

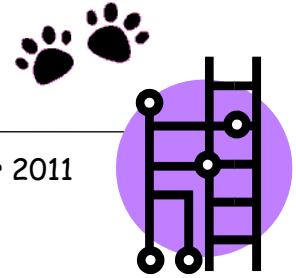
PARENT
HANDBOOK

COOK HILL
SCHOOL



57 HALL ROAD
WALLINGFORD, CT 06492
(203) 284-5400

SCHOOL HOURS 9:10 AM- 3:35 PM



September 2011

Dear Cook Hill Families,

Welcome Back!

August brings forward our second year as a K-2 school and we have some very high hopes and dreams for learning this year. We are excited to begin our second year together as a K-2 school. This year we will be adding our Cougar Pride Program to our school program with a focus on building concepts such as perseverance, acceptance and pride, just to name a few. We will call the program "Cook Hill Climbs".

Cook Hill "CLIMBS"

Sportsmanship

Be Accepting

My Attitude is "UP"

I Know I Can

Long Term Effort

Create Stamina

We hope to develop these concepts through the use of literacy by integrating them into art, music, PE, lunch, recess, and all that we do.

We welcome parents to join us in our venture to provide students with a school-wide positive behavior support program called "Go for the Green". Student displays of positive behavior are celebrated by using certificates, GOTCHA tickets and positive recognition of acceptable behavior. We will also continue the "Build a Tray - in our Eco- Café" program, designed to promote healthy eating. Be on the lookout for several new murals added throughout the building to further promote healthy living.

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

WELCOME BACK!!!.....FROM THE ENTIRE COOK HILL STAFF!

Jan Murphy
Principal



New Staff Members: WELCOME!!!

- 🔔 **Interventionist** – **Ms. Liza Riggione** comes to us from Parker Farms School where she spent most of last year serving as an intervention teacher for grade 3 students. Liza taught both second and third grade at Highland Elementary School for five years and taught third grade in New Haven for 2 years. She is a graduate of Villanova University and most recently received her 6th year degree in reading from Southern Connecticut State University. She is thrilled to join our staff and students in the fall! We are very happy to add her to our Cook Hill team.
- 🔔 **School Psychologist** – **Miss Regina Kosior** comes to us from Manchester where she worked as a school psychologist in a K-5 school.
- 🔔 **P.E. Teacher** – Please welcome Mr. Nathan Millbrandt, our new PE teacher.
- 🔔 **Quinnipiac Intern** – Please welcome Alexandra DeStefano and Patricia Foss
- 🔔 **Special Education Teacher** – **Mrs. Sarah Sigel** served as one of our five kindergarten teachers last year and we will now share her as a special education teacher with Parker Farms
- 🔔 **PTO** (Parent Teacher Organization) – our PTO is now called the Parker Farms-Cook Hill PTO. Our meetings will be jointly and will rotate between schools.
- 🔔 **PTAC** (Parent Teacher Advisory Council) –is an advisory **council made up of staff and parents**....our role is to engage in productive conversations and critiques over issues that affect the school and your children’s education. We have an opening for parent members if anyone is interested in these positions.
- 🔔 School is open daily from 8:15 AM – 4:15 PM. Please feel free to contact us if you have any questions or concerns.
- 🔔 School website: www.wallingford.k12.ct.us “CLICK” on Cook Hill School

Cook Hill School

Mission Statement

The Cook Hill School community, parents, faculty and staff together provide a nurturing environment which promotes a love of learning and enables students to become creative, caring and productive individuals capable of reaching their highest potential.

