

Regan Elementary School

2780 North Main Street
Waterbury, CT 06704
Telephone: (203) 574-8187

Student Handbook

2015 – 2016

Regan Rhinos Rock!

Mission Statement of Regan Elementary School

Our mission is to educate all students to high academic standards in an environment that cultivates character, fosters pro-social behavior and inspires the love of learning.

Vision Statement of Regan Elementary School

Our vision is for all students to become proficient in effective communication, critical reasoning and logical problem solving. We seek to meet the needs of all learners within a student-centered, data-driven learning community where we continually collect, analyze and act on student performance data to improve teaching and learning.

WATERBURY PUBLIC SCHOOLS

Does not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972 (Title IX); on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1975 (Age Discrimination Act). To file a complaint alleging discrimination or harassment by Waterbury Public Schools on the basis of race, color, national origin, sex, disability, or age, under Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, or their respective implementing regulations, please contact:

*Dr. Kathleen M. Ouellette, Superintendent Waterbury Public Schools
 Department of Education
 236 Grand Street
 Waterbury, Connecticut 06702
 (203) 574-8004*

Inquiries and complaints concerning the applicability of the aforementioned laws and regulations may be referred to the:

*U.S. Department of Education Office for Civil Rights (OCR)
 33 Arch Street, Suite 900
 Boston, Massachusetts 02110-1491
 Telephone (617) 289-0111 TTY (617) 223-9695*

REGAN ELEMENTARY SCHOOL STAFF

Noreen E. Buckley.....Principal
 Maria Jimenez.....Teaching Vice-Principal, Literacy Facilitator
 Denise Stribling.....Administrative Assistant
 Patty Poulter.....Parent Liaison

STUDENT SERVICES PERSONNEL

Lisa Brown.....Special Education Supervisor
 Vacant.....Special Education Resource Room Teacher
 Olga Larina.....School Psychologist
 Heather Balanda.....School Social Worker
 Rowena Zylali.....ESL Teacher

FACULTY and STAFF

Kindergarten	Grade 1	Grade 2
Deanna DeSena Michele Parks	Brittany Dunn Blair Russell	Michele Parks Megan Way
Grade 3	Grade 4	Grade 5
Margaret Harrigan Kevin Mitchell	Jason Dombrowski Lindsay O'Brien	Patty Betancourt Christa Chasse
Library	Music	Nurse
Kimberly Williams Sara Cabrera	Scott Kahan	Claire Pelletier, RN
Art	Cafeteria	
Rhianna Lefevre	Pamela Wawer / Charlotte Grella Nancy Chisolm Marianela Sanchez	Paraprofessionals
Physical Education	Alice Council Rochelle Weiss	Judy Biolo Erica Kelly Michelle Ouellette
Brian Gilmore	Building Sub	
Custodian	Vacant	
Mike Garren Michael Santoli		

IMPORTANT PHONE NUMBERS

Frank G. REGAN Main Office.....574-8187
Frank G. REGAN School Nurse.....574-8305
Superintendent of Schools.....574-8004
Dr. Kathleen Ouellette
Chief Academic Officer.....574-8016
Mr. Darren Schwartz

SCHOOL DAY - HOURS

REGULAR SCHOOL DAY

8:35 a.m. - 2:50 p.m.

4 ½ HOUR SCHOOL DAY (Early Dismissal)

8:35 a.m. - 1:05 p.m.

90-MINUTE DELAY

10:05 a.m. - 2:50 p.m.

EMERGENCY DISMISSAL

8:35 a.m.- 12:00 p.m.

NOTE:

School cancellations, late openings, or early dismissals due to inclement weather or other emergencies are broadcast on television channels 3, 8, 30 and local Channel 16 and on radio stations WATR, WTIC, WPOP, and WWCO.

EARLY CLOSING

In the event of an early dismissal from school due to storms, heating difficulties, etc.; it is important, especially when parents are not home during the day, that your child be instructed where to go and what to do. Please keep in mind that when dealing with a storm situation, most people are aware of the possibility of an early dismissal. However, individual events such as heating difficulties or loss of water may be unknown to parents. It is important that each child knows what to do, if school is dismissed early.

BEFORE SCHOOL REGULATIONS

Children receiving breakfast in school should arrive at school at 8:05 a.m. and report to the cafeteria. All other students should arrive between 8:05 - 8:30 a.m.

