John Trumbull Primary School



Student-Parent Handbook

2025-2026

779 Buckingham Street
Oakville, CT 06779
Phone: 860-945-2776

Laura A. Meka
Principal

Marylu Lerz
Assistant Principal

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Preface

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Consult the district's website or the individual school's website for any significant changes.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the District's Student Code of Conduct and School Safety and Security plans which are intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other communications.

Watertown Public Schools 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

<u>This will be accomplished by</u>:

- 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



John Trumbull Primary School Mission Statement

John Trumbull Primary School excites young children to become life-long learners. JTPS is a community of learners, which, in partnership with families, is committed to providing a safe, supportive environment that fulfills the educational needs of Watertown's/Oakville's youngest children. Together, staff, students, parents and community members foster mutual respect and trust while celebrating the unique abilities of everyone.

Contact Information (School)

Mrs. Laura Meka	Principal	(860) 945-2776
Ms. Marylu Lerz	Assistant Principal	(860) 945-2776
Mr. Aaron Bunel	Assistant Principal	(860) 945-2776
Mrs. Jennifer Bostrom	Head Secretary	(860) 945-4803
Mrs. Lisa Perugini	School Secretary	(860) 945-4501
Mrs. Matjane Nuredini	School Secretary	(860) 945-4502
TBD	School Nurse	(860) 945-1401
TBD	School Nurse	(860) 945-4575
Ms. Lori Baribault	Cafeteria Manager	(860) 945-4522

Staff members can be reached via email through the day. The pattern is full last name followed by first two initials of first name @watertownps.org. For example, to reach Laura Meka, you would send an email to mekala@watertownps.org.

District Staff Contact Information

Mrs. Lisa Fekete	Acting Superintendent	(860) 945-4801
Ms. Marie Kashuba	Business Manager	(860) 945-4805
Mrs. Alissa Olivier	Interim Director of Special Education and Pupil Personnel Services	(860) 945-4812
Mrs. Jennifer Galik	Director of Curriculum and Instruction for General and Special Education	(860) 945-4821
Ms. Emily Doering	Food Service Director	(860) 945-5010
Mr. Michael Dalton	Director of Technology	(860) 945-5097
Mr. Luigi Velardi	Director of Facilities	(860) 945-4816
Mrs. Michele Pennella	First Student Bus	(860) 274-5212

For a list of certified staff, see Appendix A.

Equal Opportunity and Non-Discrimination

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

The Director of Special Education and Pupil Personnel Services is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Equality of Opportunity Statement

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students' awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.



Academic Expectations

Homework Policy

Our students work hard. They show perseverance, resilience, and determination while attending JTPS. We see that and appreciate all their mental energy and effort they put into their learning each and every day.

We believe that after school is a time for our students to be with their families and become well rounded citizens by participating in extracurricular activities. This is not to say that homework is not important, however, we want to prioritize our time together in school so that families can prioritize their time together outside of school.

With this said, there is an appropriate use for homework and will be given when needed. Reading will continue to be required on a nightly basis as research has shown the more our children read, the better readers they become! While sometimes the

reading may be assigned, it's also important that students read for pleasure to enhance their learning and personal interests.

There may be times when homework is necessary to continue the learning being done during the day. When homework is needed (outside of reading), it will be given with the expectation of a return date. Time management is a skill that will serve our students well in their lives and the sooner they are able to learn and hone this skill, the more successful they will be.

Forgotten Materials

In order to provide optimal quality instruction, classroom interruptions must be kept to a minimum. 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 sneakers for physical education and the parent has dropped it at the office, the classroom teacher will send the child to the office before the instructional time to pick up the item.

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 ***48 hour notice*** to prepare work. 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 is essential. We value the partnership between home and school and appreciate open lines of communication.

Admission/Placement

Parents/guardians of preschool students who will be five (5) years of age by September 1, 2024 or earlier are expected to register their child for kindergarten. Parents/guardians of kindergarten- aged children who plan on holding their child back from entering

kindergarten must contact their school's principal to complete a "Kindergarten Opt-Out Form".

A student seeking enrollment in Watertown Public Schools for the first time, or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available and at the discretion of the principal and/or superintendent. Students who are classified as homeless under federal law, and do not have a fixed residence, will be admitted pursuant to federal law.

Completion of immunization and health assessments are required prior to a child's attendance in school, but are not prerequisites for enrolling a child who resides in the District and is of appropriate age to attend school.

