September 1, 2023

CLS Parents and Guardians, welcome to the 2023-24 school year! Please read carefully through the following information and helpful tips on a variety of topics to assist in orientation as we begin the school year. We realize it is rather lengthy; however it is filled with lots of important information that you will need to begin the year.

CLS Meals Information

The menu for September is posted online on the Seymour Schools website: www.seymourschools.org

Breakfast for the 2023-24 school year will be free. The paid lunch price for a student lunch is $3.15. **Please note that if a family qualifies for free or reduced meals, lunch is free.**

The price for snack milk is $.60.

It is critical that households submit a free and reduced-priced meal application as soon as possible to determine a student's eligibility for this school year and avoid unpaid meal charges. As this year qualifying for reduced meals will result in free lunch, we strongly encourage everyone to complete the forms.

The application packet can be found on the Seymour Schools website under ***Foodservices***. Applications will also be sent home on the first day of school. Please contact the Food Services Director Cindy Brooks at: cbrooks@seymourschools.org with any questions.

You can use one Free and Reduced-Price School Meals application for all of the students in your household – you do not need to do an application for each child at each Seymour school. **Everyone needs to do a new application this year, regardless if your family had qualified in the past.** Please look to return the forms as soon as possible in order for them to be processed by Food Services, but ideally no later than **Wednesday, October 4, 2023.**

2023-24 CLS Breakfast Procedures – Students Must Arrive Before 8:45 a.m. for Breakfast

Students who wish to eat breakfast at CLS must arrive either by bus or, if being dropped off, arrive prior to 8:45 a.m. in order to get it and eat it before the school day officially begins at 9:00 a.m. **Students need to be finished with their breakfast when the school day officially begins when morning announcements are made promptly at 9:00 a.m.**

2023-24 CLS Breakfast Procedures to Begin the Year Will Be as Follows:

Grades 1, 2, 3, 4, and 5 will be eating breakfast in the cafeteria immediately upon arrival at CLS. Breakfast will be served when the schools open at 8:40 a.m. daily in the CLS cafeteria. Students eating breakfast in the cafeteria will need to be finished eating their breakfast by ***8:55 a.m.*** so that they are in their classrooms for morning attendance at 9:00 a.m.

We do recommend for students who wish to eat breakfast at CLS to take the bus in order to ensure they arrive prior to 8:45 a.m. For parents who plan to drop their child off, their child must be in the cafeteria prior to 8:45 a.m. for breakfast.

Breakfast in the CLS cafeteria is not the socializing time that daily lunch is. Staff will be supervising students to make sure that they stay focused on eating and then head right to class within the time parameters outlined above.

Only Kindergarten students will be having the Grab and Go breakfast. Kindergarten students will pick up their breakfast inside the cafeteria and then head directly to their classrooms to eat it. Plenty of CLS staff will be on hand both in the hallways and in the cafeteria in order to guide students who wish to get Grab and Go breakfast at CLS in the morning. After getting their breakfast, K students must go directly to their classrooms to eat their breakfast.

As they are younger and with eating at school obviously new for kindergarteners, we understand it may take them a few minutes longer initially, but after a couple of weeks, the expectation is that they will also be completed with their breakfast by 9:00 a.m.

Child behavior experts say that parents and guardians can reinforce eating in a timely manner by communicating a consistent message that there is a window of time for eating meals served at home, rather than an "eat at your own pace" approach that may make a meal at home be 20 minutes to an hour in length. When given a window of time, children will then eat to match the allotted window. **Your assistance in helping children understand eating within a limited period of time is appreciated.** The typical breakfast at school consists of a box of cereal with regular or chocolate milk and a muffin.

2023-24 CLS School Lunch Procedures

All CLS students eat lunch in the cafeteria. Although we do not have individually assigned seats in the cafeteria, students will be required to sit with students from their classroom to begin the year.

No Lunches Brought from Home Can Be Microwaved

There are no means readily available for students to have their lunches brought from home warmed up, so please plan accordingly what you pack for your children.