AFTER SCHOOL REGULATIONS

All students are dismissed via the side door. Parents picking their children up from school are asked to refrain from parking in any of the NO PARKING areas. Cars parked in the bus area prevent the school bus from loading the students from assigned area, and a potentially dangerous situation. Please also remember that we are in a smoke-free zone while waiting for your children.

TRANSPORTATION, BUS ROUTES AND SCHEDULES

Durham Bus Company is our transportation provider. They can be contacted at 203-591-1847. In late August, the bus schedule will appear in the Waterbury Republican- American. Please encourage your child to use the bus system. This teaches your child independence and cuts down on the amount of traffic at the school. Safety rules should also be discussed with your child to insure a safe ride to and from school and parents and students are required to sign contracts to ride the bus. All students are required to ride their assigned bus. Any changes in the bus must be cleared through the office. A child will not be permitted to walk home unless the parent has submitted a permission note to the office. Also, walkers are not permitted to ride the bus home from school to a friend's or sitter's house. Any questions regarding the bus routes, schedules, pickup points, times, or bus drivers, please contact the bussing coordinator **Jeff Hunter at 203-574-8037.**

Please keep in mind that riding on the school bus is a privilege. Any student that does not follow the safety rules of the bus will not be permitted to ride the bus to or from school and their transportation will be the responsibility of the parents. If a child is involved in an incident on the bus, a notice will be sent home to be signed and returned. Repeated offence will result in a disciplinary action.

SCHOOL MEALS

School breakfasts and lunches are provided at Frank G. Regan School for all students. The menu is printed in the Waterbury Republican-American and also in monthly newsletters. We are pleased to announce that Waterbury Public Schools will be participating in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP) and will continue for the 2015 -2016 school year. In a CEP school, ALL students will receive a nutritious breakfast and lunch at no cost, regardless of family income.

Your child may also bring in a lunch from home. Please refrain from packing food or drink in glass or metal containers. A healthy lunch is always the best so we ask that students do not bring soda, gum, candy, or junk food for lunch. Due to allergies, no fish is allowed in the cafeteria.

CAFETERIA CONDUCT

Students are expected to exhibit manners at all times during the lunch period. This includes table manners, keeping the table clean, and discarding waste. Students are permitted to talk quietly. The lunch aides are in charge of supervision in the cafeteria and all directions are to be followed exactly. Students that argue with, talk back to, or refuse to do as directed by the aides, will be sent to the principal.

DISCIPLINE CODE

The Board of Education authorizes the administration of the schools under its direction to suspend any pupil where conduct endangers persons or property or is seriously disruptive of the educational process, or which conduct is a violation of a publicized policy of such board. School personnel are not desirous of suspending pupils or referring pupils to juvenile authorities. Instead, they are hopeful that parents will participate with them in helping children to become responsible for their actions. The discipline code calls for your participation, as a parent, in determining the direction disciplining of your child will take, when defacement, damage, destruction or loss of school property are involved.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

The staff and administration at Frank G. Regan Elementary School follow the Positive Behavior Support System. As a system-wide Primary Prevention effort in schools, positive behavior support consists of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of problem behavior. Practices that meet these criteria include teaching and rewarding students for complying with a small set of basic rules for conduct, such as “be safe,” and “be responsible.” These rules translate into sets of expectations that differ according to various settings in the school. Thus, on the playground “be safe” means stay within boundaries and follow the rules of the game. In hallways and on stairs, it means to keep your hands and feet to yourself and to walk on the right side. Some parents and educators believe that students come to school knowing these rules of conduct, and that those who don’t follow them simply should be punished. However, research and experience has taught us that systematically teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. It also establishes a climate in which appropriate behavior is the norm. Finally, the use of Primary Prevention strategies has been shown to result in dramatic reductions in the number of students being sent to the office for discipline in elementary and middle schools across the United States.

DRESS CODE AND UNIFORM POLICY

One of the primary functions of school is to provide the foundation for the formation and development of proper attitudes. One basic attitude is seriousness of purpose toward education. The conduct and dress of pupils often reflect their attitude toward school and schoolwork. Conduct and dress which is acceptable and proper for play, recreation and home may not be acceptable for the school environment. Each parent is responsible for his/her child’s dress. The attire of each pupil should be in accordance with the dress code. The cleanliness, health, and safety of the child must be the concern of every parent.

For health, safety, and to avoid disruptions/distractions the following are not considered appropriate (for both sexes):

- Shorts that are torn, have holes, or shorter than mid-thigh
- Tank tops, undershirts, halter-tops, tube tops, bare midriffs, etc.
- Outer coats, hats, bandanas, curlers, etc.
- Inappropriate jewelry that can be dangerous and highly distractive
- Beepers, walkman type players, or electronic devices
- Footwear that are unsafe, clogs, sandals, etc.

