

WATERTOWN BOARD OF EDUCATION

STRATEGIC PLAN

MISSION STATEMENT

The mission of the Watertown School District, with determination to be a world-class educational leader and centerpiece of a dynamic and growing community, is to meet the diverse needs of each student - academic, artistic, athletic, emotional, ethical, social, and technological - to develop members of our community who:

- *Embrace life-long learning*
- *Are caring and responsible citizens*

This will be accomplished by:

- *Establishing high expectations for all students*
- *Partnering with parents and the community as a whole*
- *Providing differentiated instruction, guidance and resources necessary to achieve these high expectations set forth for our students, staff, and community*

JUDSON MISSION STATEMENT

“The staff and students will provide a nurturing and safe environment which promotes social, emotional, and academic growth.”

The staff, students, parents, and community members work together so that each student is successful. High expectations are set so that every child reaches his or her full potential and has the motivation to achieve life-long learning.

JUDSON BELIEFS

We believe that:

- A safe and healthy environment is necessary for success.
- Our environment reflects our demographics, our teachers’ beliefs and interest, and the needs of our students.
- Modeling appropriate behaviors promotes good character.
- Intrinsic motivation leads to good decision-making and a love of learning.
- Celebrating every student’s unique attributes creates self-worth.
- Exploring the art, music, and the culture of all ethnic groups embraces differences and creates respect for all.
- Academic risk-taking is encouraged and supported in a positive environment.
- Respect and dignity of ideas and thoughts are revered.

CURRICULUM

We believe that our curriculum:

- Encompasses current local, state, and national standards.
- Meets the needs of the Watertown population.
- Links the school’s beliefs and expectation for students with instruction and assessment.
- Reflects and interdisciplinary approach which results in a greater depth of understanding of key concepts and skills.
- Provides real-life relevancy.
- Develops higher-order thinking.
- Sets high expectations.

ACADEMIC INSTRUCTION

We believe that:

- Differentiated instruction meets the diverse needs of every student.
- Instruction develops the fundamental skills and knowledge necessary for further learning.
- Instruction fosters a desire and motivation for continued learning.
- Active learning leads to student engagement.
- Teacher and student self-evaluation and reflection improve instruction.
- Varied instructional strategies allow students to apply knowledge and skills in everyday situations.
- Flexible grouping supports learning and improves instruction.
- An inquiry based learning process, which emphasizes problem solving, results in higher-order thinking.
- Interdisciplinary instruction creates a deeper understanding of skills and concepts.
- The use of technology enhances students' current and future learning.

ASSESSMENT

We believe that:

- Ongoing assessment drives instruction in order to meet the needs of the student.
- Student self-evaluation leads to continued growth.
- Using a variety of assessment strategies provides a complete picture of students.
- Assessment reflects student expectations in the curriculum.
- Collecting, analyzing, and sharing school-wide data improve the school.
- Collaborative analysis of student assessment improves student performance.

PROFESSIONAL DEVELOPMENT

We believe that:

- Professional development is data-driven and reflects the needs of our students and staff.
- Professional development supports the development and implementation of the curriculum.
- Sustained and ongoing professional development improves practice.
- Collaborative analysis of student work and instructional practice requires time and results in improved learning.

JUDSON SCHOOL INFORMATION

2017-2018

Fletcher W. Judson School

124 Hamilton Lane

Watertown, CT 06795

Office Hours 8:00 AM – 4:00 PM

Principal	Mrs. Kathleen Scully	945-4850
Head Secretary	Mrs. Linda Marino	945-5171
Secretary	Mrs. Diane Chere	945-5172
School Nurse	Mrs. Jessica Bolin	945-5738
Cafeteria Mgr.	Mrs. Roz Campbell	945-5714
Head Custodian	Mr. Don Cyr	945-5713
Superintendent	Dr. Bridget Carnemolla	945-4801
Dir. Of Curriculum	Dr. Janet Parlato	945-4802
Business Manager	Mrs. Jill Browne	945-4805
Dir. of Student Services	TBD	945-4808
Supervisor of Special Ed.	Mrs. Annette Miserez-Dillon	945-4808
Food Service Director	Mr. David Foulds	945-5010
First Student Bus	Mrs. Michele Pennella	274-5212
Judson BOE Liaison	Mr. Victor Vicenzi, Jr	274-8510

CHAIN OF COMMAND

If you should ever have a concern that involves your child, please be aware of the steps that you should follow:

- Speak to the teacher who works with your child first.
- If not resolved satisfactorily, call the principal.
- If not resolved, contact the Superintendent of Schools.
- If not resolved, contact the Board of Education liaison for your building.