Please pack items for lunches for your children that they are able to open as well. We recommend having your child practice opening the containers that you plan to send from home so you can see how well they are able to navigate the containers. Our CLS monitors are happy to assist, but the more capable a child is able to open their own containers, the sooner that child can begin eating.

2023-24 Parking at CLS

The first parking lot on your left as you approach Chatfield-LoPresti School (Parking Lot A) from Route 67 is strictly for teachers and is the bus loop**. For the safety of our students, it is important that parents and visitors never park in this lot at any time of the day.** Even if it is for less than 5 minutes, please do not park there. Parking Lots B and C are designated for parents, visitors, as well as for SONCCA staff and the parents of students in SONCCA as well. Lots B and C are the ones closest to the gym entrance where all visitors must enter CLS**.**

Please enter the Visitor parking lots by turning left at the last entrance which is slightly prior to Bunting Road, which will be on your right. Drivers should leave through the exit area of the parking lot located next to the bus loop entrance. They should not drive back through the parking lot to leave through the entrance near Bunting Road.

2023-24 CLS Morning Drop-Off Procedures – Please do not arrive prior to 8:35.
When entering the CLS parking lot, please be sure to have your blinker on indicating that you are turning into the lot. That provides safety for our crossing guard, Bailey, as well letting both him and other drivers know your intentions.

We would greatly appreciate people not arriving prior to 8:35 a.m. and filling up the drop-off lane and parking lot so that it backs up to Skokorat Street. When many people arrive too early, it actually interferes with our CLS staff who park in the Visitor lots from being able to enter, as the faculty parking lot is not large enough for all of our staff. **If you do arrive early, please remember to turn off your car's engines, as there is no idling permitted.**

Please note that no one is permitted to let their child off from their car while still on Skokorat Street in an attempt to "beat the line in the drop-off queue." In addition, no one should park near the CLS property to then attempt to cross Skokorat Street where there is no sidewalk. People dropping children off by car must follow the proper procedures outlined above; deviating from those established procedures poses a significant safety risk for all parties. CLS proudly works in partnership with the Seymour Police Department to ensure these procedures are followed to the letter.

CLS morning drop-off officially begins at 8:40 a.m. Please do not let children out of your cars prior to 8:40 a.m. and leave them unattended outside the doors to CLS – **they must remain with their parents at their cars until 8:40 a.m. as there is no supervision prior to then.**

2023-24 Morning Arrival Procedure for Students Entering CLS from Parent Drop-Off
Regardless of grade, when students get out of parents' vehicles, they will enter CLS via the main entrance by the gymnasium.

When Exiting Parents' Vehicles at Morning Drop-Off
To keep all children safe, children should not get out of their cars until they reach the designated drop-off area. **They should exit their cars on the right hand side so they step immediately onto the sidewalk.** It is imperative that all drivers in the Drop-off Lane remain in their vehicles. Our staff will open the door if necessary to assist your child in exiting the car. If a parent needs to get out of the car, they must park in Visitor Lot B instead. **Parking Lot C is not open for visitor parking during morning drop-off time.**

To err on the side of safety, even if your child has already left your car, please do not attempt to go around any cars that might be in front of you. This assists in protecting children who may inadvertently exit their car on the left hand side. Everyone needs to be patient and follow these steps. Drivers should leave through the exit area of the parking lot located next to the bus loop entrance.

Please note: Handicapped spaces are not to be used by parents/guardians who arrive prior to 8:40 a.m. who are waiting to drop off their child. Your cooperation and understanding is very much appreciated. We all need to work together to keep our CLS children safe.

Walkers
Students who walk to school in the morning should arrive at CLS after 8:40 a.m. as there is no supervision prior to that time. We identify students who walk home to their houses as **Walkers**. Walkers are escorted by staff to the crosswalk near Bunting Road following school dismissal and across Skokorat Street from where the sidewalk meets Skokorat Street by the bus loop exit. Children cannot go unattended to the parking lot at any time.

Students who are walkers must go with the teacher escort all of the way to the crosswalk and will not be permitted to go to a car in a parking lot or on Skokorat Street. Parents who intend to drive their child home need to follow the pick-up procedures which follow.

