

# CANTERBURY ELEMENTARY SCHOOL

## STUDENT HANDBOOK



2024 - 2025

## **IMPORTANT TELEPHONE NUMBERS**

To call a child out sick	860-546-6744 x2304	
Or text to	860-546-8588	
Canterbury Elementary School	860-546-9744	Fax 860-546-6742
Pupil Services/Special Educ. Office	860-546-1040	Fax 860-546-6294
Superintendent's Office	860-546-6950	Fax 860-546-6423
Business Office	860-546-6236	Fax 860-546-9881
Dr. Helen Baldwin Middle School	860-546-9421	Fax 860-546-6289

**If you have any questions or messages,  
please do not hesitate to call the school office at (860 ) 546-6744.**

## **SCHOOL HOURS**

Parent Drop Off	8:05 - 8:20 a.m.	
Buses Arrive	8:10 - 8:20 a.m.	
School Start	8:20 a.m.	
AM Preschool	8:30 a.m. - 11:15 a.m.	PM Preschool 12:15 p.m. - 3:00 p.m.
Regular Day Dismissal	3:10 p.m.	
Early Dismissal Days (K-4)	1:00 p.m.	

## **PHILOSOPHY**

We recognize that children are important  
and valuable members of our society.  
Through educational experience, the child is encouraged  
to develop a positive self-image  
that will prepare him/her to meet life's challenges.  
Each child deserves educational programs that meet his/her developmental  
characteristics, needs and interests.

## **MISSION STATEMENT**

The mission of the Canterbury Elementary School, in partnership with home and community, is to promote interactive student learning through a positive, caring environment in which self-worth is enhanced and a life-long commitment to learning is developed.

## **GENERAL INFORMATION**

### **Absences**

Please call the school at 860-546-6744 in the morning if your child will be absent. Regular student attendance is essential to the educational process. CT General Statute 10-184 and school board policy requires you to inform the school if your child is to be absent for any reason. You must phone the school on the day of the absence by 9:00 a.m. to inform the school/nurse. A note from a physician may be requested.

The Connecticut State Board of Education, effective July 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This change in legislation will require Canterbury Elementary School to adjust some practices in how we report truancy. The state defines excused absences as follows: Parents/Guardians can excuse up to nine (9) student absences when the "parent/guardian approves such absence and submits appropriate documentation, i.e., a written note."

Any absences beyond nine are considered excused for the following reasons:

- Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond control of the student's family;
- Mandated court appearance. This must be verified with written documentation;
- The lack of transportation that is normally provided by a district other than the one student attends;
- Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance; please note that family vacations are also deemed as unexcused absences unless they meet this criterion.
- Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.

**Unexcused absences are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted.**

## **Books**

The school furnishes books to all students. Reasonable wear and tear is expected as a result of daily use. Unreasonable damage to books will result in fines. Lost books must be paid for and replaced immediately. Fines must be paid to the office at the time of loss. Damaged or lost books must be paid for before the final report card can be issued.

## **Cell Phones**

Students at CES are not allowed to have cell phones in school or on the bus. In the event of an emergency, the student may use the school phone to call home/parent/guardian.

## **Child Welfare**

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

## **Closings/Delays/Early Dismissals**

In the event of inclement weather or mechanical breakdown, school may be closed, delayed or require early dismissal. Early dismissal time is 1:00 p.m. Local TV stations carry our school closing information. We will use Blackboard, our messaging system, to reach you. If you are not receiving Blackboard messages, please call our office.

All school delays will be on a two hour schedule. School will begin at 10:30 a.m. Morning pre-kindergarten will not be in session.

## **Computers: Acceptable Use**

The school provides students and staff access to the internet. Guidelines have been established for the safe use of the internet. All student use of the internet within the school setting is monitored by an adult. If a student violates the guidelines, access privileges may be terminated, appropriate disciplinary action taken, and all future access denied. To use a computer, students are required to agree to and sign a contract called the Student Network Responsibility Contract. Network etiquette and digital citizenship includes:

1. Be polite. No abusive messages are to be sent.
2. Use appropriate language.
3. Anything pertaining to illegal activities is strictly forbidden.