It is very doubtful that you will need to proceed through all of these steps since all members of the school staff are eager to work with you and your child. Please contact your child's teacher whenever you have a concern or question.

JUDSON SCHOOL PTO

Judson School has a very active PTO. Meetings are held monthly and all parents, guardians, and teachers are encouraged to attend and share ideas. Notices are sent out periodically regarding meeting times and all events. The PTO officers for 2017-2018 are as follows:

Co-President:	Julie Hayes	
Co-President:	Stephanie Varrone	
Vice President:	Becky Zadlo	
Treasurer:	Carrie O'Connell	
Recording Secretary:	Cindy Phelan	
Corresponding Secretary:	Erica Smith	
Members at Large:	Ana Kiernan	Stephanie Makowski
	Casey Antcil	Mary Metcalfe
	Anne Evon	Traci Sharoh
	Odet Simoes	Danielle St. Jean
	Heidi Gavallas	Linda Singletary
	Jamie Grimes	

Meetings are held the 2nd Tuesday each month in the Judson School Library at 7:00 P.M.

JUDSON SCHOOL HOURS

Homeroom: 8:50 AM

Dismissal: 3:20 PM

All Single Session Hours: 8:50 AM – 1:25 PM

(This includes closings for weather)

2 Hour Delay Hours: 10:50 AM – 3:20 PM

SCHOOL CANCELLATIONS, DELAYED OPENINGS, EARLY DISMISSALS

All announcements of school cancellations, delayed openings, and early dismissals will be broadcast on the following radio and television stations.

WWCO-1240 AM	WVIT-TV	30
WTIC-1080 AM	WTNH-TV	8
WZBG-97.3 FM	WFSB-TV	3
WATR-1320 AM		

Weather related school information can also be accessed at www.watertownps.org. Parents will be notified of school closings and other information through Blackboard Connect. Blackboard Connect is a district-wide system that calls you at the phone numbers of your choice. Please let your children know where they should go and with whom if they are not going home as usual. If your child is to be picked up by someone other than yourself, please let the school office know.

CROSSING GUARD

The crossing guard is on duty at Hamilton Avenue from:

8:15 AM – 9:00 AM 3:00 PM – 3:45 PM

Crossing guard is usually on school property from:

8:30 AM – 9:15 AM 3:00 PM – 3:45 PM

SECURITY

Due to increased levels of security and safety concerns, all doors at Judson School will be locked at all times.

Before entering the building, all visitors must ring buzzer to be allowed to enter the building. All visitors and/or volunteers must sign in and receive a “visitor pass” to wear while in the building. When the visit is completed, please return to the office and sign out. All visitors must use only the front door to enter and exit the building.

EARLY ARRIVALS

CHILDREN SHOULD BE DROPPED OFF NO EARLIER THAN 8:35 AM. PARENTS WHO DROP OFF CHILDREN EARLY SHOULD KNOW THERE IS NO SUPERVISION PROVIDED PRIOR TO 8:35 AM.

TARDINESS

Please make every effort to have your child arrive at school by 8:45 AM. The child’s day will start in a much calmer fashion and will be more organized if he/she is not tardy. If, however, your child is late, he/she must report to the office for a late slip. Whenever a child is going to be late for school, please call the school office at **954-4850** after 8:00 AM to notify us, or leave a message on our machine.

DISMISSAL

School dismissal is at 3:20 PM. Please make every effort to have your child dismissed with his/her class. In the interest of safety and to alleviate traffic congestion, we will attempt to dismiss walkers and students with pick-up notes at 3:15 PM.

All walkers and students with pick-up notes will be dismissed out the cafeteria hallway doors. All children need an exit ticket or a parent note to leave the building at 3:15 PM. If you want a student to wait for a parent, you **must** send a note. If they are picked up every day, please send a permanent note to be kept on file in the office. Please meet your child at the flag pole in front of the cafeteria, as no child will be allowed to cross the parking lot unattended. **Children are not allowed to run to a waiting car under any circumstances.**

Parents who will be picking up students must wait for the students outside. Children with a pickup note will be allowed to leave the building when the parent appears in the parent pickup circle. If you arrive to pick up your child and he/she did not bring a note, please inform the teacher on duty and then come into the main office to sign the student out.