2023-24 CLS Afternoon Pick-Up Procedures

Chatfield-LoPresti School identifies students whose parents drive them home at the end of the day as **Afternoon Pick-ups**.

At pick-up time in the afternoon, parents will have to park in parking spaces and walk to the sidewalk overhang area alongside the exterior gymnasium wall. A few parents at a time are then admitted into the CLS lobby where they must show photo identification in order to then sign out their child. Children are brought to meet their parents only after proper photo identification has been shown.

The gate at the entrance to the basketball backlot area will be open for over-flow parking at the end of the school day. We will have an established fire lane entering the backlot designated by orange cones. Please keep that area clear at all times.

Parents and guardians who are picking up their child at the end of the day must have

- **photo identification**
- **prior to that afternoon have provided the CLS office staff with the name(s) of the adult(s) authorized by the child's guardians to pick up the child(ren).**

Only individuals identified in advance by a child's guardian(s) will be permitted to sign out a child with the CLS office staff.

Please note that due to the elementary schools' office staff preparing for end of the day dismissal procedures, we do not dismiss from 3:10 – 3:30 p.m.

This window allows the elementary schools' offices and staff the opportunity to properly coordinate end of the day procedures in order to ensure that all children get home safely**.**

It is the district's expectations that there will not be daily occurrences of parents coming prior to 2:50 p.m. to pick up their child and "beat the rush."

The school day goes until 3:30 and it is to be only on a rare exception (such as a doctor's appointment that could not be scheduled after the school day) that a parent should arrive before 3:30 p.m. We greatly appreciate your assistance in this matter.

Cell Phones and Apple Watches

During school hours, students with cell phones and Apple Watches (and similar devices) will need to have them powered down in their backpacks. For all children's protection, students cannot use personal devices to communicate with anyone during the school day.

CLS School-wide Remind App and Time Windows for Its Use

CLS parents and guardians will receive invitations from teachers to sign up for Remind. Remind is a classroom communication tool for during the school day that allows teachers to message parents with important classroom updates.

Please understand that this communication tool is not for an extensive back and forth dialogue with your child's teacher as you would text message someone. If continued dialogue is necessary, please utilize email or set up an opportunity for a phone call or in-person meeting with your child's

teacher. Please do not attempt to call your child's teacher via Remind. You can access their school voice mail by calling 203-888-4640.

Please note that CLS staff cannot respond to Remind messages when they are teaching with students. As Remind at CLS is intended to be used as a vehicle within normal working hours, please be respectful of teachers' time beyond the work day. If you are reaching out to your child's teacher after the school day has ended, we recommend sending an email and the teacher can then respond as needed the next school day.

Google Classroom

Our digital platform for students of all grades is Google Classroom. Parents will receive an invitation from their child's teacher to be added as a guardian to their child's Google Classroom. With guardian access, parents will be able to view assignments and scheduled Google Meet appointments. This will help parents to stay informed of their child's academic progress.

School Attendance

We strongly believe that only by being in school for the entire day is a child going to be able to reap the full benefits of his/her teacher's lessons. Children need to come to school every day, for the **full** day.

Chronic absenteeism is defined by the State of Connecticut as a student being absent more than 10% of the time. If a child continues to have chronic absenteeism, even after administrative intervention, it can lead to further actions.

A perfect day's attendance is defined as being present the entire day, which means arriving by 9:00 a.m. and not leaving before dismissal at 3:30 p.m. **To avoid having a child become chronically absent for the year, a family should strive to have their child absent no more than 15 days in an entire school year.**

School Tardiness

The CLS school day begins promptly each day at 9:00 a.m. At CLS we take chronic tardiness take very seriously as all instructional time is important. As a result, any school time missed beyond the occasional doctor/dentist appointment should be prevented whenever possible. Being on time for school is important as it sets the tone in being prepared for the day and it demonstrates a commitment to success. When a parent brings a child to school late, the tardies are only excused by the school under the following circumstances:

1. Personal illness of student
2. Serious illness or death in immediate family
3. Student has a doctor/dentist/professional appointment (A note or phone call from parent or a professional note from
doctor/dentist/professional will be required to verify.)
4. Family emergencies (approved by Principal or Superintendent)
5. Religious holidays

When a child's parents continue to bring their child late to school so he/she is excessively tardy despite the school's interventions (which include multiple make-up reading time sessions and multiple parent communications and/or in-person meetings), the school may need to contact DCF to further assist in having a child be on time for school on a consistent basis.