In order to determine a child's eligibility for ELL or bilingual programs, parents/guardians of all new students enrolling for the first term and all re-enrolling students who have not previously attended public school in Connecticut must complete a Home Language Survey. The student, after enrollment, may also take a screening exam.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

Advertising

Watertown Public Schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II, and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any

program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call either your child's school Principal or the Civil Rights Coordinator (Director of Special Education and Pupil Personnel Services).

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504 Coordinator within 30 days of the alleged occurrence.

Anti-Racism

The District rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the District. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

Assemblies

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

Attendance

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. Students are required to attend school on a regular basis both in-person and/or virtually. An absence means an excused absence or an unexcused absence.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 8-8:45AM on the day of the absence by telephoning the school.

The parent is also required to send a written explanation to the school on the date of the student's return. Parents should contact the classroom teacher in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Notification of Absences

Please call John Trumbull Primary School nurse's office at (860) 945-1401 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 or email**

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.

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 that upon return to school that the student bring a written note for the absence to be excused.** Should a written note not be submitted, the absence will be considered unexcused.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team.
All children attending district schools must obtain the required immunizations unless they have medical contraindications. This obligation may be waived for homeless students.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Excused Absence

A student's absence from school shall be considered "excused" only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. (Define required documentation.)

B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Students observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Court appearances which are mandated. (Documentation required)
5. The lack of transportation that is normally provided by the district other than the one the student attends.

6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of military service members..

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. *A phone call with no written follow-up will automatically be coded as an unexcused absence.* Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents are also encouraged to contact the teachers, secretaries, and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such students will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education. The District will also collect and analyze data on student attendance, truancy, and chronic absenteeism for students with disabilities.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator by the parent or guardian to pick up the student in the school office. No student will be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list maintained by the school's principal as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. The Board of Education does not condone/approve students leaving a school campus in third-party ride sharing vehicles; especially such service (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

Tardiness

Students who are not in their classroom by 8:50AM are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant.

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student aged five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern. Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

Automated Phone Message Systems

Watertown Public Schools uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

Backpacks and Book Bags

Students find it useful to carry book bags, duffel bags, and knapsacks. Students are allowed to carry/use these items to and from school only. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used where available. Safety and comfort of both students and adults must be considered.

Board of Education

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Watertown Board of Education are:

Ms. Krista Palomba, Chair	Ms. Elizabeth Lawton
Ms. Karen Hosking, Vice Chair	Mr. Jason Malagutti
Ms. Christine Faressa, Secretary	Mrs. Lucinda Phelan
Mr. Karim Belica	Mrs. Amy Quinnan
Mr. James Gambardella	

https://www.watertownps.org/o/watertown-public-schools/page/board-of-education--489

In order to perform its duties in an open and public manner and in accordance with state law, the Watertown Board of Education holds regular business meetings on the first and third Monday of each month at 7:00 PM in the Watertown High School Lecture Hall. Parents, students, and community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement or to express a viewpoint, not to exceed three (3) minutes in length. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

Board of Education Member's Contact Information

WATERTOWN BOARD OF EDUCATION- CONTACT LIST

Name/Address	**Term**	**Phone**
Krista Palomba-Chairwoman 480 Echo Lake Road palombakr@watertownps.org	2021-2025 R	203-528-5415
Mr. Jason Malagutti 187 Wheeler Farm Road Watertown malaguttija@watertownps.org	2019-2023 D	203-808-2084 C
Mrs. Karen Hosking-Vice Chairwoman	2021-2025 R	203-217-9241

106 Porter Street Watertown

hoskingka@watertownps.org

Ms. Christine Faressa	2021-2025 R	203-510-9931
24 Kimberly Lane Watertown		
faressach@watertownps.org		
Ms. Elizabeth Lawton	2021-2025 D	203-808-7728
81 Walnut St		
lawtonel@watertownps.org		
Ms. Lucinda Phelan		203-509-5606
420 Thomaston Road Watertown		
phelanci@watertownps.org		

Mr. Karim Belica

belicaka@watertownps.org

Mrs. Amy Quinnan

Mr. James Gambardella

Atty. Paul Jessell Representative	Board Clerk	Student
Slavin, Stauffacher & Scott, LLC	Mindi Davidson	TBD
27 Siemon Company Dr., Watertown	55 West View Dr., Oakville	
860-274-2511	860-307-4468	
pjessell@sssattorneyd.com	bambam0207@gmail.com	

Acting Superintendent

Mrs. Lisa Fekete	feketeli@watertownps.org	860-945-4811

Board of Education Policy

Board of Education policies are available on the district's website at https://www.watertownps.org/documents/board-of-education/board-policies/47398. The policies are subject to modifications by the Board at any time.