If you give permission for your child to walk home every day, please send a note in at the beginning of the school year. It will be kept on file in the main office.

Please avoid early dismissals by making doctor and other appointments after school hours. This will allow your child to attend a full academic day and alleviate congestion during dismissal.

At no time is a student allowed to leave the school building or grounds without notifying the office.

Please write a note if you should need to take your child out of school early. The office will notify the teacher and call for your child when you arrive at the school. Please be prepared to show identification at time of pickup. Arrangements for Brownies, dentists, etc. should be taken care of in writing one day in advance. Please be advised that we will not be responsible for conducting personal business over the phone.

All permission notes for children attending recreation programs, scouts, should be on file in the school office at the beginning of the year. If an activity is to continue throughout the school year, one note on file is sufficient. Please notify the office of any changes. In the absence of a note, children will be dismissed from school in their usual manner at dismissal time.

STUDENT DROP-OFF AND PICK-UP / PARKING

For safety reasons, there is a one-way traffic flow into the student pickup/drop off area. Please observe the entrance and exit signs! These are in effect to prevent accidents. Please observe the drop-off point when driving your child to school. **At NO TIME ARE YOU TO PARK AT THE CURB OR IN THE FIRE LANE IN FRONT OF THE SCHOOL.** At the end of the day, walkers and pick-ups are dismissed at 3:15 PM to avoid bus dismissal.

NOTIFICATION OF ABSENCES

Please call Judson School at 860-945-4850 and follow the voice prompts to report an absence. If a call is not received, the school will send out an automated call. You will be requested to call the school and confirm the absence. When a child returns to school following an absence, please write a brief note stating the date and the reason for the absence. **If a child is absent from school for the day, he/she will not be able to participate in after-school or evening activities.**

*Please see the Watertown Board of Education Attendance Policy regarding unexcused absences. Children who do not have a note following an absence are considered absent unexcused.

MAKE-UP WORK REQUESTS

If your child is going to be absent for an extended length of time, arrangements for make-up work should be made with the teacher(s). Teachers are to be given **24 hour notice** to prepare work for students who are absent for extended illness. Students are expected to complete the work missed within a reasonable time period. Teachers are expected to assist the children in make-up work when necessary. When feasible, homework requests for a single day absence, called in prior to noon, will be available in the office between 3:30 and 4:00 PM.

VACATION LETTERS

We believe the teacher-student interaction that the children miss while they are on vacation, will be difficult to replace. Therefore, it is important that the children follow through with their commitment to complete their school work when they return.

PUPIL INFORMATION

Pupil Information should be updated as needed during the school year. This assures that the office has the most current information on your child. We need to be able to reach a designated adult at all times, and to identify the adults with authorization to pick up students from school. Students will be released only to those designated by parent/guardian. You can access your child's information by going to watertownps.powerschool.com/public to access the PowerSchool Parent Portal.

CUSTODY

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the rights of the parents, it is important that the school be given a photocopy of the custodial agreement. Without this document in our files, we must legally release a child to either parent. In addition, school records will also be released to either parent without this documentation.

EMERGENCY DRILLS

During the year, drills are scheduled to prepare the students for emergency situations which require evacuation from the building. Fire drills are held during the school year to prepare students for that event.

Lock down drills are conducted to prepare for a situation where children should not leave the building or their classrooms and be kept away from windows.

The staff of Judson School has the safety of your children as its utmost responsibility. We hope that these practice drills will ensure their safety in the event of any emergency.

OPEN HOUSE / PROGRESS REPORTS / REPORT CARDS / PARENT CONFERENCES

The Judson School **Open House** is scheduled for **September 20th**. Students and parents are encouraged to attend this informal gathering.

Progress reports will be sent home mid-marking period Term 1, Term 2, and Term 3. Progress reports will be sent home mid-marking period as warranted.

Teachers and/or parents may schedule individual conferences as needed. Our teachers are very willing to work with parents, personally, over the phone, or by e-mail. If you wish to see a teacher, please contact him/her to arrange a convenient time.