Clothing Needs for the Coming School Year for Our Nurse's Office

Our CLS Nurse's Office is frequently in need of extra pairs of clothing. As your own children outgrow their clothing, perhaps you might look to donate to help our Nurse's office? Just to get it on your radar, needs that have been already determined for the start of the school year are as follows:

Boys - Sizes X-Small and Small
Girls - Sizes 6 and 8
We could also use boys and girls sweatpants, shorts, and comfy clothes in the following sizes:
Boys - Sizes 6, 7/8, 10/12
Girls- Toddler, 5/6, 6/7
Thank you for any used clothing donations you are able to contribute!

2023-24 CLS Unified Arts Schedule

At CLS, there are 4 Unified Arts elementary subjects – Art, Library, Music, and Physical Education. The teachers for each of the UA subjects follow below.

Art – Mrs. Chapin
Library – Mrs. Kirkland
Music – Ms. Labbe
Physical Education – Mr. Ackerson

Your child's Unified Arts class will rotate daily, with each day of the week a specific UA subject. **There is one exception to this. Mrs. Ciocca's fourth grade class will have a 4 day ongoing rotation since her class's UA subjects will be taught by the UA staff from Bungay School.**

UA Classes for Grades 2, 3, 4 and 5

During the 2023-24 school year, on Fridays the grades that have 4 classrooms will have a second meeting for one of the UA subjects from earlier in the week. The Friday UA class will rotate quarterly.

Mrs. Ciocca's Grade 4 class will do a continuous 4 day rotation. The other four Grade 4 classrooms will also have their Friday UA class rotate quarterly, just like Grades 2, 3, and 5.

UA Classes for Kindergarten and Grade 1

During the 2023-24 school year, there are 5 kindergarten and grade 1 classrooms. To fill the fifth UA time slot, a school counselor will be teaching counseling lessons during 1 of the UA time slots each week for your child's class.

Chorus at CLS

Grade 3 and 4 Chorus

Every Grade 3 and Grade 4 student will be participating in chorus for the 2023-24 school year.

Ms. Labbe will meet with the entire third grade as a chorus **once** a month. In addition, third graders will learn the recorder. Grade 3 parents can look forward to hearing their children both sing and perform the recorder at the Grade 3 spring concert!

Ms. Labbe will meet with the entire fourth grade as a chorus **twice** a month.

Grade 5 Chorus and Reading Enrichment

At CLS, while all Grade 3 and Grade 4 students participate in chorus, Grade 5 students have the opportunity to elect to participate in either Chorus or Reading Enrichment – they must select one of them to which they will commit for the entire year.

Both Chorus and Reading Enrichment will meet two times per month for 40 minutes each time. Students who participate in Grade 5 Chorus are required to sing at both the winter and spring concerts. As a result, Grade 5 Chorus is only available to fifth graders who plan to attend both concerts.

If a fifth grader does not wish to be in Chorus, he/she will instead have Reading Enrichment. For Reading Enrichment, students will have 40 minutes of independent reading time with the librarian and/or their classroom teachers during the same 40 minutes when the other fifth grade students are at Chorus.

Chatfield-LoPresti PTA

We strongly urge you to become involved in the CLS PTA. Please mark your calendars for Wednesday, September 6, for the first CLS PTA meeting of the year! Come to listen and participate in the wonderful plans that the CLS PTA has in store for the upcoming year!

Typically the monthly CLS PTA meetings are held on the **first** Wednesday of each month, with the exception of the first one, which will be held on Wednesday, September 6, 2023.

