

**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.*

**GOALS OF EDUCATION**

The schools of Watertown should strive to impart to each student a mature understanding of himself, his needs, and the needs of the people around him. Education within the Watertown Public School System should enable the student to demonstrate that he can learn on his own and that he can translate his learning into worthwhile action. To this end, the school system shall provide educational experiences matched to the student's capability, personal development, and interest by providing flexibility with respect to content, support of the community because education not only serves the individual but also society.

The following educational goals have been established:

1. Each student will understand and practice democratic ideas and ideals by learning of his heritage, the functioning of democratic institutions, and the habits and attitudes of responsible citizenship.
2. Each student will acquire the greatest possible understanding of himself and an appreciation of his worthiness as a member of society.
3. Each student will learn to respect and get along with people of all ages and cultures that think, dress, and act differently.
4. Each student will acquire good health and an understanding of the conditions necessary for the maintenance of physical and emotional wellbeing.
5. Each student will acquire mastery of the basic skills to the fullest possible extent.
6. Each student will be helped to understand and appreciate human achievement in the sciences, humanities, and the arts.
7. Each student will be given the opportunity and encouraged to be creative in various fields of endeavor.
8. Each student will understand the opportunities available and skills needed to prepare for a productive life.
9. Each student will develop a positive attitude toward the learning process.
10. Each student will learn to make decisions and solve problems.
11. Each student will be helped to prepare for a world of rapid change and unforeseeable demands in which continuing education throughout his life should be a normal expectation.

## **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

2014-2015

**Fletcher W. Judson School**

**124 Hamilton Lane**

**Watertown, CT 06795**

**Office Hours 8:00 AM – 4:00 PM**

Principal	Kathy Scully	945-4850
Head Secretary	Mrs. Linda Marino	945-4850
Secretary	Mrs. Diane Chere	945-4850
School Nurse	Mrs. Diane Andrew	945-4850
Cafeteria Mgr.	Mrs. Roz Campbell	945-4850
Head Custodian	Mr. Don Cyr	945-4850
Superintendent	Dr. Bridget Carnemolla	945-4801
Dir. Of Curriculum	Ms. Janet Parlato	945-4802
Business Manager	Mrs. Jill Browne	945-4804
Dir. of Student Services	Mrs. Donnah Rochester	945-4802
		945-4808
Supervisor of Special Ed.	Mrs. Kate Weingartner	945-4808
First Student Bus	Mrs. Michele Pennella	274-5212
Judson BOE Liaison	Mr. Eric Berthel	945-6168

### 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 or other professional 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 2014-2015 are as follows:

President:	Carrie O'Connell
Vice-President:	Mindi Davidson
Recording Secretary:	Stephanie Makowski
Treasurer:	Diane Bristol
Corresponding Secretary:	Robin Guerrera

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

### JUDSON SCHOOL HOURS

#### GRADE 3

Homeroom	8:50 AM
Lunch/Recess	12:00 PM – 1:00 PM
Dismissal	3:20 PM

#### GRADE 4

Homeroom	8:50 AM
Lunch/Recess	11:30 PM - 12:30 PM
Dismissal	3:20 PM

#### GRADE 5

Homeroom	8:50 AM
Lunch/Recess	12:30 PM - 1:30 PM
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](http://www.watertownps.org). You can be notified of school closings and other information by signing up for Connect Now Information. Connect Now 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.

While it is appreciated that parents with younger children wish to volunteer, school policy does not permit parents to volunteer in a classroom while watching a younger child.

### 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 8:50 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 3:20 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 3:20 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.

If you should need to take your child out of school early, please write a note to that effect. The office will notify the teacher and call for your child when you arrive at the school. **WE CANNOT ACCEPT PHONE MESSAGES REGARDING SPECIAL PLANS OR PERSONAL MESSAGES FOR YOUR SON OR DAUGHTER.** 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 CCD, 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 to the contrary, 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 3:20 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. Recess and after school times may be available for make-up work. The children can follow the progress of their class assignments on their teacher's website located at Judson School webpage.

### **PUPIL INFORMATION FORMS**

Pupil Information Forms should be filed each year and updated as needed during the year. This assures that a designated adult can be reached at all times, and to identify the adults with authorization to take students from schools. Students will be released only to those designated by parent/guardian on the information forms. The information will be taken outside of the school by the building principal or designees in the event of a building evacuation, excluding practice fire drills.

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 custodial parent, 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 PLAN**

Maintaining the safety of our schools is of paramount importance to the Watertown Board of Education and its staff. Whether caused by human actions, accidents, or natural disasters, crisis situations call for immediate planned action and long-term post crisis intervention.