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 local and global communities



DRAFT

District Goals

2009 2012

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

Mrs. Jan Murphy, Principal
Mrs. Donna Correia, Nurse
Mrs. Sharon Bukowski, Secretary
Mr. John Raffles, Head Custodian

Pre-K Teacher

Mrs. Tina Kell

Kindergarten Teachers

Mrs. Jessica Harris, part time AM
Mrs. Amy Stegos
Mrs. Jennifer Wilson

First Grade Teachers

Mrs. Lori Cuticelli
Mrs. Adrienne Ferretti
Mrs. Wendy Fredricksen
Mrs. Ellen Nedinsky
Mrs. Sharon Sorrentino

Second Grade Teachers

Mrs. Shelley Acquarolo
Mrs. Deborah Brazauski
Mrs. Trish Foucault
Ms. Ashly Hosmer
Mrs. Diana Koons
Mrs. Nancy Linton
Mrs. Courtney Warner

Special Area Teachers

Mrs. Lisa Fachini, Art Teacher
Mrs. Mindy Sohcot, Librarian
Mr. Nathan Millbrandt, Physical Education/Health Teacher
Mrs. Kristina Waldron, Computer Teacher
Mrs. Lisa Zolkiewicz-Ives, Music Teacher

Resource Teachers

Ms. Melissa Benevento, special education

Mrs. Simone Diaz, ELL Teacher
Ms. Susan Downey, Interventionist
Ms. Andrea Flanders, Speech Pathologist
Miss Regina Kosior, School Psychologist
Mrs. Becky Reilly, Social Worker
Mrs. Liza Riggione, Interventionist
Ms. Stephanie Rubin, Interventionist
Mrs. Sarah Sigel, Special Education
Mr. Wilfred Velez, Bilingual Teacher

Integrated Preschool

Mrs. Cindy Balsamo
Mrs. Betty Butkus
Mrs. Stacey DelGiorno
Ms. Cheryl Eckert
Mrs. Nancy Hennick
Ms. Tracey Weber
Mrs. Wendy Marinelli
Mrs. Kyle Plouffe
Ms. Lauren Finnegan
Mrs. Jodi Sinisgalli
Mrs. Marie Solomon

Advisory Council (PTAC)

Representatives of the parents and staff meet with the principal on a regular 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. Every year, parents and staff are invited to indicate an interest in serving on the council.



Arrival/Dismissal

School Hours

Grades K-2	9:10 AM-3:35 PM
AM Kindergarten	9:10 AM-11:55 AM
PM Kindergarten	12:50 -3:35 PM

Students may arrive at 8:50 AM when supervision at the school begins. Students are expected to stand or sit outside of their classrooms along the wall until 9:00 AM. Parents should drop off and pick up their students at the parent pick-up/drop off loop at the new gym entrance. Buses only are allowed in the access road in the front of the school from 8:50 - 9:10 AM and 3:15 - 4:00 PM.

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

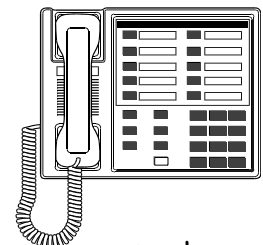
Regular attendance is integral to good progress in school. Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the school is in session. In addition, the law requires school districts to act on excessive unexcused absences and tardiness. Excused absences include:

- a) Illness or injury
- b) Serious illness or death in the family
- c) Observance of religious holidays
- d) Prearranged appointments with physicians and/or dentists
- e) Family vacations or trips totaling no more than 5 school days (parents should notify the school in writing in advance of the absence for a vacation). Absences beyond 5 days will be considered "unexcused" (see BOE policy JED-R).
- f) Other family emergencies or exceptional circumstances approved by the principal.
- g) Failure of sending towns to provide transportation for nonresident students enrolled in Wallingford schools
- h) Suspension



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 answer. We ask that you call by 9:00 AM.



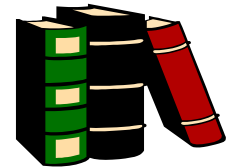
report an

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.

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.



Tardiness

Students are expected to arrive at school no later than 9:10 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 disciplinary action.

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:

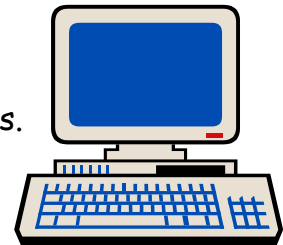


- ◆ Teacher
- ◆ Principal
- ◆ Superintendent
- ◆ Board of Education

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. See the **Electronic information resource** section of the Parent's Guide to Policy found at the end of this handbook for more information about the use of technology by students.



Volunteers are always welcome in the lab. Contact the parent volunteer coordinator through the office or make arrangements with your child's teacher.