CLS PTA meetings begin at 6:30 p.m. and will be held in the CLS building in the CLS Library and Media Center. Meetings run approximately 45 minutes in length. The CLS PTA may be reached via e-mail: chatfieldloprestipta@gmail.com

They also encourage you to join their Facebook Page: https://www.facebook.com/CLS PTA

The CLS PTA Officers for the 2023-24 school year are:

President – Cara Bordonaro
Vice President – Megan Altomare
Treasurer – Caitlin Kelley
Secretary – Tara Murad
Membership Coordinator – Stephanie Zuraw
Events Coordinator – Peter Washenko
Fundraising Coordinator – Nicole Roberts

CLS Apparel and CLS Swag Days – First CLS Swag Day - Friday, September 8, 2023

The CLS PTA will not be purchasing all students a T-Shirt this year as they are using funds for other benefits for our CLS community. As a result, we will be sending home a flyer for CLS apparel orders the first week of school.

CLS Swag Days, will be the first Friday of every month and they will be announced in Cheetah Tracks; **the first one will be Friday, September 8**. If a child does not have CLS apparel as of yet, we also encourage students and staff to wear Seymour's colors of blue and gold.

2023-24 CLS Meet the Teachers Nights

Kindergarten, Grades 1&2 Meet the Teachers Night @ 6:00 p.m. on Tues., September 12, 2023

Grade 3, 4, & 5 Meet the Teachers Night @ 6:00 p.m. on Thursday, September 14, 2023

This year CLS Meet the Teachers Nights will be held in-person at CLS. There will be one evening for Kindergarten through Grade 2 and another for Grades 3 through 5, with 2 identical sessions each evening. The CLS PTA Book Fair will also be open both of the CLS Meet the Teachers Nights.

We will begin at 6:00 p.m. for opening remarks in the gymnasium from CLS administration and the CLS PTA. The first session will then start at 6:25 p.m. and then a repeat of the same presentation will begin at 6:55 p.m. for parents of children in more than 1 grade/classroom.

CLS School Pictures – Wednesday, September 20, 2023

CLS Lifetouch Fall Picture Day will be Wednesday, September 20, 2023.

PowerSchool

Through PowerSchool the administration and staff at CLS will be providing you with access to your child's current assignments, grades, and attendance via the internet. For returning CLS parents, your access information remains the same as last year. Incoming kindergarten students were mailed home their access information with their teacher assignments. All other new CLS students will be bringing home the access ID and password during the first week of school. To access this information you will need to follow these steps:

1. Open the Internet browser on your computer.
2. Type http://powerschool.seymourschools.org/public into the address bar.
3. Click on "Create Account" and fill out your information. You will then use the access ID and password you have been given to link your child(s) accounts to yours.
4. Please refer to "Seymour Public Schools PowerSchool Parent Portal Account Creation" for detailed directions.

We want parents to know how to work with their children at home, so when logging into PowerSchool, parents should check the description of each assignment posted. That is where teachers will include an explanation of what each assignment entails and if there are any special instructions that can assist and inform you. The assignment's description is the information that teachers in the past posted on their websites for parents to see; now the assignments are in PowerSchool. The description will be there each time a teacher creates a new assignment.

The work children have done on their assignments, quizzes, and tests, in conjunction with observations of students' daily classroom performance guides teachers as they evaluate progress in relation to the report card standards. As much as possible, the scores in the portal will match the scores/grades children receive on their papers.

At the elementary schools in Seymour we use a standards-based system. The report cards issued for each trimester throughout the year will indicate where your child is at that time in regards to his/her mastery of each report card standard. It will not be an average of all the grades that you see in the portal because that is not how we assess elementary children are assessed. There is not an overall grade for each subject like there is in the middle and high school.

You may track your child's academic progress from any location that has internet access. If you do not have Internet access, the Seymour Public Library has computers open to access your child's records. Please keep your password confidential so only you can access the information.

The Grades and Attendance tab allows you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for CLS.

The CLS Homework Philosophy

The Chatfield-LoPresti staff has developed a homework philosophy in order to clarify expectations for all members of the CLS community in support of Seymour's Homework Policy. A copy of the homework philosophy is in the CLS Student Handbook, located online on the CLS webpage. We work in partnership with parents so their children will grow towards their academic potential. We are

transparent with our philosophy so parents will know how they can assist their children and when they should reach out to the school staff when either the child or the parent/guardian is feeling frustrated about homework. Homework should be a positive experience to the greatest extent possible.