Challenging Behavior Legislation

In accordance with Public Act 23-167, all school districts across Connecticut—including ours—are required to adopt and fully implement the state-issued School Climate and Restorative Practices policies. These policies are designed to foster safe, supportive, and inclusive school environments where all students can thrive both academically and socially.

The School Climate and Restorative Practices policies complement Watertown's existing Student Discipline Policy and school practices. Together, they create a balanced approach that promotes positive relationships, prevents and addresses challenging behaviors, and supports the well-being of all students and staff. This strengthens our ongoing efforts to ensure respectful behavior and address challenges in constructive, solutions-focused ways.

For more information, please refer to the district's Parent Safe School Climate Handbook, available on the district website. The handbook provides comprehensive guidelines on the new policy, along with resources and procedures for parents, staff, and students.

Bus Conduct

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

STUDENTS WILL RIDE THE SAME BUS ROUTE AM AND PM on the bus to which they are assigned. If your child is going to daycare or taking a bus to another designation other than the 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. See "Request for Change of Transportation Form" in Appendix B.

Students in Grades PreK-2 will be returned to school if no one is present to meet them at the bus stop. After repeated neglect (3 offenses) by the parents/guardians, the Department of Children and Families (DCF) may be notified by the school administrators.

Requests for transportation changes must be submitted in writing for each school year. The Business manager must receive the request no later than August 1st of each year. Requests for changes after August 1st will be considered once bus operations have been stabilized for a month.

For the Change in Transportation Form, see Appendix B.

NON-BUS STUDENTS RIDING BUS

Bus service is provided under contract through the First Student bus company (860-274-5212) for all students at John Trumbull Primary School. Students are assigned to a bus at

the beginning of each school year and may not ride any bus other than the one assigned to them.

Cafeteria

Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the School Breakfast Program and the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Food Service Director or the District/School website.

The District complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal. Board of Education policy establishes the conditions under which students may charge a meal and the means of repayment.

Calendar

The district calendar shows the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods and other pertinent dates. The board of education will establish a firm graduation date which is no earlier than the 180th day noted in the school calendar originally adopted by the board for the school year.

Cell Phones/Smart Watches

Cell phones and smart watches are not allowed at the primary level. The Watertown Public Schools continue to follow CSDE guidance on cell phone use in schools.

Channels of Communication

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline, or learning materials is (1) Teacher, (2) Principal, (3) Superintendent, (4) Board of Education.

Cheating/Plagiarism (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism, including by electronic means, are not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

Child Abuse, Neglect, and Sexual Assault

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

Children in Foster Care

The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. The District's Liaison for Homeless Students is the Director of Student Services and is also the point of contact for the education of children in foster care.

Class Placement

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.

Computer Resources

The District utilizes computer technology to broaden instruction and to prepare students for a computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, Instagram, Tik Tok, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.

Conduct

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action

could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

All students, teachers, administrators, staff, parents and all who enter our school are expected to treat each other with respect.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.



7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.

11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer of other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring. All school rules are in effect during after school activities.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence,

threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

FLIP FLOPS ARE NOT ALLOWED AT JTPS.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

Smoking

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled

substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

As required by statute, instruction will be provided regarding the "knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs."



Positive Behavioral Intervention and Support (PBIS) I
Gotcha Reward Program

The "Gotcha" Reward Program is a school wide behavior program that John Trumbull Primary School has been following for the past seven years. The goal for the program is to improve and maintain a school climate that focuses on promoting and explicitly teaching positive behaviors. Students caught displaying school wide positive expectations are given a "Gotcha". These "Gotchas" will be exchanged every month for a variety of reward items. Please refer to the "Gotcha" grid and review the expectations at home with your child. More information regarding our Gotcha Reward Program and PBIS will be coming home throughout the year. Thanks for your support with this program!

John Trumbull Students are GRRREAT!!