CONFERENCES

Parent-teacher conferences are offered to parents in the fall and spring. This year's night conference dates are: October 18th and 26th and March 26th and 29th. Night conferences are scheduled by the office and some day conferences are available for parents also. Conferences can be scheduled at any other time by contacting your child's teacher or the office.

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. Extra copies are available in the office.



DAY CARE

The Family YMCA provides a before and after school day care program at Cook Hill School for students in Grades K - 5. Parents may opt to have siblings remain together at the same school. These arrangement 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. Kindergarten students are provided full day coverage by the program at the Y at 81 South Elm Street. Bus transportation is provided. Contact the Y at 269-4497 for more details. Financial assistance is available for families with demonstrated need.

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, kindergarten through fifth grade.

"Go for the Green"

POSITIVE BEHAVIOR PROGRAM

"Go for the Green" is a program that utilizes effective research-based practices. Our aim is to set high expectations for positive behavior in order to strengthen and promote a healthy school climate.

What does this mean?

The entire Cook Hill staff will use a color system to provide positive behavioral support for all students. Our aim is to eliminate mean behavior and reduce the number of school-wide discipline referrals.

We will be teaching and rewarding students for accepting and following a small set of basic rules for conduct: Our guiding principles will be:

1. Be Respectful
2. Be Prepared
3. Best Behavior
4. Make Good Choices

Parents will receive information as soon as problem behaviors become evident and will be able to work in conjunction with school staff to support and promote the idea of making good choices.

In addition, there will be continuous monitoring of progress for all students and interventions will be used for those students who need more frequent support in managing their behavior. Our goal is to reduce the number of office referrals and increase the number of students who stay on green. Hence, we are calling this program "Go for the Green".

How it works:

- 🐾 Each classroom will have a pocket chart to encourage positive classroom behavior. All students begin EVERY day on "green".
 - 😊 Green - on target behavior
 - 😊 Yellow - caution....
 - 😊 Blue - Blue - reflection time
 - 😊 Red Card - behavior needs to change -phone call home and/or referral to the office (Reserved for more serious offenses)
- 🐾 When students choose behavior that does not follow our basic rules for conduct, their color is changed. This serves as a visual reminder to them and encourages a change in their behavior.
- 🐾 Each grade level will decide on developmentally appropriate rules and consequences for each color
- 🐾 ALL staff will utilize the color system including special area teachers, recess aides, café aides, custodian, cafeteria workers, Para's, etc. (Color Change tickets)
- 🐾 Cougar Pride Certificates will be sent home in report cards to ALL students who consistently stay on green - (no more than 4 yellows)
- 🐾 Students will be recognized at our Cougar Pride assemblies. We will celebrate by sharing the percentage of students who remain on green at every assembly and setting new goals for the school. "Go for the Green" will become our Cougar Pride focus for the year.

The Cook Hill School "Cougar Pride Character Program" assists students in meeting these guidelines for behavior. Discipline situations will be handled by staff using a system of warnings and in-class consequences. The goal of these programs is to nurture self-disciplined citizens. Parent involvement is essential when school-based efforts fail to provide a safe, orderly environment for students and/or academic achievement is threatened.



DRESS CODE (Board of Education Policy reference JFCA)

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)
 - Heelies

EARLY INTERVENTION PROGRAM

What is the Early Intervention Project?

The Early Intervention Project (EIP) is a plan of assistance 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 early intervention team which has been trained to assist classroom teachers.

Who is on the EIP Team?

- ◆ Principal
- ◆ Classroom Teachers
- ◆ Support Services Personnel

Why do we have EIP 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
- ◆ Many absences, etc.

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. Official notification will be provided via local radio stations as follows:

WTIC1080 FM/AM
WELI, 960 AM
WAVZ, 1300 AM
WRCH, WRCQ 100.5 FM/910 AM



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.