Recommended Time Allotments for Homework

Daily homework assignments will generally be given Monday through Thursday. Homework will not be routinely be assigned on weekends. Occasionally, weekend and vacation assignments may be necessary for the continuity of learning. Students are encouraged to use the weekends and vacations for long-term assignments and daily reading.

Homework will increase gradually in amount, variety, and frequency as students advance from grade to grade. The following chart indicates what we believe is the appropriate amount of time for children in each grade to spend on different kinds of homework. It is important to note, these are suggested on task times because we know that the amount of time it takes each student to complete homework assignments will vary. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you are encouraged to write a note to the teacher explaining the situation. If this is an ongoing problem, please make arrangements to talk to your child's teacher.

CLS Daily Homework Guidelines

Grade	Reading	Additional Assignments	Approximate Total Minutes
Kindergarten	Early Fall - Families and children spend time reading books together, listening to parents read aloud, learning upper and lower case letters, and sight words By Winter - Families and children spend time reading books together, learning sight words, beginning to read the books the kindergarten teachers send home independently (with parent support as needed) 15 minutes/day = 75 minutes/week	Twice weekly	15 minutes
First	15 minutes/day = 75 minutes/week	15 minutes	30 minutes
Second	20 minutes/day = 100 minutes/week	15 minutes	35 minutes
Third	20 minutes = 100 minutes/week	20-25 minutes	40-45 minutes

Fourth	20-30 minutes =150 minutes/week	25-35 minutes	45-60 minutes
Fifth	25-30 minutes = 150 minutes/week	35-40 minutes	60-70 minutes

Math Fact Fluency Practice – Kindergarten - 5 minutes/day for 3 days/week = 15 minutes/week
Grades 1-5 – 5-10 minutes/day for 3 days/week = 15 – 30 minutes/week

CLS Administration Communication - Cheetah Chats, Cheetah Tracks, Instagram, & X

Cheetah Chats are informal meetings with CLS administration. Some occur during weekday mornings and we will also have them occasionally in the early evening. We want you to feel welcome to visit, ask questions, and make suggestions. Watch for the dates in Cheetah Tracks!

The weekly Cheetah Tracks newsletter sent typically on Sunday evenings is intended to pass along recent news and upcoming events. Cheetah Tracks is sent via an e-Blast to the activated email addresses from PowerSchool accounts.

Administration Email Addresses:
Mr. Olechna: dolechna@seymourschools.org
Mr. DiStasi: edistasi@seymourschools.org

CLS Social Media – X and Instagram

Mr. Olechna's X link is https://twitter.com/CLSPrincipal

Please follow me in order to receive important information in the quickest manner possible. For example, if there is a bus delayed at the end of the school day, by sending a message via X that the bus has been delayed, we can notify parents in seconds - at least 5 to 7 minutes sooner than when a phone call will be received. We also send reminders and updates about upcoming events, such as when there is an early dismissal and photos of special theme days that occur at CLS.

CLS Instagram: Watch for photos of CLS happenings throughout the year on Instagram and on the district's Facebook page! Follow us @ clsadmin

Classroom Issue Procedure

If any issue should arise regarding a situation (i.e. regarding behavior, a grade, homework, etc.) in your child's classroom over the course of the year, please contact your child's teacher **prior** to contacting administration.

CLS PTA Fall Book Fair – September 12, 13, 14, and 15, 2023

The CLS PTA will be sponsoring our annual Fall Book Fair in the CLS gymnasium on Tuesday, September 12, Wednesday, September 13, Thursday, September 14, and September 15, 2023. **The CLS PTA Book Fair will be open on both evenings of the CLS Meet the Teachers Nights.**

CLS Student Handbook – Parent and Student Sign-off Required

The 2023-24 Chatfield-LoPresti Student Handbook will be posted online next week. You may access it by going to the **CLS** website. In the opening day folder you will find a sheet titled, "Permission

Slips." After reading the handbook, please discuss the policies in it with your child. Your signature on the slip will indicate that you have done so. Please have your child return that signed slip by Friday, September 15, 2023.