Expectation	Common Areas	Bathroom	Classrooms	Cafeteria	Recess	Hallways	Bus
Respectful- of self, others and surroundings	Use whisper voice Keep hands/feet to self Keep personal space distance while seated	Walk in/out silently Respect others' privacy	Use materials appropriately Whole body listening Inside voice Keep personal space distance from others	Keep hands/feet to self Use inside voice Use table manners	Keep hands/feet to self Use kind words Play cooperatively and take turns Share the equipment and toys	Silent travel and greetings Walk with your line while keeping personal space Hands to self	Use inside voice Keep hands/feet to self Use kind words Keep personal space
Responsible And prepared at all times	Use whisper voice Leave things how you find them Raise hand for help/questions	Flush Wash hands Leave things how you find them	Have all needed materials Raise hand and wait patiently for teacher	Walk safely to your table and sit down Keep your food to yourself Only use your own money Raise hand for help/questions	Put recess toys away Leave the recess area how you found it	Use walking pace Face forward Hold railing on stairs using one step at a time	Stay seated Follow bus driver's directions
Ready-	Follow teacher/staff directions	Leave bathroom when finished	Follow teacher/staff directions	Line up for recess silently when your class is called	Follow teacher/staff directions	Be prepared to stop and go	Be prepared with your belongings when your bus approaches

to follow instructions and learn	Backpack and coat on when you leave the common area			Follow staff instructions	Line up silently with your belongings when the bell rings		Wait until the bus comes to a complete stop to exit

Consequences for Failure to Follow Behavior Expectations

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

Disciplinary Action

Serious acts that endanger others or show blatant disregard for school rules will result in disciplinary action. During an In-School Suspension the student will be removed from his classroom for the length of the suspension to a private 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.*

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

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

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

Communication with Teachers

Teachers may be contacted either through voicemail or email. A staff directory is available on each school's website. Please allow teachers 24 hours, during the school week, to respond to your email /voicemail. Please be aware that District policy prevents teachers from discussing confidential information in an email correspondence.

For a list of certified staff, see Appendix A.

Corridor Behavior

In order to ensure student safety and that of others, students will keep to the right when passing in the corridors, adhere to the HANDS OFF policy, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right hand side.

Covid-19/Health Emergency Measures

In order to ensure the safe and healthy delivery of educational services to students on school property and a safe workplace, protocols adopted by the Board of Education, based on coordination with state and local health officials and the Connecticut State Department of Education will be followed during a declared health emergency.

The protocols include physical distancing, group cohorts, face masks, enhanced cleaning and disinfecting, temperature screening, hand hygiene measures, identification of students exhibiting symptoms, and attention to ventilation. Transportation and food services will be modified as necessary.

Alternate means of educating students in the event of prolonged closings and/or extended absences will be implemented as necessary. The traditional class schedule and school calendar may be changed, as required, to include distance learning and a mix of in-person learning with distance learning.

The district/school will communicate with all involved via its website, press releases, written notices/fact sheets and the school notification system.

Cyberbullying

The District's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

Defibrillators in Schools (AED's)/Sudden Cardiac Arrest

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies. Coaches, as required by law, review before beginning his/her assignment the State's sudden cardiac awareness education plan. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

Discipline

A student who violates the district's code of conduct shall be subject to disciplinary action. Watertown Public School's disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in-school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred

to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Expulsion

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons of property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

For any student under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Removal from Class

A teacher/principal may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Suspension

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in Preschool through Grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.
School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student of his/her parents.

Distance Learning

The District may provide distance learning options in the event schools must be closed due to an emergency health situation. Schools may operate remotely while continuing to provide meaningful instruction to students through the use of a variety of instructional resources.

To provide equitable instruction to all students, the District will ensure that all students have access to instructional materials and electronic devices.

Distribution of Materials

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.



District-Provided Personal Learning Devices

All students will be provided with a DISTRICT DEVICE, unless they choose to use their own device. Parents and students must sign and agree to the student device sign-out sheet and guidelines provided by their school. Parents are financially responsible for damages, loss or theft of the device. Students leaving the District must return their devices, with accessories, on the day of departure.

Beginning with the 2023-2024 school year, the following changes were made regarding school-issued Chromebooks:

Lost Chromebooks will be charged based on the replacement cost of the specific model:

- G6 - $75
- G7 - $125
- G8 - $200

If a Chromebook is stolen, a police report is required.

