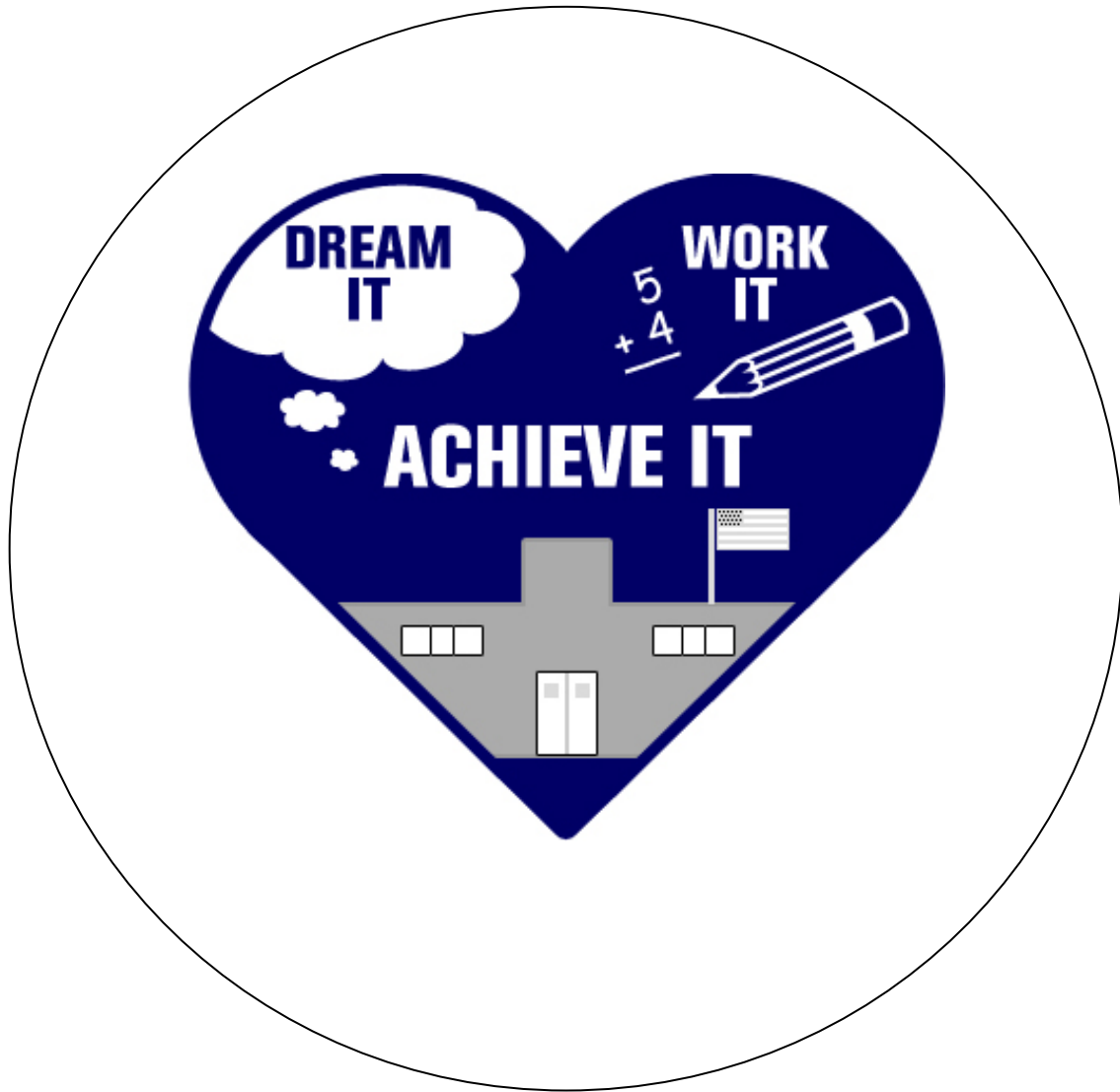


POLK SCHOOL

437 Buckingham Street
Oakville, CT 06779
(860) 945-4840



2016-2019 Student Handbook

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GENERAL SCHOOL/DISTRICT INFORMATION:

Watertown Public Schools Mission Statement

The mission of the Watertown School District, with determination to be a world-class educational leader and a 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 and 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 the differentiated instruction, guidance and resources necessary to achieve these high expectations set forth for our students, staff and community.

Polk School Mission Statement

The Polk School community provides a nurturing and engaging learning environment dedicated to meeting the diverse needs of every child. Polk School is committed to developing respectful, responsible and caring students who strive for excellence in all areas.

Safety, Respect, Responsibility

Everyone has the right to learn in a **SAFE** environment. Please be courteous.

Be **RESPECTFUL** to adults and to your classmates.

Be **RESPONSIBLE** for your actions and words to care for yourself and your personal property, others and our school.

Office Hours

The Polk School Office is open daily from 8:00 am to 4:00 pm.

During these hours, one of the school secretaries will answer the phone. When the school office is closed, the district telephone answering system will be activated, and callers can follow the prompts to be connected to the voice mail box of the staff member they would like to speak with.

As a safety precaution, regardless of the school hours, the school's doors are locked. Visitors should expect to ring the bell, identify oneself and state the purpose of the visit.

School Hours

Regular Day - 8:50am-3:20pm

Early Dismissal - 8:50am-1:25pm

90 Minute Delay - 10:20am-3:20pm

2 Hour Delay - 10:50am-3:20pm

	Normal Day	½ Day	90 Minute Delay	2 Hour Delay
Students Arrive	8:35-8:45	8:35-8:45	10:05-10:15	10:35-10:45
Students Travel To Classroom	8:45-8:50	8:45-8:50	10:15-10:20	10:45-10:50
Day Begins	8:50	8:50	10:20	10:50
Walker Dismissal	3:15	1:20	3:15	3:15
Busser Dismissal	3:20	1:25	3:20	3:20

Please Note: The earliest drop off time is approximately 15 minutes prior to the start of the day. Adult supervision begins at this time.

Polk Contact Information

Phone:

Polk Staff can be reached by phone through the school office (860) 945-4840 or through email.

Email:

Staff email are patterned the same way:

Full Last Name

First Two Initial of First Name

@watertownps.org

For Example, you would reach Mrs. Lisa Fekete, Principal at Polk School through this email address:

Feketeli@watertownps.org

TRANSPORTATION:

School Arrival and Dismissal

All students fall under one of the following categories for arrival and/or dismissal.

1. **Bussers** – students who meet the guidelines for distance from school and therefore qualify for district provided transportation. (Front Loop – Buses enter on French Street and out Buckingham Street) #3 On Diagram
2. **Walkers** – students who do not meet the guidelines for distance from school and therefore do not qualify for district provided transportation. (French Street Entrance or Cafeteria Entrance on Buckingham) #2 and #1 Respectively On Diagram
3. **Parent Pick-Ups/Drop Offs** – students who meet the guidelines for distance from school and therefore qualify for district provided transportation, but elect for transportation to be provided by a parent/guardian. (Back Loop – Cars enter from Buckingham and exit to Buckingham) #1 On Diagram

Please determine which category your child falls under and see the corresponding procedures.

Buses

The front drive at Polk School is closed to general traffic during student arrival (8:35-8:55) and student dismissal (3:15-3:35). Cars are prohibited from entering the front loop (# 3 On Diagram) during these times. If you are choosing not to send your child home on the bus, please send a note into school. We cannot dismiss those students eligible to take the bus as pick-ups without written verification.

