine. Please use caution when driving in the Cook Hill School parking lot. At

arrival and dismissal, there are many cars and it becomes congested.



Asbestos Management Plan

This program is designed to prevent asbestos fiber release through proper cleaning, maintenance and repair. The building is inspected every six months to determine any changes in the condition of materials. Additionally the building is thoroughly re-inspected every three years by licensed asbestos inspectors following the same basic criteria as the original inspection. The school maintains a complete updated copy of the Asbestos Management Plan in the main office, and it is available during normal school hours. The designated district contact person for the Asbestos Program is the superintendent of schools, Dr. Salvatore Menzo.

Attendance

CT state law requires parents to allow their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Recently, CT state law refined its definitions of excused and unexcused absences in addition to including new verification requirements once a student reaches his/her tenth absence. Please be aware that the truancy law has not changed. A "truant" means a child under the age of eighteen who has four unexcused absences in one month or ten unexcused absences in one academic year. Truancy will result in a truancy meeting and may result in a court report of truancy. Wallingford's attendance policy can be found on the district website. In addition, all absences should be documented with a dated note with the reason for the absence and a parent signature. A phone call, although necessary, will not serve as documentation.

Reporting Absences

Parents are asked to call the school office at (203) 284-5400 to report an absence. We have an answering machine, so we offer 24 hour service. State your child's name, teacher and a brief explanation of the absence. To comply with the attendance policy and to ensure the safety of all students, the office staff is required to contact parents who do not report an absence. We ask that you call by 9:00 AM. **Parents must also follow up with a written note for verification of excused absences.**

Tardiness

Students are expected to arrive at school no later than 9:05 AM. Tardy students miss important announcements, instructions on the daily plan and opening exercises. Tardy students need to report to the office. Repeated unexcused tardy arrivals may result in an attendance meeting with administration.

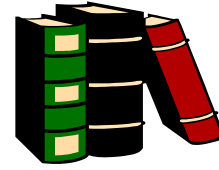


Early Dismissal

Parents or legal guardians must sign the students out from the office noting the reason for early dismissal. The office will call the classroom for the child to be dismissed. If someone other than the parent or guardian is to pick up the child, the parent or guardian must make the school aware of this. All adults picking up children will be asked to show their license or picture identification. Please limit the number of early dismissals as this will impact your child's access to instruction.

Missed Assignments

Students will have the opportunity to make up work missed during an excused absence. For extended absences, parents may request work for home by calling the office by 10:00 AM and the material will be ready by 3:35 PM. We ask that you only request this when absence will be longer than school day.



COMMUNICATION

Open and honest communication is essential for the school community to attain its mission. Staff needs parental support and parents need staff input to work together with students. Concerns should be addressed in the following sequence:

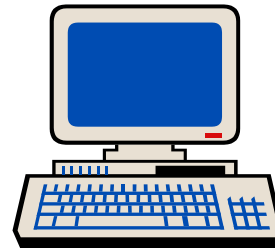


- ◆ Teacher
- ◆ Principal
- ◆ Superintendent
- ◆ Board of Education

The advisory council is an excellent vehicle for addressing concerns, too. Parents may attend to present their issues or they may ask one of the representatives to speak on their behalf.

COMPUTERS

All students are provided instruction in the use of computers. This instruction is provided as part of their regular curriculum program in the computer lab with classroom computers. Students will also have access to classroom computers and digital devices within the classroom. All use of technology is monitored by teachers to ensure compliance with content standards and Wallingford BOE policy.



CONFERENCES

Parent-teacher conferences are offered for parents in the fall and spring. This year's night conference dates are: Tuesday, October 24th and Thursday, November 2nd. Snow date will be on November 16th. Spring conferences will be held on Wednesday, March 21st with a snow date of March 26th.

Spring afternoon conferences will occur on April 5th. .. Conferences are scheduled at other times by contacting your child's teacher or the office. All parents are encouraged to attend conferences. Many of our second grade teachers will hold student led conferences in the spring. This is a wonderful way for students to take ownership in their learning and evaluate and reflect on their performance toward goals.

Conferences are not just to discuss problems. A parent-teacher conference gives you the chance to get to know your child's teacher(s), to learn about the curriculum and to discuss your child's progress. It offers you the opportunity to share personal information that may help to improve your child's school experience.