Non-custodial parents/guardians who wish a copy of progress reports and report cards should send in a written request to the main office at the beginning of the school year.

STUDENT AGENDAS

In an effort to help children learn organizational skills, the PTO graciously supplies each Judson School student in grades 3-5 with an agenda at the beginning of the school year. Classroom teachers will guide students in recording both short term and long-term assignments in the designated areas, and parents are asked to look at their children's books daily as well. It is our hope that by working together parents and teachers can support students in being responsible about their schoolwork. If this agenda is lost, students will be expected to pay for a replacement which will be supplied through the office. The charge for the replacement agenda will be \$5.00.

HOMEWORK POLICY

Homework is given to all students to preview, reinforce and/or practice what has been learned in school. This is in accordance with Board of Education policy.

At Judson School all children are encouraged to complete homework in a timely manner so that the next day's lessons will be more meaningful. It is very important for all students to use their agendas correctly to help them remember to complete their assignments and to bring them to class. Students will be reminded to bring home supplies needed for testing and written work. We hope this will eliminate the need to return to school after hours to retrieve needed materials. Assignments are also written on the whiteboards.

Parents will be notified by their child's teacher if three assignments have been late or missed in any subject area. If children are chronically late with their assignments, teachers will notify the parents in writing. If this continues to be a concern an afterschool detention may be issued.

It is the expectation of the Judson teachers and staff that all children will complete their homework. We feel that students who do not demonstrate appropriate responsibility with regard to their school and homework may not be allowed to join his/her class for some activities. Time may be spent in school finishing work.

WEB SITE

Judson School maintains a very active website located at www.watertownps.org. Go to schools click on Judson for information about Judson School activities, policies, and classroom events.

FIELD TRIPS

Field trips are an integral part of our educational program. When a field trip is planned, your child will bring home a form describing the trip and its cost. The form will also contain a permission slip. Please sign and return it to the teacher. Children who do not return a signed permission slip prior to the field trip will not be allowed to participate in that trip. If a child is unable to attend an activity (due to sudden illness, discipline, etc.) reimbursement may not be possible.

In some cases a child may be denied the right to attend field trips due to disciplinary or work issues. Parents will be notified if a child is not to participate in the field trip. An alternative, appropriate lesson will be planned for the student in school on the day of the field trip.

LUNCH PROGRAM

A hot lunch program is offered at Judson School. Students may buy hot lunch or bring their own. Monthly lunch menus will be sent home in advance and are posted in classrooms and in the office. You may also access the menu on our district website. The cost of the hot lunch program is \$2.75 per day. If you wish to make an on line payment for your child's lunch account, please go to www.MySchoolBucks.com and register for a free account. You may also send in checks made payable to the Watertown Student Lunch Program.

Students who bring in their own lunch may purchase half pints of milk sold at \$.55 each. Ice cream and snacks are sold daily and the cost varies. **Students are not allowed to bring drinks in glass bottles.**

In the event that a student forgets or loses lunch money, he/she may charge up to three hot lunches. After the third charge they will be allowed to have a cheese sandwich until the account is paid in full. We ask that this charge be paid within two weeks. Students may not buy snack while money is still owed.

Efforts will be made to collect the outstanding balance on the student's account. In the event reimbursement is not received from a parent or guardian, a cheese sandwich and milk will continue to be provided until the outstanding balance is paid in full.

Forms for the Federal Lunch Program are distributed to all students at the beginning of the school year and upon enrollment. They are also available at any time during the school year in the main office. The forms are reviewed and those eligible for free or reduced lunch are notified in writing.

We also have a breakfast program in place for any students who wish to purchase breakfast before school starts. The cost will be \$1.55 for paid students, \$.40 for students who qualify for Reduced Priced Meals and Free to students who qualify for Free Meals.

CELEBRATIONS

Due to the numerous children with serious allergies the district has adopted a district wellness policy. Pencils, stickers or other items are suggested in lieu of food. Should you wish to have food, please see the Judson School website for the order form provided by the Watertown Food Service department. The items listed have been approved for school celebrations. Please be advised that a minimum of a week's notice is requested.

All food items must be purchased through the Watertown Food Service Department in consultation with the classroom teacher.

If your child is going to bring invitations to school for a party at home, make sure that either all girls, all boys or all children in the class are invited. If not, please make other arrangements to distribute invitations.