Walkers

In order for a student to be considered a walker, he/she must NOT be eligible for a bus as stipulated by district zoning. Walkers enter the building in one of two places, the third grade hallway entrance adjacent to French Street (#2)

Websites:

Individual teacher webpages can be found on the Polk School Website under the staff directory page or directly through the following address:

http://pes.watertownps.org/staff_directory

School Phone #: (860) 945-4840

Polk School P.T.O

Polk School has a very active and enthusiastic P.T.O. Our P.T.O. provides parents and teachers an opportunity to work together to provide our children with programs and activities during the year to enhance their education. A membership drive will take place during the fall. Meetings will be held the second Thursday of each month at 7:00pm in our Library. Every family is encouraged to join. Your involvement will not only benefit your child, but our entire school community.

Watertown Board of Education

http://www.watertownps.org/board_of_education

Members:

There are nine members on the Watertown Board of Education. Each member is elected for a four year term.

Board of Education Schedule

The Watertown Board of Education meets on the second and fourth Monday of each month (except when a holiday falls on a Monday, it is held on a Tuesday). One (1) meeting only in July, August, & December. All meetings begin at 7:30 pm and are held at the Watertown High School Lecture Hall. Watertown High School is located at 324 French Street.

It is intended, for planning purposes, that any special meeting of the Board of Education will also be housed at Watertown High School. In the event of conflicting use of facilities, which would prevent School Board meetings being located there on any specific date, appropriate publication would take place.

or in the Cafeteria doors (#1) off of Buckingham. Walkers exit the building using the side entrance adjacent to French Street or through the library towards Buckingham. Only those children designated as walkers by district zoning will be allowed to exit from these areas.

If your child is eligible for a bus, but you elect to transport them yourself, your child will be considered a parent pick-up. The school office must be notified in writing. Please see the procedures for parent pick-up.

Student arrival time is between 8:35-8:45. There is no adult supervision prior to 8:35. Students will be considered tardy if they arrive past 8:50. Please see the procedures for when a child is late for school.

Parent Pick-Up/Drop Off

Morning Drop Off:

The lower Buckingham Loop during the arrival window is the only time and place that students should be dropped off. Students may not be dropped off on French Street or in the Front Bus Loop.

The arrival timelines are firmly as follows:

Regular Day – 8:35-8:45

90 Minute Delay – 9:45-9:55

2 Hour Delay – 10:35-10:45

Parents should enter the Buckingham entrance closest to the school where the crossing guard is, and pull their vehicle up all the way to where the person on duty is, so 4-6 vehicles can unload simultaneously. Once vehicles are stopped, students should exit from the passenger side of the car. There is absolutely NO PASSING while students are unloading – this is not safe. After leaving their vehicles, students should climb the staircase and enter the building through the cafeteria door. There is an adult stationed outside and inside, so there is no need for parents to monitor this. Once the 4-6 cars have unloaded, they should immediately leave the loop at one time. Then, the next 4-6 vehicles will pull up and repeat the same process.

When drop off is over, orange cones will be placed on the staircase. This means that the cafeteria doors are now locked, and parents must park and escort their child into the office and sign them in. Students may not be dropped off in the front loop

under any circumstances.

Afternoon Pick-Up:

The dismissal timelines are firmly as follows:

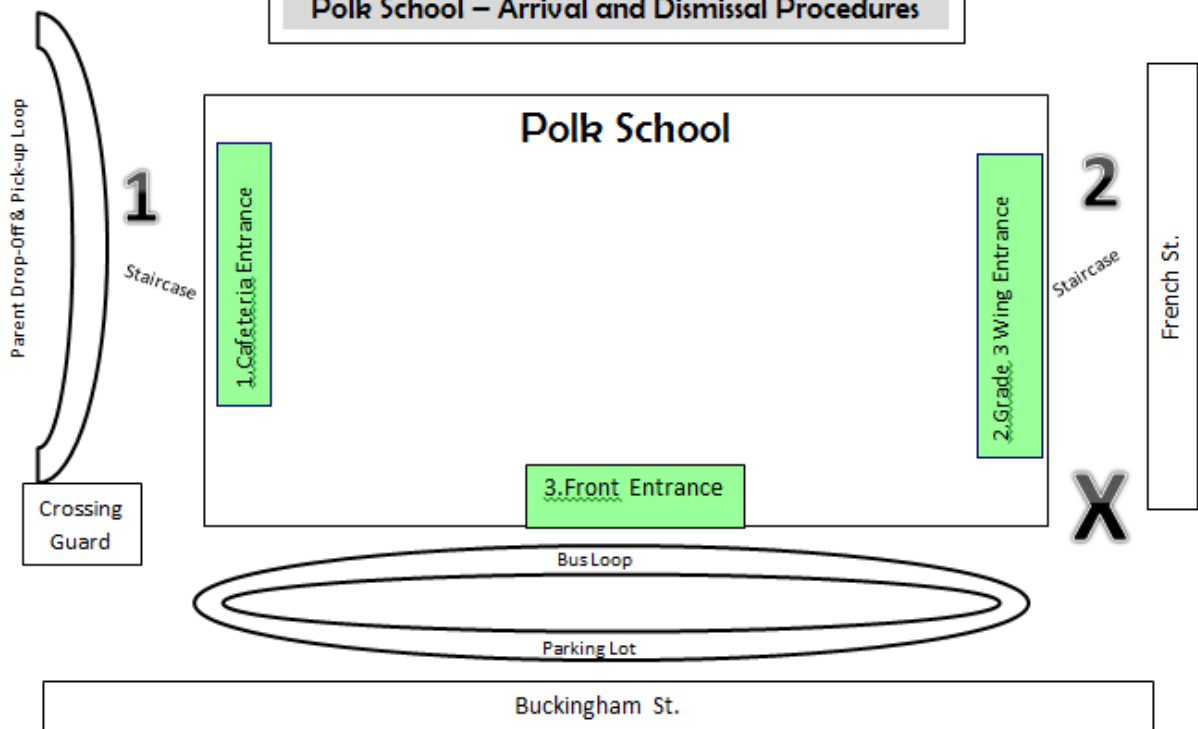
Regular Day – 3:15-3:25

½ Day – 1:20-1:30

During dismissal, parents must pull their car into the loop all the way up to the sign so 4-6 cars can simultaneously board children on the passenger side. Or, if parents choose to park their cars, they must walk to meet their children on the sidewalk. Children must let the teacher on duty know who they are going with and one of the staff members on duty should see and identify the parent/guardian. Children will only be released to parents/guardians listed on emergency forms unless otherwise indicated by a parent/guardian in writing. The staff members on duty reserve the right to ask for photo identification and/or confirm dismissals out of the norm by having the office contact the custodial parent/guardian.

These procedures have been established to ensure safe arrival and dismissal for all Polk Students.

Polk School – Arrival and Dismissal Procedures



3

1

This entrance/exit is for **walkers** who live on the **Buckingham side** of Polk and for children being **dropped off** and **picked up** by a caretaker.

2

This entrance/exit is for **walkers** who live on the **French Street side** of Polk. No drop-offs or pick-ups here please.

3

This entrance/exit is for **bussers only** during arrival and dismissal. No walkers or parent drop-offs or pick-ups.

X

No Drop-Offs Here Please

Bus Service Information & Safety/Regulations

Bus service is provided for all students who meet the guidelines for distance from school. The Watertown Board of Education contracts bus service through:

First Student Bus Company
Mrs. Michelle Pennella
(860) 274-5212

Children are assigned to a bus at the beginning of each school year. Children may not ride any bus other than the one assigned to them.

The primary objective of the bus transportation system is to provide safe bus transportation for the students of Watertown Public School System. Good bus safety is the business of everyone not just the driver. Courtesy and good manners are essential in achieving this objective.