STORM RELATED TWO HOUR EARLY DISMISSAL TIMES:

GRADES K-2	9:10 - 1:35 P.M.
Kindergarten AM	9:10 - 11:20 PM
Kindergarten PM	CANCELED

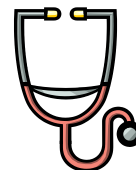
90-MINUTE DELAYED OPENING

Grades K-2	10:40 A.M. - 3:35 P.M.
Kindergarten AM	10:40 A.M. - 12:20 P.M.
Kindergarten PM	1:35 P.M. - 3:35 P.M.

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

HEALTH SERVICES

The health office is staffed from 9:10 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-3 and grade 5. 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.

HOMEWORK (Board of Education Policy reference IKB)

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 every grade level from parent-child activities for



kindergarten to independent research projects in grade five. 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 two part-time clerks. 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 before 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 "Go for the Green" program by implementing our school-wide program.

Students who choose behaviors that are not consistent with our expectations will receive the same verbal warnings as in the classroom. Our aides will carry "color changing" slips and will use them as deemed necessary to support our high expectations for positive behavior.

Café Rules:

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



Recess Rules:

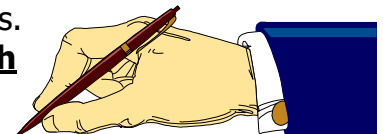
- _____ Keep my hands to myself
- _____ Use kind and polite words
- _____ Follow directions the 1st time
- _____ Play cooperatively
- _____ Include others
- _____ Use equipment appropriate



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, a color change will be issued. The classroom teacher will then change the color on the classroom chart and consequences, according to the color change, will follow

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 p.m.

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. Please show your support in the following ways:

1. Become a paid PTO member. (All dues benefit your child)
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.
- 4.

Position	Name	EMAIL
President	Tina Crispens Dawn Noey	tcrispens@hotmail.com dmnoey@gmail.com
Vice President	Patty Kaplan Stephanie Wallace	pattyakaplan@yahoo.com stephwallace@sbcglobal.com
Treasurer	Sylvia Leonardo	sleonardo@att.net
Secretary	Amy Neal	amyneal@snet.net

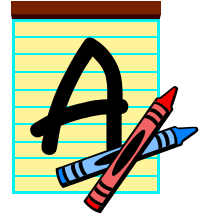
PHOTOGRAPHS



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.

REPORT CARDS

Report cards for Grades K-2 are issued three times a year in December, March and June. Kindergarten students receive a report card in January and one in 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/REMEDIAL SERVICES

Cook Hill School provides speech and language services, learning disabilities resource room assistance, social work service, remedial reading and 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

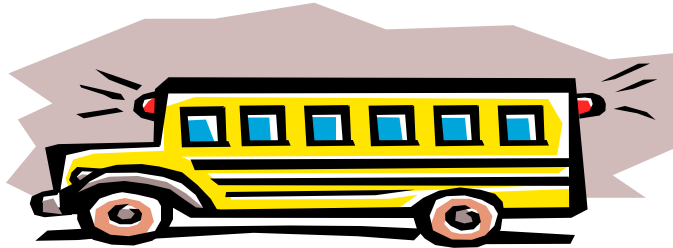
All textbooks, workbooks and library books are loaned to students at no charge. However, students are responsible to replace lost or damaged books. Book covers are required for texts that are needed for homework.

Most teachers offer students an opportunity to purchase paperback books at considerable savings through book clubs. Participation is strictly voluntary.



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

(Board of Education Policy reference JPCC)

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 ten 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 enter at the front door and to sign in at the Greeter's Desk. A pass 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. Some volunteers complete tasks at home for teachers. Contact Lynn Capello, parent coordinator at Cook Hill for more information on the program.

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, friend, Mrs. Murphy, the classroom teacher or any staff member at the school. Mrs. Rebecca Reilly, social worker and Mrs. Regina Kosior, school psychologist will pass along any evidence of the harassment to Mrs. Murphy.

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 Mrs. Murphy 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, Mrs. Murphy.

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, a referral to special education, parent conferences, counseling, and a possible in- school or out of school suspension as deemed necessary. The act could also lead to expulsion.

Prior to the deciding the appropriate disciplinary action, parents may be called in to an interview the complainant and the alleged harasser. There will be a written report filed to close the case and document whether the report was verified or not.