FORGOTTEN MATERIALS

In order to provide optimal quality instruction, classroom interruptions must be kept to a minimum. A phone is available in the main office for student use in the morning before announcements. If a child forgets a lunch, and the parent brings it to the office, the child will be notified. If no lunch is dropped off, a child will be allowed to charge a lunch in the cafeteria. If a child forgets a musical instrument or sneakers for physical education and the parent has dropped it at the office, the special teacher can send the child to the office before the instructional time to pick up the item. **Children who forget homework will have to bring it in the following day.** Classroom teachers have established guidelines for such situations to avoid interruptions of class instruction.

CLOTHING / LOST AND FOUND

All clothing and other personal belongings, including backpacks, notebooks, and lunch boxes, should be labeled with a child's full name and grade. If items are lost, they will be placed in the lost and found barrel. Students and parents should check frequently for missing items. Periodically, if articles are not claimed, they will be donated to a charity.

SCHOOL PHOTOGRAPHS

Each year all students are photographed for student identification for the district data base.

Parents are given the opportunity to purchase photographs of their child and their classmates. This is a traditional school fundraiser and allows families to obtain quality pictures at a reasonable price.

YEARBOOK

Children will have an opportunity to purchase a yearbook at the close of the school year. Details will be announced to students at that time and notices will be sent home.

W.I.S.T. (Watertown's Interventions Strategies Team)

Each Watertown Public School has a team of school personnel who meet on a regular basis to discuss, review, and develop action plans for students with demonstrated needs. The team is comprised of the building administrator, the nurse, a regular and special education teacher, the school's psychologist and other trained personnel. The goal of W.I.S.T. is to provide early identification, assistance, and strategies for students who may have issues that are interfering with school performance.

ELIGIBILITY FOR SPECIAL EDUCATION SERVICES

Identification of a student who is eligible for special education services begins with a written referral or request. That written request may come directly from the parent/guardian or directly from the school's Intervention Strategy Team. Either route requires that a request be in writing. A meeting will be held and evaluations discussed. Should an evaluation be warranted the evaluation must be completed and a meeting convened within 45 days of the date of the original request. Should a child be found eligible for services an individual education plan will be designed. Parents are encouraged to pick up a copy of their rights at the main office.

HEALTH SERVICES

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. The School Nurse should not be expected to treat injuries that occurred outside of school. If a school related injury or an illness develops the child's parent will be called. It is the parent's responsibility to arrange for transportation home. If the parent cannot be located and medical attention is imperative, 911 is called for an ambulance.

Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery.

All significant events such as orthopedic injuries, concussions, and surgery should be reported to the school nurse. A child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school. Any child with an ace bandage, immobilizer, sling, splint, brace, cast, crutches or wheelchairs must have a physician's written authorization due to safety concerns for school, bus, recess and gym. A parent's note will not be sufficient. Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note. A parent's note is acceptable for one P.E. class/physical activity exemption due to a medical reason. A physician's note is required for missing any subsequent physical activity. A doctor's note is required for their return. If the doctor's written excuse states "until further notice," a second written note is required to return to Physical Education. All doctor's note should state the nature and duration of restriction.

Screenings

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Height and weight are measured on a yearly basis. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

- Annual Vision screenings Grades K, 1, 2, 3, 4, 5, 6, and 9
- Audiometric screenings Grades K, 1, 2, 3,4, 5, and 8
- Postural screenings Grades 5-9 inclusive/ 5 & 7 Girls/ 8 & 9 Boys

Policy on Medications in School

The Watertown School District's policy complies with the State of Connecticut's health regulations. Medications may only be administered in school with the **written** order of a qualified practitioner and written authorization of the parent/guardian. This includes prescription and over the counter medications needing to be given during the school day. Medications must be brought to school in the original container by a **parent or other responsible adult**. At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. New medication orders must be written for every school year and must be on file with the school nurse. The use of cough drops/sore throat lozenges is not allowed due to the choking hazard. Please be aware there are two forms used for medication administration authorization. One is to be used for food allergies that require a medication such as an Epi-pen or Benadryl. The other form is for any prescription or over the counter medication to be given during the school day. Both are available by request or can be downloaded from the Judson website under parent/forms.

Allergies

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician's order warrants such activity.