Once a child boards the bus, he or she becomes the responsibility of the school district. This responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

To meet this objective, full cooperation in adhering to the following rules and regulations is necessary.

1. The driver of the bus is in full charge of the bus and its passengers until they are discharged.
2. All students are required to sit in their seats and face the front while the bus is in motion.
3. Students should refrain from loud talking or shouting. Reasonable conversation is permissible. Horseplay, profane language, shoving, throwing objects in, at, or about the bus is not permitted.
4. Students should assist in keeping the bus clean and orderly and shall refrain from damaging and/or defacing any equipment on the bus. Should this occur, parents of these students would be held liable for such damage.
5. After leaving the bus, students living on the opposite side of the road of highway will cross to the other side, in front of the bus, ONLY after being signaled to do so by the driver.

6. Any permanent change in a bus assignment requires the completion of the bus transportation form available in the office. The supervisor of the school bus transportation and/or Board's Policy Committee must approve this form before the change becomes effective. Even in these cases, drop off and pick up points other than the child's legal residence may be approved only when the address is within the child's school district or the school the child is attending.
7. In the event that a student should miss the bus after school, he/she should report to the office immediately.
8. No animals of any type/kind are permitted on the bus.
9. Students will be permitted to carry items that can fit into a grocery size bag or backpack and can be placed on the student's lap. The item should not obstruct the view of the driver when scanning the overhead mirror. Musical instruments must be carried in a case or a bag. No electronic entertainment equipment, bats, or skateboards will be allowed on the bus. Balls must be contained in a bag.

Consequences for Violations of Bus Policy

In the event that a student misbehaves on a bus or endangers the safety of others, the bus driver may provide a logical consequence, such as an assigned seat. The driver may also submit a conduct report to the principal. Consequences will be issued based on offense. Administration reserves the right to take immediate measures necessary to preserve the health and safety of the other students riding the bus. This may include suspension from the bus.

When there is an incident on the bus, students are encouraged to immediately inform the bus driver, so he/she can investigate and handle the situation immediately. The bus driver may issue a consequence and/or write a conduct report that details the situation for the principal. It is often difficult for teachers or the principal to determine the facts of such incidents hours or days after their occurrence.

Change in Normal Transportation

Long-Term:

If your child is going to daycare or taking a bus to another destination other than home (or bus stop) he/she is assigned, a "Change in Normal Bus Transportation Form" must be completed and the change approved by the Board of Education in advance. A complete copy of the Transportation Guidelines can be obtained in the school office.

Occasional:

When students need to change their normal means of transportation for a day or a few consecutive days, a parent must inform the school in writing. Only in emergency situations should a parent call within the same school day to change the means of transportation.

STUDENT ATTENDANCE:

Attendance Policy

Consistent and prompt attendance is of the utmost importance. Recognizing that absenteeism reflects negatively upon the quality of education received by students, the Board of Education has adopted the following policy:

1. It is the responsibility of the parents to call the school each morning to indicate the absence of their child and the reason for it. It is important upon returning to school that the student bring a written note for an absence to be excused; otherwise, the student's absence will be considered as an unauthorized absence.
2. Excused absences shall include medical reason, bereavement, family obligations, legal reasons and other legitimate reasons as may be approved by the administration. This was approved by the Board of Education in an effort to support its existing policy and procedures and to indicate its belief in parent responsibility regarding student attendance. (Sec. 9-12)
3. The Watertown School District will accept a statement signed by a parent/guardian, which indicates a specific medical problem which precluded a student from attending school as an approved absence for absences 1-9; after absence number 9 only a doctor's note

will excuse the absence.

4. If a student has ten (10) unauthorized absences, a conference or will be held with the parent to discuss the situation and to take corrective action. The conference and/or telephone conversation will be followed by a letter to the parent from the school administration.
5. Parents may request a meeting with the school administration at any time to discuss attendance problems.
6. Any student who is absent from school or a course for more than fifteen (15) days in any one school year will lose credit for the course or repeat the grade unless valid evidence is presented to the school administration explaining the absence.
7. In the event a student is absent fifteen (15) days for unauthorized reasons, the administration will notify the parent by phone, and will follow up in writing, that the maximum number of days has been reached. This notification is to be in writing and will include the information outlined in #1 above.

Reporting Absences

Please call Polk School at (860) 945-4840 to report an absence each day your child is absent. If a call is not received, the school office will make two attempts to contact parents.

If a child is absent from school for the day, he/she will not be able to participate in after-school or evening activities.

When a child returns to school following an absence, a brief note stating the date and the reason for the absence is required to excuse the absence. To be considered excused, absences 1-8 require a note from citing illness or injury, death in the immediate family, religious obligation, and an emergency or other legal or exceptional circumstance. In order for absences beyond 9 to be excused, a note from a doctor is required.

State Board of Education Policy, as of January 2, 2008, states that a student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (i.e. fieldtrip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Tardiness

Students arriving after 8:50 will be considered tardy.

In the event that a student is late, a parent or guardian is required to walk their child into school and sign them in at the school office. **They should not be left off at the front door.** If your child is going to be more than a few minutes late, please notify the school office. If this notification is not received, parents may be contacted by the school stating that the child is absent.

Frequent tardiness will not be tolerated and will accumulate to be considered unexcused absences. Furthermore, chronic tardiness will be treated as truancy.

Truancy Policy

Connecticut law requires that the Watertown Public Schools provide you with this written notice of your obligations under Connecticut General Statute 10-184. This law provides that each parent or other person having control of a child seven years of age and older and under sixteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statute S 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine. Failure to comply may also result in a referral to the Department of Children and Families.

Regular student attendance is essential to the educational process. So that we may seek to inform you if your child is absent without explanation, the law also requires that we obtain from you a telephone number or other means of contacting you during the school day. Please be sure to keep your emergency information updated throughout the school year.

An Excused Absence is when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency or other legal or exceptional circumstance as approved by the child's building principal and attested to by the child's parent or legal guardian.

An Unexcused Absence is any and all other absences, with or without written explanation by the parent or legal guardian.

Inclement Weather – School Closings, Delays or Dismissals

When there is inclement weather, the following radio and television stations will provide information regarding closings, delays or dismissals:

Radio:
WWCO-1240 AM; WTIC-1080 AM;
WZBG-97.3 FM

Television:
WVIT-TV30; WTNH-TV8

The "No School" announcement for Watertown Public Schools will be made prior to 7:00 am. In addition to radio and television postings, the district Alert Now communication system will be used as necessary to inform parents. Cancellation information may also be found on the district website www.watertownps.org.

Typically, after-school activities are canceled when early dismissal occurs. In such cases, children will be sent home the way they are typically dismissed, unless the school office is notified via written notification or a phone call. Arrangements should be made between you and your child as to what they are to do, and where they are to go in the event of an early dismissal due to inclement weather.

BEHAVIORAL EXPECTATIONS:

Positive Behavior Intervention and Support

At Polk School, we believe that the purpose of "discipline" is to either prevent undesirable behaviors or decrease the likelihood that problem behaviors continue.

We strive for students to:

- Be accountable
- See cause/effect relationship with respect to behavioral choices

- Develop “healthy guilt” and a strong “inner voice”
- Learn to self-regulate
- Learn appropriate and/or replacement behaviors

Consequently, we implement a hybrid of the PBIS Model. Positive Behavior Intervention and Support (PBIS) teaches behavioral expectations in the same manner as any core curriculum subject. PBIS is comprised of rules and routines developed and taught by school staff to prevent occurrences of problem behaviors. PBIS focuses on intervening before problem behavior occurs to minimize escalation. Educators work together to set clear expectations and create an atmosphere that ensures appropriate behavior by all students. Emphasis is placed on Polk Staff to "catch" students exhibiting appropriate behaviors and provide recognition to these students through praise and other incentives. This is affectionately termed as “Bucket Filling” at Polk School.