There are several things that you can do to make the conference a success. In preparing for the conference:

- a. Make a list of the things that will help the teacher understand your child better. Include special health needs or problems, outside interests or hobbies, feelings about school, relationship with family members and stressful situations which may be distracting for your child.
- b. Make a list of the things you want to find out from the teacher. In addition to a report on your child's progress, you may wish to know about services and programs the school offers, discipline policies, grading policies, daily schedules and homework policies.

CURRICULUM

Students are assigned in mixed ability classes for instruction in language arts, mathematics, computers, social studies, science, health, and career education. Teachers use a variety of strategies, materials, and flexible grouping arrangements to meet the needs of each student. Specialists certified in each area teach art, music, physical education, health, library and computer technology. Up-to-date curriculum guides are provided to each teacher for every subject area and parent guides to curriculum by grade level are distributed each fall. These can be found on the district website.



DISCIPLINE/CONDUCT **Responsive Classroom**

Our school has adopted the philosophy and practices of *Responsive Classroom®*. *Responsive Classroom®* is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools. We are proud of our daily morning meeting time and our efforts to create a positive community where students are engaged, taking risks, and invested in their learning.

Cook Hill Pride Assemblies or Town Meetings will be held to model and practice our audience and citizenship behaviors. Second graders will be selected to serve as safety patrols in our hallways and our Tiny Tutors Program, facilitating cross grade level partnerships will continue as well.



Cook Hill Pledge

I will...

P: Pay attention, listen, and follow directions quickly.

R: Respect all student, adults, classrooms, and tools for learning.

O: Offer help to others so everyone can be successful.

U: Use my body and my voice to learn and play—NEVER to hurt anyone else.

D: Do my best every day!

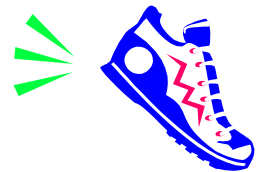
I am a Cook Hill Cougar, hear me roar!

DRESS CODE

Students are expected to dress in keeping with good taste and in clothing that allows for participation in the activities of the school day. Extremes in dress and grooming that may be disruptive to the school operation, the educational process in general and/or the health, safety and welfare of the students are not allowed.

- The following clothing items should not be worn to school:

- Tank tops with spaghetti straps
- Halter tops
- Cut-off shirts
- Belly shirts
- T-shirts with inappropriate words
- Short shorts
- Flip-flops or backless sandals (safety issue)



- In addition we ask that you leave valuables including technological devices at home! We cannot be responsible for their well-being. In the event that a student must carry a cell phone, the parent needs to notify the office in advance and it will be kept on silent, in an agreed upon place throughout the day.

SRBI

What is Scientific Researched Based Intervention? SRBI is a plan of assistance, a response to intervention created to benefit students experiencing difficulties with learning and/or social behavior.

Its goal is to prevent difficulties from becoming unmanageable by working with students before they enter a "cycle of failure." The majority of intervention activities take place in the student's general classroom.

Each school in Wallingford has an SRBI team, which has been trained to assist classroom teachers.

Who is on the SRBI Team?

- ◆ Principal
- ◆ School Psychologist(s)
- ◆ Interventionists
- ◆ Specialists
- ◆ Classroom teacher

Why do we have SRBI teams in the Wallingford Public School System?

Students may experience difficulties in learning and/or social behavior for a variety of reasons. Some of the difficulties are demonstrated by behaviors such as:

- ◆ Difficulties adjusting to the school environment
- ◆ Struggling with class work
- ◆ Misbehaving in school
- ◆ Not doing homework
- ◆ Not completing or handing in class work; and/or
- ◆ Excessive absenteeism or tardiness

A Core Team will meet to develop strategies and a plan of intervention. Data will be collected and documented. Interventions may be revised as needed. Additional assessments may be warranted to inform instruction.

EMERGENCY CLOSINGS, DELAYED OPENINGS AND EARLY DISMISSALS

In the event of inclement weather or other emergencies, the Superintendent of Schools is responsible for broadcasting any change in schedule. Parents will be notified via our phone system. A recorded announcement may also be seen on WPS/TV - Channel 19. Please rehearse with your child what to do in the event he or she arrives home and no one is there. Please **DO NOT** call the school to inquire about early dismissal or cancellation as the phone must be clear for emergencies.



Delayed Openings

90 minute: 10:35-3:30

2 hour: 11:05-3:30

Early Dismissals

90 minute: 9:05-2:00

2 hour: 9:05-1:30

2 hour and 45 minute: 9:05-12:45

Lunch will be served on all delayed opening and early dismissal days.