Note: Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

Quarantine Period (Minimum Control)

Chicken pox	When the rash has completely crusted over. Reminder to parents to avoid ASA products. Notify parents who are immune-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	Can remain in school once any indicated therapy has been implemented. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis.
Diarrhea	Twenty- four hours after symptoms are resolved.
Fever	Twenty-four hours after return of normal temperature without use of fever reducing medication.
Flu	Fourty-eight hours after diagnosis is made. Must also be fever free for at least 24 hours without use of fever-reducing medications.
Hepatitis	With written permission of M.D.
Impetigo	Twenty-four hours of treatment before return to school. May be left uncovered. No swimming.
Measles	Four days after appearance of rash.
Mumps	May return to school 48 hours after swelling of glands has subsided, or 9 days after symptoms began, whichever comes first.
Pediculosis Capitis	Pediculocide per recommendation of school medical advisor. Twenty-four hours at home to remove lice. Parent/Guardian must accompany child to school with treatment documentation and remain while child is checked by the school nurse.
Pertussis	With written permission of M.D. and no less than 5 days after antibiotic is started.
Pinworms	Home until treated.
Ringworm	May return 24 hours after treatment has begun. May remain uncovered if under treatment.
Rubella	One week after rash appears.
Scabies	Must contact M.D. for treatment and remain home 24 hours under medication.
Scarlet Fever	May return to school 24 hours after antibiotic treatment started.
Shingles	No quarantine if affected area covered by clothing. If unable to cover (face, neck, possibly arms/legs) person excluded until lesions crusted over. Anyone in direct contact with an immune-compromised person should also be excluded (regardless of site) until lesions have crusted over.
Strep Throat	May return to school 24 hours after start of antibiotic.
Tuberculosis	May return with note from M.D.
Vomiting	Twenty-four hours since child last vomited.

INSURANCE

Each family is offered an accident insurance policy at a small cost per child. An application form will be available online. If you want your child insured, please follow the directions online. If your child is injured, please contact the school office so that an accident report can be filed.

JUDSON SCHOOL EXPECTATIONS

At Fletcher W. Judson Elementary School we believe that clear positive behavioral expectations are necessary to keep our students and staff members safe and help our students stay focused on their academics. It is our hope that with your support our school will continue to provide a safe and nurturing environment for our students where they are encouraged to learn and grow to their fullest potential.

Our school staff and students believe in:

Respectful, Responsible and Safe Behavior

BE Respectful: Valuing yourself, others and property

BE Responsible: Being a dependable and reliable person who makes appropriate choice.

BE Safe: Staying free from harm, injury, danger or risk to yourself or others.

At Judson School we have created the STARS program:

S – Students, staff and

T – Teachers

A – Acting

R – Responsible, respectful and

S – Safe

Through the stars program, students are taught school-wide expectations and have opportunities to practice them. Staff members teach what behaviors are expected in the hallways, cafeteria, bathroom, playground, classroom, bus, and arrival/dismissal. Another component of the PBIS system is the use of consistent positive rewards to celebrate students' success. Student who are "caught" following the behavioral expectations are reinforced with STAR cards. These cards will then be cashed in for rewards and privileges.

While our approach emphasizes appropriate behaviors, some students may still violate school rules. In these situations students may receive a behavioral office referral. Identifying and tracking student behavior will allow us to address behaviors in order to ensure a school environment that is safe, fun, free from distraction, and helps all children reach their maximum learning potential.

ARRIVAL/DISMISSAL

Students are expected to:

- Keep hands/feet to self
- Keep personal space distance while seated
- Use inside voice
- Raise your hand for help/questions
- Leave items in your backpack
- Keep track of your belongings
- Stay seated in your homeroom/bus line
- Follow staff directions
- Walk in your line
- Stay seated in designated area

HALLWAYS

Students are expected to:

- Walk silently in line
- Follow staff directions
- Get to your destination in a timely manner
- Walk
- Keep hands and feet to yourself
- Use stairs one step at a time

BATHROOMS

Students are expected to:

- Walk in/out quietly
- Respect others' privacy
- Flush
- Put trash in the waste basket
- Return to class in a timely manner
- Report any problems to an adult
- Wash hands with soap and keep water in the sink
- Dry hands with paper towels

CLASSROOMS

Students are expected to:

- Follow directions the first time they are given
- Listen to and acknowledge others' ideas
- Use manners
- Complete all assignments
- Always try your best
- Use materials and time wisely
- Keep hands and feet to yourself
- Use care during transitions
- Use materials appropriately