4. Staff will be present to supervise the flow of traffic and to maintain safety. Please follow staff directions.
5. Buses and cars may not mix so please follow staff directions

### **“The Vault Method”**

1. 5 - 6 vehicles will pull up around the circle (PK) or to the large parking lot by the gym at a time (K-4).
2. All vehicles will drop their children off and then wait until given the signal by staff that all vehicles can move.
3. We will not give the signal until all vehicles have completed what they need to do.
4. And the next set of vehicles will come forward and repeat the process. Follow staff directions please.
5. All parents will have their name displayed in the passenger side visor. We have given all families 2 signs.
6. Staff will be present to supervise the flow of traffic and to maintain safety. Please follow staff directions.
7. Buses and cars may not mix so please follow staff directions

### **Dress Code**

In order to maximize concentration and minimize distractions, children should dress modestly and comfortably for school.

**ATTIRE:** Halter tops, crop tops, tube tops, spaghetti straps, tank tops, short shorts, short skirts, and tee shirts with offensive pictures, inappropriate and/or profane words are not allowed.

**FOOTWEAR:** Sneakers are the safest and most comfortable footwear for school. High heels, platform shoes, clogs, flip-flops and slip-on or backless sandals are not allowed and are unsafe for normal elementary school activities and outdoor recess activities. Please make sure your child wears sneakers or flat-heeled shoes to school that are secured to the foot with laces, buckles or Velcro. These non-slip shoes prevent injuries and protect the feet. Sneakers are required for physical education class.

**SEASONAL:** Children should arrive at school with proper outerwear. This includes boots, winter coats, mittens and hats for the cold weather. Boots are worn outside only so please provide a change of footwear for indoor use. .

### **Fire Drills**

To comply with fire laws, fire drills are held monthly. (Although a Safety Drill may be substituted 3 times per year.) Students will practice the drill during the first few days of school. During a fire drill, students will exit the building in a quiet orderly manner. If a student is not in the classroom, he/she should follow the directions of a staff member to leave through the nearest exit.

## Medications

If it is necessary for a student to receive medication (prescription or over-the-counter) during school hours, the medication must be delivered to the school nurse by a parent or guardian, along with an Authorization for the Administration of Medicine By School Personnel form completed by the physician and signed by the parent/guardian. All medication must be in an original, pharmacy-labeled container and stored in the health office. Please do not send medications in backpacks. Medications are dispensed by the nurse or a trained designee. Unused medication must be picked up by the last day of school or it will be disposed of by the school nurse. Acetaminophen (Tylenol) may be administered only with the written permission of the parent/guardian on the Annual Health Update form.

## Physical Education

Physical education is required of all students. To be excused from gym classes for a period of time, parents must submit a written request from the physician to the nurse detailing the activity restriction, including date to return to full activity. A note from a parent/guardian requesting a student be excused from gym for one day must state the reason and may or may not be approved by the school nurse, depending on the findings at the time. More than one day requires a physician statement. All students are required to wear sneakers during PE Class.

## Physicals

Students entering school for the first time and in Kindergarten are required to undergo a physical examination by a legally qualified medical practitioner prior to starting school. Physicals must be current within 12 months, the documentation completed on the State of CT "blue" Health Assessment Record with all starred \* items completed by the physician. Forms are available at the school and from the medical provider. CT HUSKY information is available from the school nurse.

## Reporting Illness and Absenteeism

The parent will report the reason for the child's absence to the school nurse, who may advise as to the current policies regarding exclusion for communicable diseases or illness. The school number is (860)546-6744, or you may send a text to 860-546-8588. A physician's note may be required for frequent or prolonged absence.