School website: www.wallingford.k12.ct.us

DAY CARE

The Family YMCA provides a before and after school day care program at Cook Hill School for students in Grades K - 2. Parents may opt to have siblings remain together at the same school. These arrangements must be made with the YMCA. The Y provides staffing and the school playground, gym and cafeteria are used to offer a variety of fun activities for children. Contact the Y at (203) 269-4497 for more details. Financial assistance is available for families with demonstrated need.

HEALTH SERVICES



The health office is staffed from 9:05 AM to 3:30 PM by a registered nurse. She provides direct services to students who become ill or have had an accident, approves readmission for children as necessary, consults with parents regarding concerns, plans programs for classroom health lessons and performs a number of other essential health related services in the building. The nurse's direct number is (203) 284-5403.

Vision screening is done yearly for every student. Scoliosis screening is done for fifth grade students. The speech pathologists screen hearing for students in grades K-2. Contact is made with parents when a referral for further diagnostic work is recommended. Parents may call for results or additional screenings, if concerned.

Students are not allowed to take medication in school unless a physician and parent have completed the proper form. Forms are available from the school nurse and must be renewed each year. The school must receive medication in the original container with all of the identifying information on the label. The following health policies assist us in providing a safe environment for everyone:

1. If your child is ill in the morning, he/she should remain home.
2. If your child has been ill with a fever, he/she should be kept home until the temperature has been normal for 24 hours.
3. Children are excluded from school with temperatures in excess of 100 degrees.
4. If your child is injured at home, he/she should be treated at home. The nurse will advise the classroom teacher on restrictions following your physician's orders.
5. When a child returns from 5 or more days of illness, the nurse will certify readmission.
6. Some childhood diseases necessitate exclusion from school:
 - a. Chicken pox - 7 days from appearance of rash
 - b. Scarlet Fever - Permission of physician to return
 - c. Impetigo and ringworm - keep home unless the area can be completely covered.
 - d. Strep Throat - Until on medication for 24 hours

7. Children with head lice must be excluded until treated with a pediculocide and all eggs are removed. The school district has a no nit policy. The nurse must screen for reentry.
8. Changes in health information should be communicated to the school nurse immediately. The nurse will be responsible for sharing the information with appropriate staff.

HOMWORK



The primary purpose of homework is to provide students the opportunity to practice new learning. Homework assignments also provide for the development of responsibility and good work habits. Parents can expect homework at each grade level. Teachers will explain homework plans in more detail at the beginning of the school year.

INFORMATION TO THE OFFICE

It is very important that the office is aware of the proper address and phone number of all the students. Parents are asked to fill out emergency cards at the beginning of the year. **If there are any changes during the year, please notify the office immediately.**

INSURANCE

Student accident insurance is available on a low cost group fee basis. Information on this optional program is sent to every family in September. Students may enroll at any time throughout the year. Each child is asked to return the form whether or not enrolling.

LIBRARY



The school library is staffed by a full-time certified librarian and a part-time clerk. Students are taught library media skills by the librarian, and they use the library as a resource for other subject areas. The librarian works collaboratively with classroom teachers to teach the students how to make the best use of the wealth of material available to them in the library. Volunteers are always welcome as students benefit from adult guidance to select books to read at home.

LOST AND FOUND



A lost and found box is located in the main office. Children and parents are encouraged to look through it any time. The head custodian returns all labeled garments during his weekly organizing of the area. Valuable items are kept in the safe. Students should check with the secretary. Unclaimed articles are donated to a charitable organization.

LUNCH/RECESS PROGRAM

Students go outside for recess either right before or right after eating their lunch. Recess and lunch are each 25 minutes long and students are expected to follow the same school-wide set of basic rules in these

areas. Three recess aides and two cafeteria aides monitor the playground and cafeteria each day. They will support our *Responsive Classroom®* approach to discipline.

Students who choose behaviors that are not consistent with our expectations will receive the same verbal warnings as in the classroom.

Café Rules:

- _____ Stay in my seat
- _____ Talk politely to others
- _____ Keep my hands to myself
- _____ Eat my own food
- _____ Listen to cafeteria staff
- _____ Line up quietly



Recess Rules:

- _____ Keep my hands to myself
- _____ Use kind and polite words
- _____ Follow directions the 1st time
- _____ Play cooperatively
- _____ Include others
- _____ Use equipment appropriately



Students will be given a reminder/warning by the cafeteria/recess staff to select a more appropriate behavior. If a student continues to choose the wrong behavior the student will be asked to take a break. Continued noncompliant behavior will be reported to the classroom teacher and administration for intervention. Some students may be asked to participate in lunch or recess groups to practice appropriate behavior choices.