CITY OF WATERBURY DRESS CODE

- **PANTS, SHORTS, SKIRTS, JUMPERS, and SKORTS:** Must be solid navy, gray, khaki, or black- NO DESIGNS OR STRIPES! NO JEANS!
- **SHIRTS AND BLOUSES:** Must be Oxford or Polo type with sleeves and a collar. These may be white, blue, or black. NO DESIGNS OTHER THAN A REGAN LOGO MAY BE ON SHIRTS!
- **SHOES:** White or black sneakers, loafers, or tie-shoes.
- **SWEATERS:** Can be worn if desired by parent. Must be V-neck or cardigan style in navy, gray, or white with student’s name written on inside tag. MUST BE SOLID - NO STRIPES OR PATTERN!

- **GYM CLOTHES:** Only may be worn on gym days and must be solid navy, gray, or white. **MUST BE SOLID - NO STRIPES, PRINTS, OR LOGOS OTHER THAN REGAN.** Any student not in dress code will be given a verbal warning. After the first warning, students will be sent to the office and parents will receive a Dress Code Violation slip. After the third offense, parents will receive a phone call informing them that their child is out of dress code. Each time after this, students will be given a detention when out of dress code.

MEDIA COVERAGE

From time to time, media coverage (newspaper, radio, TV) of events taking place in our school is requested. This is an exciting and rewarding experience for most pupils. However, there may be parents who do not desire to have their child/children be a part of TV or newspaper for coverage of an event. If so, please advise the school by giving **written notice** to the school; otherwise, it will be assumed that your child may participate.

HOMEWORK POLICY

The Waterbury Board of Education believes that the learning process must be student-centered. Homework, which includes reading, writing, math, and research or project assignments outside the classroom, is an essential part of this process. It contributes to the development of good study habits, reinforces classroom skills, and increases the possibility of student success. The students' classroom teacher will assign all homework. The student's ability and grade level will be taken into account when determining the length of an assignment. Teachers in grades 1, 2, and 3 shall assign homework in one subject each night. Teachers in grades 4 and 5 shall assign homework in two subjects each night. Please make sure your child has a quiet, organized spot to do their homework and that they have a routine to make sure their homework is placed in their book bag and brought back to school the next day.

VISITORS

Parents are always welcome to visit the school. Visitors must stop in the office and receive a visitor's pass. If you wish to visit your child's classroom, please notify the office in advance so that the necessary arrangements can be made with the individual teacher. Also, if a conference is needed with the teacher, it is recommended that parents make an appointment rather than discussing concerns at an unscheduled time. The classroom teachers need preparation time for reviewing information about the student and documentation of work completed. In order to assist in a successful conference, please make an appointment first.

RECESS

Recess is a part of our daily school programs for Kindergarten through grade 5. It provides your child with an important break for fresh air, exercise and socialization. Recess is held outdoors unless it is raining or under 32°F. All children participate in recess unless there is a medical reason for non-participation. In such cases, a note must be sent by the parent/guardian to the child's teacher explaining why the child should miss recess.

LOST AND FOUND

Items that are found in the school or in the schoolyard are sent to the "Lost and Found". If your child has misplaced something, please check there to try to locate it. We strongly suggest putting your child's name on coats, hats, sweaters, gloves, lunchboxes, and book bags. Items not claimed by the end of each month will be discarded or donated.

ATTENDANCE POLICY

The Waterbury Board of Education requires all students to attend school on a consistent basis. Each student shall be present to participate in class instruction and to learn through interaction with faculty and their peers. When your child is absent from school, please call the main office and send a note to your child's teacher informing them of the reason for the absence. Acceptable reasons for absence are health, (hospitalization only or certification from a doctor of a serious and/or chronic illness), religious holidays, court appearance, funerals, approved school activities, suspension and expulsion. Students are expected to make up all work missed due to absences within 3 days of returning to school.

A student is considered "truant" who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any one year. Any student, whose unexcused absences equal 19 days, will automatically receive a grade of incomplete for all subjects. Failures due to absences may be appealed to an Appeals Board. Appeals must be made within 2 weeks of issuance of report cards. The initiation of the appeals process is the sole responsibility of the parent/guardian of the student.