## When To Keep A Child Home From School

Keep children at home when they have the following signs of illness: severe, frequent cough, sore throat, fever 100.0 or higher, recurrent abdominal cramps, nausea, vomiting, diarrhea, skin rashes, earache or crusty/red eyes. If symptoms persist, parents should contact their physician. Students may return to school when they are free of symptoms, without medication, for 24 hours. If in doubt, call the school nurse for assistance. If you have any questions or messages, please do not hesitate to call the nurse at (860) 546-6744 ext. 2304 or text at 860-546-8588.

## **Open House**

An Open House will be held at the beginning of the school year. The intention is for families to visit the place of their child's formal education and meet his/her new teacher.

## **Parent-Teacher Conferences**

Parent-teacher conferences are regularly scheduled two times per year. Conferences are scheduled for October 24th and October 25th and on March 20th and 21st for the 24-25 school year. Students in PreK to Grade 4 receive three report cards. Additionally, there may be meetings scheduled for students followed by the Student Assistance Team (SAT), 504 and Special Education students. Throughout the year, however, parents may make appointments for conferences with teachers, the social worker, school psychologist, or principal by phoning the school office. Students experiencing difficulty in academic, behavioral, attention, or social area(s) may also meet in a Student Assistance Team (SAT), 504 or Planning and Placement (PPT) meeting. We strongly encourage parents/guardians to attend all meetings that pertain to their child. Parents are welcome to schedule additional conferences, as needed.

## **Personal Belongings**

Parents are asked NOT to send children to school with personal belongings, including toys. Electronics are not allowed.

## **Pets**

Animals are not allowed at school except in the case of educational study. Permission from the principal must be obtained prior to bringing an animal to school.

## **PTO**

The Parent Teacher Organization provides our students with many enriching experiences. This group of dedicated parents joins together in organizing opportunities to enhance the school experience of our students. Parents may choose to join this dedicated group by contacting the PTO Co-Presidents through the CES Office. Monthly meetings are held on the 3rd Wednesday of the month at 6 pm.

## **Promotion/Retention**

It is the philosophy of the Board of Education that all students are placed in instructional programs in which they can achieve academically, as well as, emotionally, socially and physically. Any student being considered for retention will be followed by the Student Assistance Team (SAT). Parents are a part of this process. Ideally, the decision concerning the child's placement will be made jointly by the team and the parents with the best interests of the student serving as the primary criteria in the decision making process. If the parents disagree with the team's recommendation, Board policy allows administration to make the final decision. Factors considered in determining promotion or



teeth. Snacks should be limited to one item of food that can be consumed in a short period of time (10 minutes). Please send only 1 small snack and a non-sugary drink. Milk may be purchased for \$ .50.

The following is a list of some nutritious snacks that you might send with your child: fruit, whole grain crackers, cheese slices or cubes, fresh cut-up vegetables, small portions of unsweetened cereals, Popcorn, tortilla chips, rice cakes, and juice boxes of 100% fruit juice.

### **Student Insurance**

Students injured on school property or during school activities are NOT covered by school insurance. Parents of students who do not have health plans are encouraged to participate in the student insurance program, which is available at a nominal cost. When students insured under this plan are injured at school, they will be given a claim form from the nurse's office. These forms must be completed by parents and presented to the respective physicians or hospitals. The school merely acts as a medium in supplying the insurance forms, and assumes no liability for any subsequent negotiations with the company.

### **Student Records**

Students' records are confidential and cannot be disclosed to unauthorized people without parental/guardian consent. Parents/Guardians may review or request copies of their child's confidential records. All requests must be in writing. Requests will be accommodated within a reasonable period of time. A school professional must be present at all reviews.

### **Transportation to School**

School transportation is available for every child attending Kindergarten through Grade 4. It is asked that you accept the responsibility of seeing that your child is ready when the bus arrives at your stop. Parents of all students are notified regarding bus schedules for the upcoming year. When children return home, it is expected that an adult will be there and visible. If there is no adult home, the child will be returned to school. We will then contact you to pick up your child at school.