CAFETERIA

Students are expected to:

- Keep hands/feet to self
- Use inside voice
- Use table manners
- Raise your hand for help/questions
- Leave the table area clean
- Remain in your seat
- Walk at all times
- Follow staff instructions
- Only eat/touch your own food

RECESS

Students are expected to:

- Include others in play
- Follow staff directions
- Use kind words and actions
- Clean up games and equipment
- Have fun and participate
- Be a good sport
- Stay in designated area
- Be in control of your body
- Use equipment with care

BUS

Students are expected to:

- Use quiet voice
- Keep hands/feet to self
- Keep personal space
- Respect bus company property
- Follow bus driver's directions
- Report problems to the bus driver
- Be prepared with your belongings when your bus stop approaches
- Stay in your seat until the bus comes to your stop
- Wait for driver's signal to cross the road

CONSEQUENCES FOR FAILURE TO FOLLOW SCHOOL EXPECTATIONS

If inappropriate behavior is observed, the classroom teacher may implement appropriate consequences after any infraction which may include partial loss of recess, after-school detention, loss of privileges, etc. A behavior plan, parent contact and/or support from other school personnel may be necessary.

DISCIPLINARY ACTION

Serious acts that endanger others or show blatant disregard for school rules will result in a disciplinary action. During an In-School Suspension the student will be removed from his classroom for the length of the suspension to a secluded area of the main office. All class work and assignments will be sent to student to be completed prior to the end of the day. An Out-of-School Suspension is the highest level of discipline administered by the principal and is not dealt with lightly. *Based on the severity of the violation, a student may be Suspended Out- of- School from one to ten days with possibility of a review for expulsion with the Superintendent of Schools.*

Actions leading to Disciplinary Action, including removal from class, suspension and/or expulsion may be assigned for any of the following reasons:

- Bullying;
- Fighting, hitting, punching, pushing or other inappropriate contact with another student;
- Hitting, punching, pushing or other inappropriate contact with a member of the staff;
- Threatening or posing a threat of danger to the physical wellbeing of the students or staff;
- Leaving school grounds without permission;
- Stealing or attempting to steal school and/or personal property or money from another student or staff member;
- Extortion;
- Smoking or chewing tobacco and/or possession of a lighter within the school building or on school grounds (as per board policy);
- Verbal or written obscene or profane language or gestures towards students or staff members;
- Willful damage or destruction of school property;
- *Any other serious offense as determined by the administration.*

A Principal may consider recommendation of expulsion of a student in a case where he/she has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property. This includes acts that cause or may cause serious disruption of the educational process or are in violation of a publicized Board policy, or conduct off school grounds, which is seriously disruptive of the educational process and violation of a publicized Board policy.

The Principal must recommend expulsion proceeding in all cases against any student whom the administration reasonably believes:

1. Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 US 921 as amended from time to time: or
2. Off school grounds, possessed a firearm as defined in 18 US 921, in violation of Conn. Gen. Stat. Section 29-35, or possessed and used a firearm as defined in 18 US 921, deadly weapon, a dangerous instrument or a martial arts weapon in commission or a crime; or
3. Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. Section 21a-240(9), whose manufacturing, distribution, sale prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. Section 21a-27 and 21a-778.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

ENTIRE POLICIES ARE AVAILABLE ON THE DISTRICT'S WEBSITE AT WWW.WATERTOWNPS.ORG OR MAY BE VIEWED AT EACH SCHOOL.

- **Asbestos Notification**
- **Bullying**
- **Management Plan and Guidelines for the Management of Food Allergies and Glycogen Storage Disease**
- **Free/Reduced Lunch Eligibility**
- **Non-discrimination statement**
- **Pesticide Application**
- **Notification of Rights, Grievance Procedure and Coordinator Information**
- **State Department of Education Complaint Resolution Procedure**
- **Student Discipline Policy**
- **Student Records Policy or FERPA Notice**
- **Title IX: Grievance Procedure and Coordinator**
- **Truancy K-8 Notification**
- **Green Cleaning Products Notification**
- **Indoor Air Quality**
- **Wellness Policy**
- **Notification of Board of Education Spending**
- **Notification of Procedures for requesting an Initial Evaluation of a Child**