However, when students do elect to make poor behavioral choices, the Polk Staff handles such occurrences respectfully and fairly. Characteristics of our response to problem behaviors are as follows.

Polk Staff:

- Is respectful to students and parents
- Provides logical consequences and/or points out the natural consequences directly related to the behavior
- Is restorative – we find the teachable moment
- Focuses on finding and addressing the root cause
- Remains calm and positive, not punishing/punitive

PBIS – Polk’s Incentive Plan

Teachers at Polk seize every opportunity to catch students making positive behavioral choices, and when they do, they receive ‘Bucket Slips.’ Students save their slips and exchange them for various small incentives, such as school pencils, charms and coupons to the school store to larger incentives, such as being principal for the day.

Additionally, students are publically recognized each month at our Town Meetings. During this

assembly, one student from each classroom receives the “Golden Bucket Award” for outstanding citizenship. All students are celebrated through a musical slideshow.

Students at Polk consistently exhibit responsible, respectful and safe behaviors. Polk School is a very special place to be!

Polk School Expectations

At Polk School we encourage all of our students to be respectful, to be responsible, and to be safe across all learning environments. These are defined as follows:

Students will be recognized for exhibiting these positive behaviors in various settings by receiving BUCKETS. Expectations by various school settings are as follows:

- Respectful** - treating people in a polite and kind way
- Responsible** - being dependable and accountable for your jobs
- Safe** - being certain that harm will not be caused by your actions or words

Bathroom Expectations

Respectful	Responsible	Safe
Give others privacy	Flush toilets and urinals to keep bathrooms clean and ready for the next person	Wash your hands after bathroom use.
Put trash in the trash can.	Promptly get back to class.	Know where to go during an emergency.
Use, but don't abuse the soap.	Take care of your needs neatly and leave promptly.	
Use the bathroom appropriately.		

Bus Expectations

Respectful	Responsible	Safe
Use a level 1 voice. Talk politely to all those around you. No saving bus seats or excluding others.	Sit two students to a seat. Maintain "expected" behaviors. Report to designated areas when getting off the bus. (home or school)	Sit facing forward with bottom on seat and back against the back of the seat. Place your backpack in your lap. Use a level 1 voice so driver can concentrate.

Cafeteria Expectations

Respectful	Responsible	Safe
Eat your own food. Speak politely with the people next to you. Raise your hand for assistance. Follow directions of the adult in charge.	Eat your main meal before snacks. Take all necessary utensils in line. Place all garbage in the trash before leaving.	Using walking feet at all times. Sign out to use the bathroom. Use a level 1 voice with people at your table and in line. Remain seated while eating.

Hallway Expectations

Respectful	Responsible	Safe
Use a level 0 voice so as to not disturb others. Keep personal space in lines. Respect your school and personal property.	Promptly go to where you are scheduled to go. Be responsible for yourself and yourself only! Use walking feet at all times. Be mindful of your surroundings.	Keep hands to yourself and not on others property. Use handrails appropriately. Know where to go during an emergency.

Golden Bucket Expectations

Golden Bucket Award Winners Are...

- Above and Beyond **Bucketfillers**
- Students who are **respectful**
- Students who model **responsibility** by always having their homework and are prepared for school
- Consistently **kind and caring**
- Students who show leadership qualities
- Students who demonstrate a **good work ethic**
- Students who model **good citizenship**
- Students who maintain **safety and school expectations**

Bucket Filler Award Menu Sample

The reward menu changes periodically to continue to maintain student interest. Students earn buckets, save them and trade for a reward!

Point Value	Rewards
20	Polk School Pencil
30	Lunch at Polk Bistro with a friend
30	Say a preapproved joke/riddle on announcements
30	Extra 5 minutes of Recess for your class
40	Token for a necklace
40	Class Activity (7-Up, Hangman, etc.)
50	Homework Pass
60	Lead the Pledge at the Town Meeting
80	Zumba Dance Party with a friend
100	Lunch with the principal
100	Choose a preapproved song for the slide show
100	Use your teacher's "special chair" for the day
100	Extra Art, Music, Gym with another class
125	Choose a Class Spirit Day
150	Gift Certificate to the School Store
150	Snack in the Cafe
150	Bucket Filler Spirit Stick
200	Principal for the Day

Polk School Disciplinary Code

Discipline is teaching students to develop self-control and character and to appreciate and respect order. At Polk School, we establish a positive learning environment that promotes a sense of respectful and responsible, and safe behaviors. To support our efforts, we have established expectations/rules a safe learning environment for our Polk School community.

Consequences for Breaking School Rules

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

At times, students may demonstrate inappropriate behaviors in other settings throughout the building such as in the hallways, lunch room, bus line, or on the playground. To assist in these settings, a behavior referral form will be completed and submitted to the classroom teacher for action.

However, referral to the principal may be made at any time depending on the seriousness of the offense regardless of setting and number of offenses. The principal reserves the right to take a disciplinary action, such as lunch detention, after school detention, loss of privileges or in-school or out of school suspension and recommendation for expulsion. All reported acts of bullying will be thoroughly investigated and responded to in accordance with district guidelines.

Suspension/Expulsion

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 scheduled area. All class work and assignments will be completed by the student. Based on the severity of the violation, a student may be suspended out-of-school from one to ten days with the possibility of a review for expulsion with the Superintendent of Schools.

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, is seriously disruptive to the educational process or is in violation of a publicized Board policy, or conduct off school grounds which is seriously disruptive to the educational process and violation of publicized Board policy.

Suspension will be assigned for specific reasons and the Principal must recommend expulsion proceedings in all cases against any student whom the administration reasonably believes:

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

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 of a crime; or

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 the recommendation.

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

ACADEMIC EXPECTATIONS:

Work Ethic

Students at Polk are expected to do their personal best each day, including classwork and homework. All assignments should be on time and reflect significant effort.

Homework

Homework is recognized as an integral part of the school's educational program. It is a form of independent practice directly related to classroom work. Homework will be assigned in all grades- kindergarten through grade twelve. The type and amount of homework will be determined at each level by the administrator and teachers. Incomplete homework may result in lowered grades. (Sec. 9-120)

Guidelines:

1. Homework shall be given on a regular basis.
2. Homework may take the form of class, group, or individual assignments.
3. Assignments may be made on a daily basis, or they may be of a long-range type, such as a report.

If homework appears to be too difficult for the student and an excessive amount of time is being spent on homework assignments, the classroom teacher should be notified immediately.

Missed Homework Assignments

Should a student elect not to bring in homework, he/she will have a "Working Lunch" that same day in order to complete the assignment(s). Students will finish the missed assignments in a separate setting while they eat their lunch. Working Lunch should not be confused with Lunch Detention, which may be provided for chronic problem behavior in the cafeteria.

"Working Lunch" at Polk

When a student does not complete homework assignment(s), that student will have what is called a "Working Lunch" on that same day. Students will eat their lunch while they complete

the missed assignment in a separate, quiet location that is adult monitored. We believe this to be a logical consequence for missed assignments. Working lunch will not be utilized in the case of reading calendars or unsigned papers. Additionally, Working Lunch should not be confused with "Lunch Detention," which is a rarely used consequence for consistent problem behavior in the cafeteria.