There is a school **Emergency Plan** in place. Appropriate training for staff and students has been and will continue to be conducted. All types of evacuation and safety drills will be held in accordance with this policy. The safety of our children is our first concern, and every measure is taken to ensure it.

### **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 10 times during the school year to prepare students for that event.

Full evacuation drills are conducted where the children must exit and be totally clear of the building. In addition, "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 26th**. Students and parents are encouraged to attend this informal gathering.

Progress reports will be sent home mid-marking period Term 1. Term 2, and 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. However, in preparation for the school day, teachers are unable to meet in the morning without prior notice. If you wish to see a teacher, please call 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 are 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. An award for "Perfect Homework" is presented at a special lunch at the end of each term.

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. Also, it is the intent of the homework policy to teach students to be more organized and responsible in completing their homework assignments. 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](http://www.watertownps.org). Go to schools click on Judson for information about Judson School activities, policies, and classroom events. While homework is posted and updated on the teacher pages, it is not a substitute for the written agenda.

### 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 your infinite campus parent portal 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 sandwich lunches (grinder, PBJ, or cheese sandwich) complete with side offerings; **he/she may not charge the hot lunch choice of the day.** 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, \$.30 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 Serviced department. The items listed have been approved for school celebrations. Please be advised that if they are not "in stock" and need to be ordered so 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**

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.

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

### **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 sixty day of the date of the original request. Should a child be found eligible for services an individual education plan will be designed by the sixtieth day. Parents are encouraged to pick up a copy of their rights at the main office.

The Special Education Parent Teacher Association has made a variety of books available to parents and caregivers through the Watertown Library. We appreciate their generosity and hope all families will take advantage of the availability of these resources by checking out our local library.

## 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 injuries and surgery should be reported to the school nurse and 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 splints, braces, casts, crutches or wheelchairs must have a physician's written authorization to attend school and to participate in the full program including 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, 5, and 8
- Postural screenings      Grades 5-9 inclusive

### 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 and bee string allergy 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.

### 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	One week after appearance of first blister and when rash has begun to scab over. *Reminder to avoid aspirin products. Notify parents of children who are immune-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	24 hours of medication before return to school. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis. Must have note from physician upon return to school.
Diarrhea and Vomiting	24 hours after symptoms are resolved without the use of medication.
Fever	24 hours <b>after</b> return of normal temperature without use of fever reducing medication.
Hepatitis	With written permission of M.D.
Impetigo	48 hours of treatment before return to school. May be left uncovered. No swimming.
Pediculosis Capitis	(Lice) Pediculocide per recommendation of school medical advisor. Contact your physician. Parent must accompany child to school with empty container and remain while child is checked by the school nurse.
Measles	Five 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.
Pertussis	With written permission of M.D. and no less than 3 days after antibiotic is started.
Pinworms	Home until treated.
Ringworm	May return 24 hours after treatment has begun. May remain uncovered if under treatment.
Scabies	Must contact M.D. for treatment and remain home 24 hours under medication.
Scarlet Fever	May return to school 48 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 <b>48 hours after start of antibiotic.</b>

## 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:**

**The Three “Rs”**

**Ready, Respectful and Responsible**

**BE READY:** *Students will be on time and prepared to learn.*

**BE RESPECTFUL:** *Students will demonstrate respect for themselves, their peers, others’ belongings and the Judson School Staff.*

**BE RESPONSIBLE:** *Students shall demonstrate responsibility toward their work, their behavior, their belongings, and their school.*

**ARRIVAL AT SCHOOL**

Students are expected to:

- Arrive at school **no earlier than 8:35 AM.**
- Go directly to their designated gathering location.
- Students must keep their materials (backpacks, etc.) with them.
- Students may bring instruments (if applicable) to the instrument room.

**OUTSIDE OF BUILDING**

Students are expected to:

- Follow adult directions
- Treat classmates and adults with respect and kindness.
- Show respect by using appropriate language.
- Keep hands, feet, and objects to themselves.
- Respect the rights of others.
- **Immediately** report all problems to the teachers on duty.
- Refrain from throwing objects of any kind on school grounds (stones, sticks, ice, snowballs, sand, pencils, erasers, etc.)
- Refrain from climbing on fences, backstops, or soccer goals.
- Refrain from entering wooded area.
- Refrain from chewing gum or eating on school grounds.
- Refrain from littering.
- No scooters, roller blades, or skateboards are allowed on school grounds.
- If a child wishes to ride a bike to school, a “Bike Permission Form,” is available in the school office, must be filled out by the parent. Judson School bears no responsibility for lost or stolen bicycles.