### **Student Assistance Team**

The Student Assistance Team is a team of faculty who monitor student progress and respond to student needs. Our classroom teachers review student progress regularly and make referrals to the SAT as needed. If you have any questions or concerns, please contact the SAT at [CESSAT@canterburypublicschool.org](mailto:CESSAT@canterburypublicschool.org). Members include social worker, school psychologist, principal and nurse. Other members of the faculty join us when requested.

### **Visitors**

We are proud of our school and welcome adult visitors. As student safety is of great concern, all visitors must report to the office and display their driver's license. Faculty and staff members have been asked to direct people without visitor identification to the office. Parents and guardians who are dropping off or picking up their children from school must also report to the office so their children



7. Sharp objects such as pencils, pens, and scissors must not be taken out of one's backpack on the bus.
8. Keep all of your body inside the bus.
9. Keep the bus neat.
10. No eating. All food must be kept inside your backpack while on the bus.
11. Enter and exit the bus in a single line.
12. Exit the bus seat by seat in an orderly manner.
13. Use the front door, except in an emergency.

### **Cafeteria Rules**

1. Students will remain seated at their tables until dismissed.
2. Students will stay in their own space.
3. Students will quiet immediately when signaled by the teacher (clapping, whistle, lights out, microphone, gesture, verbal comment).
4. Students will use quiet voices, good table manners and be polite.
5. Students will clean up their table/space and floor areas around the table.
6. Students will eat their own food only and dispose of leftovers properly.
7. Students will line up quietly and walk safely to the classroom, recess or special.
8. There may be a designated peanut/nut free table.

### **Playground/Recess Rules**

1. All the General School Rules and Common Shared Values should be followed.
2. Students will play safely.
3. Students will play cooperatively and fairly.
4. Students will play in assigned areas and away from the building/windows.
5. Students will leave the playground only when given permission.
6. Students will treat each other respectfully and display good sportsmanship; using kind words and using a loud voice in an emergency only.
7. Students will freeze and listen if a staff member blows a whistle. Then follow staff directions.

Possible actions including, but not limited to a verbal warning, apology, restorative circle, self-reflection, processing, conference with student, lunch detention, time out, notification to families, after school detention, referral to SAT team. Families are an important part of this process! We include you as often as possible.

Major infractions in conduct will result in appropriate steps including in and out of school suspension and expulsion, per board policy and Connecticut law.

### **Detention**

A detention may be assigned anytime a student is involved in an infraction of school rules. The detention is served after school or during lunch. Families will be notified and must make arrangements for transportation for after school detentions. Students may not participate in school events until the detention is served.

### **Out of School Misconduct**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

### **Searches**

The principal may search belongings as warranted by concern.

### **Vandalism**

The parent or guardian of any minor child, who willfully cuts, defaces or otherwise injures in any way any property shall be held liable for all such damages. The parent or guardian is liable for all property belonging to the school system lent to the student and not returned upon request.

### **Threats**

All threats are taken seriously and immediately investigated. If evidence suggests that threatening statements or behaviors have occurred, disciplinary action is taken and the Superintendent is notified. The CT State Police may also be notified.

### **Weapons**

Possession or use of a knife, gun, laser pointers, water gun, air gun, paintball gun, flamethrower or any other object that might be considered a weapon is prohibited. Students found to have possessed a weapon on school grounds or a school sponsored activity must be expelled according to the Gun-Free Schools Act, 20 U.S.C. Section 8921.

**RECEIPT OF CES STUDENT HANDBOOK**

**(to be filled out by the families)**

I, \_\_\_\_\_, received and reviewed the CES Student Handbook. I understand the contents and will abide by school procedures. If I have any questions regarding the content, I will contact my child's teacher or call the office.

Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

Please detach this page and return to your child's teacher after you have reviewed the handbook.

Thank you!