Socialization is a vital part of a student's day. Therefore, Working Lunches should not be chronic. When a student has 3 or more Working Lunches in a month, teacher(s) will contact the parents, have a conference and develop a homework plan that does not include a Working Lunch, but may constitute another appropriate consequence and/or an incentive plan related to the root cause for the chronic missed assignments.

Forgotten Materials

During the course of the year children have the tendency to forget items necessary for school (i.e. sneakers, lunches, homework, musical instruments). In order to minimize the number of unnecessary classroom interruptions, children will not be allowed to use the office telephone to call home for any items that are forgotten. Should a child forget an item and a parent brings it to school, they are to bring it to the office. Items should contain the child's full name and classroom teacher. Homework will be placed in the teacher's mailbox and larger items will be picked up by the student at a teacher selected time that minimizes the disruption to instruction.

NO ITEMS SHOULD BE DELIVERED DIRECTLY TO THE CLASSROOM.

In the event that a student has forgotten lunch and no lunch is dropped off, children will receive a school lunch from the cafeteria. It is the parent's responsibility to pay for the charged lunch. Lunch money should be placed in an envelope and sent the next day to the cafeteria.

Make Up Work Requests

If your child is going to be absent for an extended length of time due to illness or injury, death in the immediate family, religious obligation, and an emergency or other legal or exceptional

circumstance, arrangements for make-up work should be made with the teacher(s). Teachers are to be given at least 48 hours' notice to prepare work. 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.

Teachers are not expected or required to prepare make-up work ahead of time for students who are missing school for an extended period of time due to vacations or other absences that are not due to illness or injury, death in the immediate family, religious obligation, and an emergency or other legal or exceptional circumstance.

Study Skills

Good study skills can help students to learn. Good study skills can become habits throughout life. The Watertown Public Schools are dedicated to improving students' demonstration of learning as reflected in student achievement and overall academic performance. It is our aim to foster the development of independence through self-motivation, self-discipline, and responsibility. With these goals in mind, parents' support and cooperation with homework is essential. Please consider the following guidelines when working with your child at home:

- Provide a quiet and uninterrupted area in the home for the student to work.
- Establish a specific time each night when homework will begin and a time for it to be completed.
- Encourage a buddy system to check on homework when your child is absent or unclear about a particular assignment.
- Review homework with your child when it is completed. This will reinforce written standards and also keep parents aware of the quantity and type of work your child is responsible for in school.

Maintain good communication with the school. This is essential if there are questions about the amount, type, or content of the homework.

STUDENT SERVICES:

Support Staff

Polk School offers a continuum of services to students in need of academic, behavioral or emotional support. Staff in such roles is as follows:

Special Education Teachers
Physical Therapist
School Nurse
Occupational Therapist
School Social Worker
Reading Specialist
School Psychologist
Classroom Paraprofessionals
Title I Tutors

Scientific Research Based Intervention SRBI

Despite high quality instruction, there are students who still require more adult assistance to learn, and SRBI is a way to provide support and more individualized instruction to children who may need it. We are fortunate to have tutors at Polk and a team of exceptional teachers, so we pool our resources to create what we call "SRBI Time." This is a 30 minute block per day per grade level where some students are pulled together based on needs. Students may be working with a classroom teacher, reading specialist, tutor, partner, or independently during this time. The intent is focused intervention or assistance for those who need it, in addition to regular classroom instruction. The purpose of this time is not enrichment, however, as this occurs throughout the entire day. As such, some students may be continuing to work on assignments or reviewing skills from regular classroom instruction; new material is not presented at this time.

SRBI is not a pre-referral process to special education. It is a regular education initiative designed to meet the diverse needs of students in order to meet grade level expectations. It is important to note, however, that a student generally cannot qualify for special education without documentation of two or more rounds of SRBI with corresponding progress monitoring.

Watertown's Intervention Strategies Team WIST

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 or social worker and other trained personnel. The goal of the WIST is to promote early identification, assistance and alternatives to students whose problems are interfering with school performance.

Referral to Special Education

The State Department of Education Guidelines for Identifying Children with Learning Disabilities mandates the use of SRBI for all students who are suspected of having a learning disability. Before being found eligible for special education and related services, these students must be provided with effective instruction and have their progress monitored carefully to determine whether their educational needs can be met in general education. Information obtained about a student's progress during tiered instruction can be very helpful in determining whether the student has a learning disability and whether the student would be better served with special education services. It is important to note that SRBI does not replace the special education process. If, at any time, parents/ guardians believe their child has a disability that is affecting his or her learning, the parents/ guardians have a right to request an evaluation for special education.

Philosophy of Promotion and Retention

It is the policy of the Watertown Board of Education to support the implementation of planned, ongoing developmentally appropriate curriculum designed to allow its students to proceed from year to year in classes that take into account their individual needs and individual abilities. (Sec. 9-141)

Framework of Promotion and Retention

On the elementary and middle school level (K-8) students are assigned to a particular instructional level. The criteria for determining this level are the following:

- past performance at a level
- achievement testing
- teacher recommendation
- parents' perceptions and attitudes

In the elementary and middle school, a student's promotion or retention is determined by the teacher(s), other professional staff, principal, and parents. Consideration is based upon

- chronological age
- intellectual ability - based on tests and teacher observation
- academic achievement and results of achievement tests
- physical, social, and emotional development
- teacher evaluation of student progress
- attendance record
- remedial resources available
- parents' perceptions and attitudes

Generally, it is not deemed educationally sound to retain a student more than once in the elementary schools (K-6) and once in the middle school (7-8), even though the student may not have mastered the skills of a grade. The student may be transferred to the next grade with the recognition that more varied programs and additional help will benefit the student. A parent conference will be held whenever a student is to be transferred rather than promoted. If a student has to be retained at the elementary level, preferably that retention would be in the primary grades.

In the event that an agreement regarding the promotion or retention of an individual student cannot be mutually agreed on between the building administrator and the parents, parents have the right to appeal to the Office of Superintendent. Following an investigation and hearing, the Superintendent, or his designee, will render a decision, which is binding regarding the student's promotion or retention. (Sec. 9-141,142)

GENERAL POLICIES AND PROCEDURES:

Parent Visitation

Parents are welcome and indeed encouraged to visit the school. All visitors must stop at the office for assistance, sign in and obtain visitor badge from office personnel. Our staff will provide you with direction to the proper room in the building. If you would like to observe in your child's classroom, please call 24 hours in advance to set up a time which is mutually convenient for you, the classroom teacher and the building principal.

Chain of Command

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

1. Speak to the teacher or other professional who works with your child first.
2. If not resolved satisfactorily, go to the principal.
3. If not resolved, contact the Superintendent of Schools.
4. If not resolved, contact the Board of Education liaison for your building.

It is 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.

Field Trips

Field trips are an integral part of our educational program. Students can read or be told about many topics, but when they can actually see something that relates to what they are studying, it is much more meaningful. 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.

Field trips are important and educational. However, on very rare occasions, a child may be denied the right to attend a field trip due to disciplinary measures. Parents and students will be notified should this occur. Parents are likewise encouraged to refrain from taking away a field trip as a consequence for at home problem behaviors.

Dress Code

The responsibility for the appropriate appearance of students rests with the parents and the students themselves. They have the right to determine such student's dress providing that such attire is not destructive to school property, does not endanger the safety of students, complies with the health code of the State of Connecticut, and does not distract from the educational process. This right may be restricted by the school administration in order to provide the best educational environment for the student.

Dress Code Regulations

The following restrictions have been made by the administration after much discussion with teachers, parents, and students. Students are encouraged to dress "business casual." Appropriate appearance and business casual are defined as students dressing in a respectful way that supports an optimal learning environment.