## **INSIDE THE BUILDING**

Students are expected to:

- Follow adult directions.
- Walk quietly and orderly to assigned locations when changing classes.
- Keep hands, feet, and objects to themselves.
- Respect the rights of others.
- Refrain from wearing hats or caps in the building except while entering or leaving.
- Refrain from littering.
- Walk without touching walls, objects on walls, or other school equipment.
- Walk directly to their destination.
- Refrain from eating or drinking while in hall and /or bus lines.
- Refrain from using or bringing laser lights to school.
- Refrain from eating any hard candy, cough drops, or chewing gum.
- Refrain from using mechanical pencils or personal staplers.

## **CAFETERIA CONDUCT**

Students are expected to:

- Follow adult directions.
- Remain orderly when entering and leaving the cafeteria
- Take seats in assigned locations and remain seated until they are given permission to leave.
- Raise hands if they need help.
- Talk quietly using a conversational tone.
- Use good table manners at all times.
- No exchanging or loaning money.
- No sharing food. Because of potential allergic responses some children have to certain foods, we ask that children only eat their own lunch or snack.
- Sign out of the cafeteria if leaving for any reason, including the use of the lavatory facilities.
- Clean up area after eating by throwing away leftover food, papers, etc.

## **RECESS / GAMES**

Students are expected to:

- Show good sportsmanship.
- Behave in a safe manner without rough play. No contact sports are allowed
- Play only approved organized games (soccer, whiffle ball, basketball, hopscotch, 4-square). No touch football, red rover, or other contact-type sports are allowed.
- No playing card games.
- No personal toys in school, including electronic devices.
- Remain in the designated areas and only enter the building when given permission by the teacher on duty.
- Cease activities and games and line up quietly when instructed to do so.

## LAVATORY

Students are expected to:

- Sign out in their classrooms before using the lavatories.
- Use the lavatory facilities in the appropriate manner.
- Return to class in a timely fashion.

## CLASSROOM / SCHOOL

Students are expected to:

- Follow individual classroom teacher's rules.
- Treat classmates and adults with respect and kindness.
- Listen carefully and follow directions.
- Be engaged in the work of the class.
- Respect school and personal property.
- Keep hands and feet to themselves.
- Work quietly.
- Be polite and friendly.
- Be prepared for all classes with appropriate supplies.
- Have all textbooks covered.
- Have sneakers to participate in physical education classes. This participation is included as part of the student's grade.
- No sneakers with wheels attached are to be worn at school.

## 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.

## DETENTIONS

Detentions are assigned by the principal for failure to follow school expectations. Anywhere from one to five detentions can be assigned to a student depending on the severity of the offense. A record of these detentions is kept in the main office and any student who accrues an excessive amount of detentions may be assigned an In-School Suspension or experience the loss of privileges such as attendance at a special school event or field trip. Detentions are served in the main office from 3:25 until 4:15PM. A detention form is issued to the student on the day of the infraction and is to be returned the next day with parent/guardian signature. Students will be given a writing assignment to complete during detention and at parent's direction may either walk home or be picked up when detention is over.

***Detentions may be assigned for any one of the following reasons:***

- Disrespect shown toward fellow student;
- Disrespect shown toward teachers or staff members;
- Disrespect shown toward a substitute teacher;
- Disrespect shown toward school or personal property (agendas, bathrooms, textbooks, etc.);
- Violation of homework policy;
- Cheating, forgery, or deliberate misrepresentation (students will also receive an "F" on the academic work);
- Or any other offense as determined by the administration.

## SUSPENSIONS

Serious acts that endanger others or show blatant disregard for school rules will result in a suspension. 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.*

### ***Suspension 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 offence 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.

### **Suspension will be assigned for reasons and 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.

Except in emergency situations, the Board of Education shall, prior to expelling the student, conduct a hearing.

The Board of Education Policies listed below are of key importance and are located on the Judson School website. The Judson School website is located on [www.watertownps.org](http://www.watertownps.org). Go to Schools/Judson and click on handbook to read policies.

1. Asbestos Notification
2. Bullying
3. Management Plan and Guidelines for the Management of Food Allergies and Glycogen Storage Disease
4. Free/Reduced Lunch Eligibility
5. Non-discrimination statement
6. Pesticide Application
7. Notification of Rights, Grievance Procedure and Coordinator Information
8. State Department of Education Complaint Resolution Procedure
9. Student Discipline Policy
10. Student Records Policy or FERPA Notice
11. Title IX: Grievance Procedure and Coordinator
12. Truancy K-8 Notification
13. Green Cleaning Products Notification
14. Indoor Air Quality
15. Wellness Policy
16. Notification of Board of Education Spending
17. Notification of Procedures for requesting an Initial Evaluation of a Child