TARDINESS/ EARLY DISMISSAL- For the purpose of tardiness and early dismissal, "unexcused" is defined the same as "unexcused" absence. A pupil who is tardy or dismissed early must report to the office before reporting to the classroom. Pupils are considered tardy or dismissed early if not in class when the 8:35 a.m. bell rings. For every three (3) unexcused tardiness to school or for every three (3) early dismissals from school, one unexcused day of absence will be assessed to the student's academic record. Regardless whether the tardy or early dismissal is excused or unexcused, the student must be present in school for 4 ½ hours in order to receive attendance credit for the day.

FIRE DRILLS

Fire drills are held monthly as required by state law. Students follow the exit directions posted in each classroom. The signal for the fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed with their class to their designated location in a quick, quiet and orderly manner. Teachers are required to check attendance for their class and report any

absences to the principal. Students should not return into the building without permission from the principal. When a fire drill is in progress, parents are asked not to take their children out of line or bring them home. We must account for all students at this time for everyone's safety.

ASBESTOS MANAGEMENT PLAN

The Frank G. Regan School Asbestos Management Plan is available for review in the principal's office. Any parents wishing to see the inspection results please call the office to make an appointment to come in and view it.

INTERNET ACCESS

Frank G. Regan School is wired for the Internet in each classroom. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. Internet access is a privilege, not a right. If a district user, faculty member, staff member or student, violates any of the acceptable use provisions outlined in the Board of Education guidelines, his/her access privilege may be terminated and future access may be denied. Violations may also result in disciplinary action from school officials. Students shall use the Internet only with permission and supervision of a teacher, administrator, or authorized staff member. All parents and students will be asked to sign an Internet User Policy Agreement. Only students with signed policies on file will be permitted to use the Internet.

SCHOOL TESTING

Standardized tests can assist both teachers and parents in assessing the academic progress of the child and in diagnosing specific strengths and weaknesses. At Regan School, the 4th Generation Connecticut Mastery Test (CMT's) will be administered to all students in grades 3, 4, and 5 in the month of March. Results of the test will be shared with parents when they are received the following September.

REPORT CARDS

Report cards are distributed in Kindergarten three times a year and grades 1-5 four times a year. Report cards must be signed by a parent or guardian and returned to the child's classroom teacher. The final report card does not have to be returned. All students in grades 1-5 will receive numerical grades for all subjects. Students will be graded in Math, Language Arts, Reading, Spelling, Science and Social Studies. The passing grade for all subjects is **65**. Any average below 65 will be considered as failing. Students must pass Language Arts, Reading, and Math to be considered for promotion into the next grade.

PHYSICAL EDUCATION

Physical Education is provided to students in Kindergarten through Grade 5 each week. All students are required to participate in Physical Education unless there is a medical reason for non-participation. Gym attire and sneakers should be worn to school on these days for safety reasons.

INSTRUMENTAL MUSIC

Students in grades 3-5 are eligible to participate in the Instrumental Music program at Regan School. Sign-ups for this program are in September and contracts are sent home. All arrangements for this program are made through the school's instrumental teacher. The rental and/or purchasing of the instrument are that of the parents.

HEALTH EDUCATION PROGRAM

On May 15, 1998, the Waterbury Board of Education approved a new policy in regard to the exemption of pupils from the Health and Wellness portions of Health Education instruction. Any parent or legal guardian who wishes to exempt his/her child from any or all sessions dealing with these portions of the Board of Education approved Health Curriculum may do so by written notification to the principal. Copies of this curriculum will be available for parent's examination in the school.

KINDERGARTEN REGISTRATION

Registration for all kindergarten students is held in March. In order to register your child at Regan School, you should bring the following information with you at the time of registration: ● Child's Birth Certificate ● All Health and Immunization Records ● Proof of parents' residence. *All students will be registered at the family Intake Center at 37 Leavenworth Street.*

SCHOOL RECORDS

Parents and/or guardians have the right to examine their child's scholastic records at the school office. Please contact the school and arrange a mutually convenient date and time, if an explanation of the school records is desired.

MEDICATION POLICIES

The policy and procedures for the administration of medication in schools have been written in accordance with Connecticut Education Laws. Families and physicians are encouraged to develop medication schedules for students, which do not interrupt the school day. Unfortunately there are children who could not be maintained in the classroom without medication during the day; therefore, the Department of Education and Health recognizes their responsibility in providing assistance to these children. No medication will be given without a written prescription from a licensed physician/dentist, a written parent request, and approval from the School Medical Advisor.