1. No halters, tube tops, inappropriate tank tops, or bare midriffs.
2. No footwear that can endanger the safety of the student can be worn.
3. No shorts which are torn, ragged, or have holes, no spandex shorts worn as an outer garment, or skirts shorter than mid-thigh.
4. No inappropriate jewelry that can be dangerous or highly distracting.
5. No clothing with suggestive or inappropriate writing.
6. No unlaced sneakers or shoes.
7. No hats in school.

The administration reserves the right to determine what is appropriate and to restrict any other attire that is considered detrimental or destructive to the educational process.

It must be understood that the Board and/or Administration reserves the right to periodically review these regulations; and if, at their sole discretion, they determine that there is significant abuse of the guidelines, they will impose appropriate changes. (Sec. 9-57)

Footwear/Backpacks

It is very important that students wear shoes that are safe for school and the playground. Sandals, flip-flops, clogs, high heels, wedges, open-toed and backless shoes/sneakers are too dangerous and should not be worn to school.

Backpacks: If possible, please avoid purchasing roller backpacks. They are too big, hard to manage on the stairs, and do not fit in the lockers. (Sec. 9-57)

Technology/Computer Use

Students will have many chances to use computers to help them learn. Computers can be wonderful learning tools when used correctly. We expect students to use the school computers properly at all times. Teachers will supervise the websites and technology students are able to use while in school. Students are only permitted to access the Internet in school if signed agreements have been received.

The Watertown Public Schools Guidelines/Procedures for Electronic Information Resources Access Agreement will be sent home to be signed the first week of school.

Personal Devices

Students are permitted to use personal devices as e-readers only at teacher selected designated times.

Personal Property

Toys, games, or other personal items should not be brought to school unless the child is directed to do so. The school is not responsible for any loss or damage to these items.

Lost and Found

Each year numerous articles of clothing are left at school. Many children cannot identify what they have lost. It is imperative that all clothing, including backpacks, and lunch boxes, be labeled with a child's full name and grade. If items are lost, they will be placed in the lost and found box located in the cafeteria. Students and parents should check frequently for missing items. Periodically, if articles are not claimed, they are donated to charity.

Library

All elementary schools have a central library. Students visit the library on a regular basis during the week to borrow books. Pupils are responsible for any and all books charged out to them, and are expected to return all books when due. If books are lost, the child is responsible for payment to replace them.

Pets

Pets are generally not allowed in school unless permission is obtained from the principal.

School Photographs

Each year students are given the opportunity to purchase photographs of themselves and their classmates. This is a traditional school fundraiser and allows families to obtain quality pictures at a reasonable price. School pictures will be held in early September and make-ups will take place in early October. Notices will be sent out early in the fall with specific dates and further details of this event.

Soliciting

There will be no soliciting of any form on school ground.

FOOD IN SCHOOL:

Wellness Policy

The Watertown School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. This policy was developed to support these goals and help provide support for staff and students. The Watertown School District's wellness policy supports: Nutrition Education and promotion; physical activity and physical education; nutrition standards for school foods and beverages (school meals and other foods and beverages); other school-based activities to promote student wellness; communication and promotion; and measurement and evaluation. (Sec. 4-100)

Lunch Program

A hot lunch program is offered at Polk School. Students may purchase hot lunch or bring their own. Students who bring their own lunch may purchase half pints of milk from the cafeteria. Ice cream and snacks are sold daily. They are not included in the cost of lunch. The cost is additional. Student cannot charge snacks. The cost of school lunch is \$2.75. Students **are not** allowed to bring drinks in glass containers.

Monthly lunch menus will be sent home in advance and are posted in classrooms and in the office. Please make checks payable to the Watertown Hot Lunch Program. In the event that a student forgets or loses lunch money, he/she may charge a lunch. We ask that this charge be paid within a reasonable amount of time.

Applications for the Federal Lunch Program are distributed to all students at the beginning of the school year and upon enrollment. Should the need arise applications for free or reduced lunch are available throughout the year in the main office. The forms are reviewed and those eligible for free or reduced lunch are notified in writing.

Free/Reduced Lunch

If a school district participates in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, it must provide parents and the public information about free and reduced meals and/or free milk at the beginning of each school year. (7 C.F.R. § 245.5) The district must also provide parents with an application form. An explanation of the required

notices and sample forms are available at <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>.

A child's eligibility status is generally considered confidential and usually may only be disclosed with prior notice and/or consent. 42 U.S.C. § 1758(b)(C)(iii).

Snacks/Food in School

Most classroom teachers schedule a snack time during the day. This snack provides sustained energy supporting focus and attention to learning tasks. Healthy snacking is promoted in the classrooms. Please assist your child in packing a healthy snack.

Celebratory snacks may be provided to students in classrooms through the food service department in consultation with the classroom teacher, school nurse, and approval of the principal. The teacher must be consulted and a Classroom Celebration Snack Request Form must be submitted at least one week in advance of the food related activity. Forms will be sent home with each child.

Each school will have available a list of activities that will serve as alternatives to food celebrations. The alternative activities will be posted on the district website. Parents are encouraged and welcome to participate in their child's celebration.

Healthy allergen-free foods are available through Watertown's Food Service Department. A list of offerings is available in school offices and on the district website.

Approved – BOE June 25, 2012

Birthday Treats

Birthdays are special times for children and parents often wish to have their child share refreshments with his/her class. Please send a note to the teacher to make arrangements in advance.

Reminder: Some students may have serious food allergies, which could result in severe reactions. Please consult the classroom teacher and purchase celebratory food through the Watertown

Food Service Department. Alternatives to food should be considered such as, a classroom craft, a book donated to the class or library or an extra recess, game or activity.

Birthdays/Invitations

Birthdays are special times for children and parents often wish to have their child share refreshments with his/her class. Please send a note to the teacher to make arrangements in advance.

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 all children in the class are invited. If not, please make other arrangements to distribute invitations.

MEDICAL INFORMATION:

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. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

Emergency contact information should be kept updated. Notify the school promptly of any changes in phone/address.

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. Parents must sign their

child out from the main office prior to picking up their child in the Health Office.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

Accident insurance is available to each student; information regarding this coverage is sent home the first week of school. The school cannot be held responsible for injuries occurring outside of school.

Students in casts, or who require crutches or wheelchairs, must have a physician's written authorization to attend school and to participate in the full program, including recess and gym. Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note.

All injuries and surgery should be reported to the school nurse. After an injury or surgery, 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 any durable medical equipment orthopedic appliances (splints, braces, and crutches) requires a physician's note. A parent's note will not be sufficient.

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.

Emergency Forms

It is important that the school have the most current emergency contact information. Three adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. If any change in the information occurs during the school year, please notify the school nurse or the Main Office in writing immediately.

Emergency Notification and Transportation

If a severe accident or acute illness occurs, a parent or person listed on the student's emergency card will be notified. The pick-up person must provide a valid photo I.D.

Health Records

A cumulative Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school nurse. The nurse will relay pertinent information to appropriate school personnel.

Insurance

Each family is offered an accident policy at a small cost per child. **An application form will be available on the district website.** If you want your child insured, please follow the directions and have your child return it to the school. If your child is injured, please contact the school office so that an accident report can be filed.

HUSKY Health Insurance Policy – The State of Connecticut sponsors a health insurance program for children that covers basic health and welfare needs. The cost of this program is determined on a sliding scale tied to income guidelines. If your child is not covered by any type of health insurance coverage, you might be interested in looking into the details of the HUSKY Program. Please see the school nurse for further information or call 1-800 CT Husky.

In addition, forms for the Husky Plan are in our main office. This plan will give you free to low-cost health insurance for children and teenagers. You may also contact the Connecticut Husky Plan by calling 1-877-CT-HUSKY (1-877-284-8759).