Volunteers at CLS

Parent support is a valuable asset and is encouraged in our school. CLS expects all staff members and volunteers to maintain the highest professional, moral and ethical standards in their conduct with students and adults. Volunteers should understand their role and responsibility in the overall operation of the school.

In a typical school year, there are several different ways that parents can volunteer at CLS. Parents in the past have assisted

- by making copies for our weekly notice distribution.
- by becoming more involved with our PTA events and fundraisers.
- as a guest reader in their child's classroom.
- as a chaperone for most field trips.
- in the media center checking out books and restocking shelves.
- helping tabulate totals during our Reading Challenges.

Other than as a chaperone, assisting with the checking out of materials in the media center, preparing specific materials for class activities, and as a guest reader, we do not have our parent volunteers work directly with children. Parent volunteers are not in the classroom when students are working due to our having hired staff perform those needed roles.

We permit a volunteer to assist one day per week up to 2 hours on that day. We adhere to this in order to "spread the wealth" and allow multiple people to volunteer in our school.

Please note that when a parent comes into CLS to volunteer while school is in session during the school day, they are not permitted to bring other children with them due to liability reasons.

School Visitors to CLS during the 2023-24 School Year

- All adult visitors must have photo identification in order to enter the CLS building.
- When buzzing the office and speaking via the intercom, visitors must indicate to our office staff their destination. The office staff will confirm that there is an appointment before buzzing the visitor into the building. If there is not a scheduled appointment, our office staff will be happy to assist you in scheduling one. **Whenever you come into the building, please report directly to the main office to sign-in and pick up a Visitor's Badge that you must wear prominently so that it is visibly displayed on your shirt or jacket.**
- **Visitors may only go to the destination to which they have an appointment.**
- Once the school day has begun with students in the building after 8:40 a.m., visitors cannot go to the classroom because teachers are working with their students.
- Please note that parents do not go to their child's classrooms on their child's birthdays and they are not able to walk their children to their classrooms.

Weather –Related Early Dismissals

In the event that the weather should become inclement during the school day, an early dismissal may be put into effect. Chatfield-LoPresti will be dismissed at 1:30 P.M. When an early dismissal is called, afternoon Pre-K/Pre-School is cancelled. All after school activities are cancelled as well, such as SONCCA and Boys and Girls Club. A telephone call will be sent advising of an early dismissal via our telephone notification system using the parent/guardian phone contacts in PowerSchool. Parents

and guardians are advised to continue monitoring the above-mentioned TV and radio channels for further information.

EMERGENCY EARLY DISMISSALS

Although we have an established early dismissal time, unfortunately, at times due to weather conditions on a given day, dismissing at 1:30 P.M. may not always provide enough time for a safe dismissal of students. Due to this, the district has developed an **emergency early dismissal procedure**.

In those circumstances, Chatfield-LoPresti will be dismissed at 12:15 p.m. for emergency early dismissals. **In the event of extreme circumstances, it is possible that the emergency early dismissal time could be even earlier.** A telephone call will be sent advising of an emergency early dismissal via our telephone notification system using the parent/guardian phone contacts in PowerSchool. **Parents and guardians are advised to continue monitoring the above-mentioned TV and radio channels for further information.**

When there is an unscheduled early dismissal or emergency early dismissal for weather, afternoon SONCCA is cancelled. Parents and guardians whose children attend afternoon SONCCA **must** let the CLS office know if they intend for their child to go home a different way other than what they filed with SONCCA at the beginning of the year.

All CLS families must have a plan for unscheduled early dismissals for inclement weather as the CLS office closes 30 minutes after dismissal on these days so all students and staff can get home safely.

Our entire staff is looking forward to a tremendous year with your children! Please do not hesitate to contact administration if you have a question or concern. We look forward to Seymour Success at **CLS** where children **C**are. **L**earn. **S**ucceed.

Sincerely,

David S. ☺lechna and Ernie DiStasi (Mr. D.)