MealPay Online Prepayment System -If you haven't registered yet, please go to www.wallingford.k12.ct.us and the Wallingford Food Service Dept. webpage. Click on District Departments then click Food Services. Click the link to MealPay Online. It takes 48 hours for a payment to be credited. You can make a payment by credit card, debit card, or check. You can also access your child's account at no cost to view the account balances, setup low balance e-mail reminders, and to monitor food choices and meal purchasing decisions. You may also call the Parent support Center at (877)237-0946. Please note that there is a \$40 service charge for all returned checks. **In the event of a snow day, the cafeteria will serve the lunch that was scheduled for the day missed.**

MESSAGES/CHANGES IN DISMISSAL ROUTINE

Parents are urged to make changes in dismissal routines prior to the start of the school day. A note to the teacher is required. Telephone messages concerning changes in dismissal routine must be called in by 2:00 PM

PARENT TEACHER ORGANIZATION - PTO



The PTO strives to help teachers, students and the Cook Hill staff in many ways. The PTO helps to provide many things which the regular school budget cannot accommodate and enriches our children's education with these not-so-small extras.

Come and join us, and work with terrific people and learn more about your child's school and education.

The PTO also sponsors programs and events throughout the year. For example the Book fair, the Trunk or Treat Event, the Eli Whitney Hands on Learning Programs, and field trips, Please show your support in the following ways:

1. Become a paid PTO member. (All dues benefit your child and are tax deductible, just request a receipt!)
2. Attend PTO sponsored events, and volunteer when possible (baking, fundraising, helping with special events).
3. Become a volunteer or committee chairperson. There are a wide variety of activities with different levels of commitment and involvement.

Position	Name
President	Tara Amodio, Kirsten Grier, Ann Marie Rivard
Vice President	Jessica Montagna
Treasurer	Vivian Dominguez
Secretary	Danielle Piscitelli

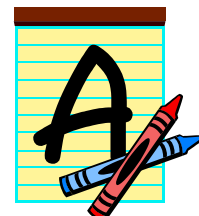
PHOTOGRAPHS

School photographs are taken by a professional photographer and offered to parents in a variety of packages at a reasonable cost. All children are photographed as the office uses the pictures to update student records. Purchases by parents are optional. **School pictures are scheduled for September 27th and 28th this year.**



REPORT CARDS

Report cards for Grades K-2 are issued three times a year in December, March and June. Parent conferences are offered prior to the first report card and in conjunction with the spring report card. Parents will be informed of the date and time well in advance of the conference.



SPECIAL EDUCATION/REMEDIATION SERVICES



Cook Hill School provides speech and language services, physical and occupational therapy, learning disabilities resource room assistance, social work service, remedial reading and math, and further evaluation by a school psychologist for qualified students.

STUDENT RECORDS

A cumulative record is maintained for each student in the school. It contains identifying information, grades, attendance, standardized test results and health data. See **Student Records** in the Parents Guide to Policy in the appendix of this handbook for more complete information about student records.



TEXTBOOKS, WORKBOOKS, LIBRARY BOOKS

All textbooks, workbooks and library books are loaned to students at no charge. However, students are responsible to replace lost or damaged books. Book covers are required for texts that are needed for homework. Most teachers offer students an opportunity to purchase paperback books at considerable savings through book clubs. Participation is strictly voluntary.



TITLE IX, TITLE VI and 504

The Wallingford Public School District does not discriminate on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), or genetic information in establishing preliminary hiring and employment practices and establishing and providing school activities and programs.

The Board of Education Compliance Officer for TITLE IX is Cindy Lavalette, Assistant Superintendent for Personnel. Her phone contact information is: 203-949-6508. Her mailing address is 100 South Turnpike Rd., Wallingford, CT 06492.

The Board of Education Compliance Officer for TITLE VI is Melissa Iles, School Counseling Coordinator. The Board of Education Compliance Officer for 504 is Melissa Iles, School Counseling Coordinator. Her phone contact information is 203-949-6531. Her mailing address is 100 South Turnpike Rd., Wallingford, CT. 06492.

BULLYING

ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Students who feel that they have been harassed should:

- Communicate to the harasser that the behavior needs to stop. If the student wants help talking to the harasser, they should ask a teacher, counselor or principal for help.