Medical Appointments

Pupil medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school. Physical forms are available on the Connecticut State Department of Education website under Forms

and Publications: www.sde.ct.gov.

Physical Assessments/Immunizations

Physical assessments shall be completed for those students entering preschool and kindergarten, entering Grade 7 and 10, and sports. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and **filed with the nurse.** **Failure to meet the requirements will cause the student to be excluded from school.** Sports physicals are required annually before try-outs. Please note, sports physicals do not take the place of state mandated physicals.

Prior to enrollment, new students to the Watertown School District must present the written results of a physical examination that is less than one year old on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

Immunizations

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).

Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child.

Screenings

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

1. Annual Vision screenings Grades K, 1, 2, 3, 4, 5, 6, and 9
2. Audiometric screenings Grades K, 1, 2, 3,

- 5, and 8
3. Postural screenings Grades 5-9 inclusive
4. Color Vision screenings Grade K and if not done previously upon entering Watertown Schools

- be disposed of within two days.
5. 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.

Recess and Physical Education

Children are expected to come to school properly clothed for weather conditions and for their assigned physical education day. Hat, coat, gloves, snow pants, boots are required in cold weather.

A child will be excused from physical education for short-term illnesses or injuries with a note from his/her parents. For an excused absence from Physical Education due to injury or illness for more than one class, a doctor's excuse **in writing** is necessary. If the doctor's written excuse states "until further notice," a second written note is required to return to Physical Education. The doctor's note should state the nature and duration of restriction.

Policy on Medications in School

The Watertown School District's policy complies with the State of Connecticut's health regulations.

1. Medications may only be administered in school with the **written** order of a qualified practitioner, and **written** authorization of the parent/guardian.
2. Written orders are needed for all medications, including Tylenol or Advil, and all other over-the-counter medications. A form can be obtained from the nurse if a medication is required during school hours.
3. Students may only self-medicate with certain emergency medications only with a doctor's order.
4. Medications must be brought to the school nurse by a **parent or other responsible adult** and must be in the original container. Students are not permitted to transport medication unless they have an order to self-administer the medication. 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. Any remaining medication will

Guidelines for Returning to School

Please follow the guidelines listed below to determine when children should return to school or attend school.

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol or Motrin before returning to school, and 48 hours during flu season.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.
3. Strep Throat – 48 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours

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.

We ask that all parents be sensitive to common childhood allergies. Although we are not a nut free school, some classrooms may designated "nut free zones." If your child's classroom is nut free, you will be notified. It is imperative that all students in any of these classrooms not bring products with nuts into school for classroom snack.

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.

Communicable Diseases

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician. All communicable diseases should be reported to the nurse. These include:

Sore Throat/Strep Throat

The school nurse will examine a sore throat. If a sore throat persists for two days, or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 48 hours and be non-symptomatic before returning to school.

Head Lice

Children with head lice are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence. No child may return to school without first being inspected by the nurse. Parents must be present for this inspection.

Conjunctivitis/Pink Eye

School policy states that any child with conjunctivitis/pink eye is excluded from school until antibiotics have been administered for a minimum of 24 hours.

Rashes

Any suspicious appearing skin condition should be reported to the nurse. A child who has a rash such as impetigo, scabies, or shingles, will be excluded from school until the condition is diagnosed by a private physician and treated, if necessary. Proof of treatment must accompany the student upon return to school.

Chicken Pox/Varicella

Chicken Pox requires a 5-6 day exclusion after the appearance of the first crop of lesions or until all scabs are dry. The child is to report to the school nurse upon return to school. A parent must accompany the child to school for re-admittance.

General Information Regarding Pediculosis (Head Lice)

Each school year our community experiences a number of cases of head lice. This bulletin is intended to both inform and offer assistance to parents should an infestation occur.

Infestation of the hair with head lice is a common condition, frequently found among school age children. There is no way of preventing a child from acquiring the condition. The goal should be to detect it quickly and clear it up as soon as possible. We are offering some helpful hints as to how to look for, identify, and treat pediculosis (head lice).

Your help at home is essential. Frequent and regular checks of the hair and scalp are most important. Please look for head lice which are insects about (-) long and grayish with dark margins. Lice do not have wing and, therefore, cannot fly. They do not jump, but do move very quickly; this makes them difficult to find in a child's hair.

Since crawling forms are so difficult to see, the diagnosis of head lice infestation is frequently made on the basis of finding nits. A nit is a louse egg. Nits are teardrop in shape, about the size (-) and vary in color from yellowish brown to white to gray. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that sometimes look like nits to the naked eye. Dandruff will fall off – nits will not. Clusters of nits may be found in any section of the hair, but in mild cases a careful examination of the entire scalp area. A bright light directed at the scalp can be helpful in identifying the nits. All other family members should be checked since head lice are easily passed along through close contact with an infested individual.

If you are suspicious, call the school nurse and/or discuss the condition with your family physician. They can order medicated shampoo and advise you as to the frequency of its use. Ordinary shampoo will not work. Non-prescription medicated shampoos are also sold over the counter at your local pharmacy. Other articles of contact will also need appropriate treatment.

Our school health regulations specify that children with head lice are to be excluded from

class until treated with a pediculocide. Parents of those identified with infestation in school will be contacted directly by the school nurse. However, if you identify and treat you child at home, please notify the school nurse so that appropriate steps may be taken to prevent any further spread in school, as well as re-infestation of your child. Following treatment, the child will be checked by the school nurse before re-entry. The parent must accompany their child to school and will be required to show proof of treatment.

Parents, you play an important role in keeping this situation in check. Your efforts are two-fold, care of your child and notification of others. Treatment is directed at the infested individual, as well as his personal articles. You should notify your child’s daycare provider, as well as parents of your child’s closest friends, since other children may be infested.

If you have any questions, feel free to contact the school nurse.

Quarantine Periods
(Minimum Control)

Chicken Pox	One week after appearance of first blister and when rash has begun to scab over. *Reminder to parents to avoid ASA products. Notify parents who are immuno-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 a note from the physician upon return to school.
Diarrhea/Vomiting	Minimum of 24 hours after symptoms are resolved without use of medicine.
Fever	24 hours after return of normal temperature as recorded without use of medicine.
Flu	48 hours after return of normal temperature as recorded without use of medicine.
German Measles	One week after rash appears.
Hepatitis	With written permission of M.D.
Impetigo	48 hours of treatment before return to school. May be left uncovered. No swimming.
Lice	Pediculicide per recommendation of school medical advisor. 24 hours at home to remove nits. Parent must accompany child to school with empty pediculicide container and remain while the child is examined by the school nurse.

SCHOOL SAFETY:

Building Safety

Maintaining the safety of our school 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.

Polk School has an Emergency Plan in place to address such situations. Appropriate training for staff and students has been and will continue to be conducted. During the year, drills are scheduled to prepare the students for emergency situations. 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 students for situations where students should not leave the building and no one from the outside is permitted to enter the building.

Our building is locked daily. An intercom system with a buzzer is used to request entry into the building. The staff at Polk School believes that the safety of our environment is a primary responsibility of our school community.

Emergency Drills

Polk’s Emergency Plan dictates several distinct responses to crisis situations, which are practiced at various points during the school year. They are as follows:

1. Evacuation Procedures - used in situations that requires immediate egress, such as a fire.
2. Lock-Out – used when there is a low-risk situation happening within or outside of the school. The building is locked and students stay in classrooms, but continue to work as usual. Hallway movement is discouraged in some cases, depending on the situation.
3. Lockdown - used in situations where danger is clear and eminent inside and/or outside of the school. All doors are locked

and students gather away from exits and windows.