The following guidelines must also be met:

- Medications must be brought to school by an adult responsible for the child's care.
- Medications must be in the original container; with label stating how it is to be given.
- No more than a 45-day supply of medication should be brought in at one time.
- All medications must be picked up by the parent after the order for giving medication has expired or when the school year ends. All medications not picked up will be destroyed.

PARENT CONFERENCES

Parent Conference is held three times a year – in September, December and again in April. The fall Parent Conference is scheduled for September 17, 2014 from 5:00-7:00 p.m. This is an opportunity for parents to meet the teacher, view the classroom, and discuss the curriculum. This is **not** a time for individual conferences. Any parent wishing to speak to the teacher about specific concerns may make an appointment at this time. The second Parent Conference is scheduled for December 3, 2014 from 5:00-7:00 p.m. and the third Parent Conference is scheduled for April 22, 2015 from 5:00-7:00 p.m. All parents are welcomed.

BULLY POLICY

As the Waterbury Schools are committed to providing an educational environment where the right and dignity of every student is respected, any act of bullying by one or more students against another is prohibited. Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks.
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender based verbal put-downs.
3. Threats and intimidation.
4. Extortion or stealing of money and/or possessions.
5. Exclusion from peer groups within the school.

Such conduct is disruptive of the educational process and, therefore, is not acceptable. Students who engage in any act of bullying, while at school, at any 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. Where the underlying conduct is not specifically categorized, the responsible administrator shall determine the appropriate discipline based upon the severity of the act.

ZERO TOLERANCE

Frank G. Regan School has zero tolerance to threats of any kind. Any threat will be taken seriously. Discipline will be administered and parents will be contacted in such events. A threat regarding bodily harm to another student or staff member will result in a minimum three-day suspension. The administration will contact the police and the superintendent of schools. In the event that a firearm or deadly weapon is brought onto school property or while attending a school-sponsored event, the police will be called and the student shall be expelled for a period of one calendar year.

SEXUAL HARASSMENT

Harassment of a student by a staff member or another student on the basis of sex creates a harmful academic environment. We wish to maintain a learning environment that is free from sexual harassment. Any sexual harassment of employees by other employees, students to employees, employees-to-student, or student-to-student are strictly forbidden.

REPORTING OF CHILD ABUSE AND NEGLECT OF CHILDREN

Connecticut General Statute Section 17a -101, as amended by Public Act 96-246, requires certain educational personnel (teachers, school principals, school guidance counselors, and school professionals, as well as licensed nurses, psychologists, and social workers) who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require **all employees** of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures of the Waterbury Board of Education.

HUSKY (Healthcare for Uninsured Kids and Youth) PLAN

This is a state and federal funded program to provide affordable insurance coverage for children who otherwise may not have health insurance coverage. Applications are available in the office.

REGAN SCHOOL PTA

The Frank G. Regan School Parent/Teacher Association is responsible for organizing many extra-curricular activities. They are involved in fund raising, school pictures, book fairs, holiday shopping, and providing funds for classroom field trips. They organize many outside-school activities such as holiday parties, and the annual school picnic. Meetings are held throughout the school year in the Regan School All-Purpose Room and all parents are encouraged to attend and become involved in supporting our school.

TALENTED PROGRAMS

Students are chosen from our 4th and 5th grade to participate in Talented Music and Talented Art. This provides these students with the opportunity to expand their knowledge of the subjects. Students are selected by the art and music teachers to participate.

PLEDGE OF ALLEGIANCE

Participation in the Pledge of Allegiance is a matter of personal choice. Students will not be disciplined or penalized for failing to participate in the Pledge of Allegiance.

TEACHER QUALIFICATIONS:

As a parent of the Waterbury Public School System, you have the right to know the professional qualifications of the classroom teachers who instruct your children. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information upon request:

- Whether the Connecticut State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Connecticut State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

PHONE MASTER

We at Frank G. Regan School believe that strong communication between the school and home is a critical factor in student achievement. We will be using a parent notification system this year. This system is another way for our school to keep parents informed and involved. Throughout the year as events take place at Regan School such as PTA meetings, family events, school pictures, etc., an automated system will call your home and leave a reminder of this event. This system will also call parents when your child is absent or tardy for that day. To insure the success of this system, it is imperative that the school has updated and working phone numbers for all students. In the event of a change during the school year please notify the office as soon as possible.

REGAN SCHOOL VISION

“ We seek to meet the needs of all learners within a student-centered, data driven learning community where we continually collect, analyze and act on student performance data to improve teaching and learning.”