If the harassment does not stop:

- Tell a teacher, counselor or principal;

- Write/draw a picture of what happened, keep a copy and give a copy to the teacher, counselor or principal;
 - o Tell what, when and where it happened;
 - o Tell who was involved;
 - o Tell exactly what the person did;
 - o Tell if anyone else saw it happen
 - o Tell all details
 - o Tell how this made them feel
 - o Tell how the other person responded.

REPORT PROCEDURE

Any student who is being harassed will notify their teacher or Cook Hill staff member. This could be a parent, a friend, Ms. Friend, the classroom teacher or any staff member at the school. Ms. Guido, School Psychologist and any staff member will pass along any evidence of the harassment to Ms. Friend.

This will be dated and documented in an incident report. Information received during the investigation is kept confidential to the extent possible.

The investigator, together with Ms. Friend has the authority to initiate an investigation in the absence of a written complaint. (oral)

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly begin the investigation upon receiving the report. The investigator will interview all parties involved. The alleged harasser may file a written or oral statement in response to the complaint. The investigator may also interview witnesses if there are any.

Upon completion of the investigation, the investigator will make written findings and conclusions. These will be given to the principal, Ms. Friend.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal will investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include disciplinary action. This may include calling parents, parent conferences, counseling, and a possible in- school or out of school suspension as deemed necessary. A referral to special education may also occur. The act could also lead to expulsion.

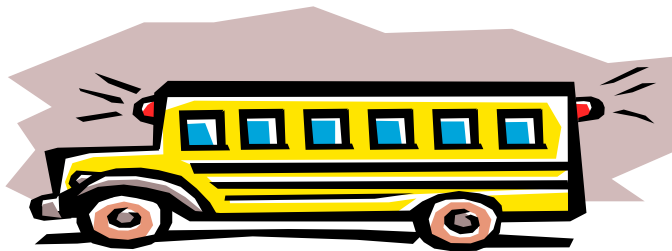
Parents will be informed of measures being taken by the school to ensure their child's safety. There will be a written report filed to close the case and document whether the report was verified or not.

The Safe School Coordinators for WPS are Cindy Lavalette and Melissa Iles.
The Safe School Specialist for Cook Hill School is Kristine Friend, Principal.

TRANSFERS

Transfer cards with helpful placement information are available for students who move during the school year. A release form should be signed by the parent authorizing Cook Hill to send the cumulative record to the new school.

TRANSPORTATION



Bus transportation is provided for students who live 1.1 miles from the school or to students who must walk in areas considered to be dangerous. Students are assigned to a bus according to their home address unless the day care address is requested. The Superintendent on a yearly basis may approve changes in transportation. Request forms are available at the school office. **Students are not permitted to ride a bus other than the one to which they were assigned.**

Students are expected to behave in a manner that does not endanger themselves or other students. They are expected to observe the following rules:

- a. Arrive at the bus stop a few minutes early.
- b. Enter the bus in a quiet, orderly manner.
- c. Follow the instructions of the driver.
- d. Remain in your seat at all times.
- a. Keep your materials out of the aisles and inside the bus.
- f. Remain quiet and orderly.
- g. Be courteous to the driver and fellow passengers.
- h. Keep hands, feet and objects to yourself.

Bus transportation is a privilege and conduct that threatens the safety of passengers will result in suspension of the privilege. Bus conduct reports detailing the infraction(s) are sent to parents with interventions suggested to prevent suspensions.

VISITORS

Visitors are welcome in the school. To ensure the safety of our students, visitors are asked to show a photo ID at the front door and to sign in at the office. A visitor's sticker for access to the desired location in the building will be provided. The secretary will forward messages to visitors, as the location of the visit is part of the sign in process.



VOLUNTEER PROGRAM

The Cook Hill School has an active volunteer program coordinated by parents and staff. Opportunities to work as a tutorial aide, a teacher helper, a clerical helper, a resource volunteer or a computer aide bring many parents or relatives into the building each day. Volunteers are always welcome in the lab. Contact the parent volunteer coordinator through the office or make arrangements with your child's teacher. Some volunteers complete tasks at home for teachers as well!

The Cook Hill school office is open daily from 8:00 AM - 4:30 PM. Please feel free to contact us if you have any questions or concerns. You are welcome to leave voice messages after hours.

School website: www.wallingford.k12.ct.us “CLICK”
on Cook Hill School