Emergency Contact Information

Emergency contact information must remain accurate and up-to-date. It is important for parents to contact the office immediately if there is a change in address, telephone number (home or work), childcare provider, or person to contact in case of emergency. Parents can either send changes to the school in writing or make changes through the PowerSchool Parent Portal. **Accurate information** is essential to ensure individual safety and to facilitate home/school communication. The information provided should contain the names of all people we may call in the event we cannot contact you in an emergency.

CHILDREN WILL BE RELEASED ONLY TO THOSE PERSONS LISTED AS EMERGENCY CONTACTS.

Legal 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 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 be released to either parent without this document.

Alcohol and Drugs Policy

PREFACE: This policy including its rules, regulations, and guidelines is a coordinated effort by the Watertown School District to openly and effectively respond to the potential and current use and abuse of tobacco, drugs, alcohol and mood altering substances by students and employees.

STATEMENT OF POLICY: STUDENTS

No person may use, possess, sell, or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events. The term “alcohol,

drugs, and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalable substances (including gasses, solvents, butane, propane, adhesives), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal euphorians, look-a-likes, and any substance commonly referred to as “designer drugs”.

The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician. State and local ordinances apply to students and employees alike.

Through the use of approved curricula, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Watertown School District will work to educate, prevent, and intervene in the use and abuse of all tobacco, drug, alcohol, and mood altering substances by the entire student population. (Section 10-19a)

Recognizing that drug use and abuse may be indicative of serious, underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral to the parents for treatment and aftercare support by appropriate school staff.

A student, who on school grounds or off school grounds during a school session, or anywhere at a school sponsored activity is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance shall be subjected to discipline pursuant to the provisions and procedures listed in the administrative guidelines.

Smoking is prohibited in all school buildings and on all school grounds at all times.

Violation of this policy will result in discipline pursuant to the procedures listed. (Sec. 9-58)

ADOPTED BY THE BOARD OF EDUCATION:
September 14, 1998 REVISED: June 12, 2000
EFFECTIVE: July 1, 2000

Anti-Hazing Policy

The district strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing, will face immediate disciplinary actions up to and including suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution. (Sec. 9-206)

Bullying Policy

Definition: Bullying is defined as any overt act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on or off school grounds, at a school-sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Overt acts occurring off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school. (Sec. 9-203)

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall:

- (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports,

(2) enable the parents or guardians of students to file written reports of suspected bullying,

(3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing,

(4) require school administrators to investigate any written reports and to review any anonymous reports (provided that no disciplinary action shall be taken solely on the basis of an anonymous report),

(5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying,

(6) provide for the inclusion of language in student codes of conduct concerning bullying,

(7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting,

(8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education,

(9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and

(10) identify the appropriate school personnel responsible for taking a bullying report and investigating the complaint. Such personnel may include, but shall not be limited to, pupil services personnel. (Sec. 9-200)

Forms to report acts of bullying can be found in the main office.

COMPLAINT PROCESS

Formal/written complaints:

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying.

Informal/verbal complaints by students:

Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee

Anonymous complaints:

Students who make complaints of bullying may request that their name be maintained in confidence by the staff member who receives the complaint. Should anonymity be requested, the principal or her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and /or possible remedial action.

Staff Responsibilities & Intervention Strategies:

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal and/or her designee in writing of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student reports of suspected bullying shall promptly notify the building principal and/or her designee of such reports.

All reported acts of bullying will be thoroughly investigated and responded to in accordance with district guidelines. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. (Sec. 9-200)

Nondiscrimination

The Board of Education is committed to comply with nondiscrimination practices to the end that no person in its employ or under its jurisdiction shall, on grounds of age, race, color, national origin, sex, religion, handicap, sexual affinity, marital status, present or past history of mental disorder or physical disability, and genetic information, be excluded from participation in, be

denied the benefits of, or be otherwise subjected to discrimination in employment or in any program or activity. The Watertown School district prohibits discrimination based on disability.

The Board designates the Assistant Superintendent of Schools, or his/her designee, Watertown School Department, 10 DeForest Street, Watertown, Connecticut (Telephone, 945-4802) as compliance officer (hereinafter, "Equity/Title IX Officer). (Sec. 13-1)

All outside agencies and organizations given assistance by the Board shall be required to abide by this policy.

Any person who believes to have been discriminated against in violation of this policy may file a grievance in accordance with the Equity/Title IX Grievance Procedures.

NONDISCRIMINATION IN THE INSTRUCTIONAL PROGRAM

This school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

1. Equal rights and opportunities for students and staff members in the school community.
2. Equal opportunity for all students to participate in the total school program of the schools.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. Opportunities in educational programs which are broadly available to all students.
6. An appropriate learning environment for student which includes (1) adequate instructional books, supplies, materials, equipment, staffing facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Sexual Harassment

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.

Procedure for Students to Follow

It is the expressed policy of the Board of Education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Vice-Principal or Principal of the school. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. A copy of the Watertown Board of Education's Sexual Harassment Policy, Grievance Procedure, and Grievance Form can be obtained from your Principal or from the office of the Superintendent (Sec. 1-38).

Sexual Harassment Guidelines (Sec. 1-39)

Sexual harassment is prohibited in the school system. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decision affecting the individual.
2. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering,

gestures, display of sexually suggestive objects, pictures, or cartoons.

5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the education opportunities, grades, and/or learning environment of students, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of students benefits or services (i.e. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s) i.e. student to student, employee to employee.

Dangerous Weapons and School

It is the policy of the Board of Education to ensure the safety of its students and personnel by forbidding the possession or use of any dangerous weapon or any implement that can be deemed a dangerous weapon on school property, on a school vehicle, or at a school-related function.

Any student who is in possession of, threatens with, or uses any dangerous weapon or any implement that can be deemed to be a dangerous weapon will have the weapon/potential weapon confiscated by the building administrator and be held as evidence.

The building administrator will promptly conduct an informal hearing, affording the student his/her rights as protected by law. (Sec. 9-45). The Principal must consider expulsion proceedings in all cases regarding dangerous weapons.

Vandalism

Vandalism, which is the willful and/or wanton destruction of public or private property, and an anti-social act, cannot be tolerated in our schools.

Vandalism includes the damaging or destruction of:

- School buildings
- School grounds
- School busses
- School equipment and supplies including,

but not limited to books, AV equipment, athletic equipment and school furnishings

- Any personal or public property
- Any sites of school sponsored activities

As stated in the Connecticut General Statutes 52-572, “the parent or legal guardian of any minor/emancipated child who willfully cuts, defaces, or otherwise injures in any way real or personal property belonging to the school district shall be held liable for all such damages up to the maximum allowed under state law.”

Liability provided under CGS 52-572 does not relieve the minor child of any personal liability for damage or injury. This liability is in addition to any other liability, which exists under the law.

The parent or guardian of a minor child is also liable for all property belonging to the school system lent to the child and not returned upon demand/returned damaged or defaced. The student may also be subject to disciplinary action.

Asbestos Management

In 1985, the State of Connecticut enacted legislation that required all public school buildings to be inspected to determine if asbestos was present and to evaluate the potential for human exposure to airborne fibers of asbestos. As is the case for most public and commercial buildings in New England, asbestos-containing products were found in the Watertown schools.

An Asbestos Management Program has been developed to guarantee that asbestos-containing materials are maintained in a condition in which they do not pose a health hazard. As part of this program, these materials are inspected on a bi-monthly basis.

Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the Watertown schools may ask to read the Asbestos Management Plan which is on file in the office of the Business Manager.