There will be a fee charged for damages as per the following schedule:

- Cracked screen - $25
- Missing keys/damaged keyboard- $25
- Bezel damaged or missing- $15
- Malicious damage to the case- Damage-specific: $50 up to replacement cost
- Broken screen hinges- Replacement cost
- Inoperable due to damage - Replacement cost

Payment can be made through MySchoolBucks. Parents will have the option to pay in installments if desired.

We will continue to replace malfunctioning, but not lost chargers. If a charger is lost, please order a new one here:

https://www.amazon.com/Chromebook-14-ca000-14-ca051wm-14-ca061dx-14-ca023nr/dp/B09D3C148K

Please note that all the above fees are lower than the actual costs of repair and replacement. If you have any questions or concerns, please contact Michael Dalton at 860-945-5097 or daltonmi@watertownps.org.

Educational Philosophy

In pursuit of the District's mission, we believe

- everyone in our school community will be learners
- all learners will be held accountable for their performance
- all learners have individual interests, needs and talents
- all learners will be physically and emotionally safe in the learning environment
- home, school and community will act as partners in the learning process

Electronic Devices and Games

(Radios, CD Players, Cell-Phones)

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices within Watertown Public Schools is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. The school is not responsible for lost, damaged or stolen devices.

The devices are not allowed in classes, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning. No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored. The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cellphones or other electronic devices is prohibited in the school setting and will result in a police referral and a report made to the Department of Children and Families.

Emergency School Closing Information

In the event school is closed because of bad weather or another emergency, announcements will be made on local television and radio stations. Emergency closings will also be posted on the District's website, http://www.watertownps.org.

An automated phone call and email will also be sent out to all families through Thrillshare, our District communication method.

English for Speakers of Other Languages (English Learners)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

Parents of Limited English Proficient (LEP) Students/English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Equity and Diversity

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

Exemption from Instruction

A student may be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

In addition, a student may be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

Extracurricular Activities

Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissal, and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

Fees

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
11. Fees for driver training courses, if offered.

Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. FIELD TRIPS ARE NON-REFUNDABLE.

The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher-sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

Financial Assistance

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

Financial Reports

The Board of Education, on a quarterly basis, posts its current and projected expenditures and revenues on the district's website. Such a report is also shared with the town's legislative body or Board of Selectpersons.

Fire Drills and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drills will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

Firearm Safety

Firearm safety may be discussed with students by a certified resource officer in grades Kindergarten through Grade 12, utilizing a curriculum guide developed by the State Board of Education and the Connecticut Police Chiefs Association. Parents/Guardians will be notified beforehand and may exempt their child from the program in its entirety or any portion thereof by written notification to the school.

First Amendment Rights

Watertown Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

Food Allergies

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for

each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website (and/or on the school's website.) A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day. A student with an allergic condition may retain possession of an EpiPen or similar device while receiving school transportation services.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the school principal at least two months before the event and approved by the Superintendent or designee.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

All online fundraising activities are subject to administrative approval prior to the posting of any such fundraising solicitation. (Crowdfunding). For more information regarding fundraising, please see board policy 5040.

Gifted and Talented Program

The school's gifted and talented program provides opportunities for students to explore and extend their unique gifts and talents of intellect and talent. Parents/guardians of identified students will be electronically notified with information pertaining to the identification process, district contact person, State Department of Education resources, and state associations providing support to such students.

GPS Devices

Some disabled students may need the use of safety-oriented assistance technology, ("Angel Sense") for reasons of safety. A parent/guardian request for use of such a

device will be processed through the IEP/PPT process or Section 504 process. The listening-in capability of the device must be disabled during school hours or at a school-sponsored event.

Green Cleaning Programs

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

Counseling Support with School Psychologists

The school psychologists are committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services and program management. Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school psychologists include helping the student function more successfully within the school environment.

School psychologists will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social or educational. School psychologists will listen and be open and honest with students.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

Hands-Off Policy

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing around", just fooling around, poking, pushing, tripping, and/or jostling one another. The policy is

HANDS-OFF. Students must also refrain from overt acts of affection. Violence will result in teacher/team and/or administrative consequences.

Harassment Statement

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to school administration. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

Hate Crimes

The District is implementing a comprehensive hate prevention program based on the premise that prejudice and hate-motivated behavior are not acceptable in our schools. This program strives to promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression are respected and appreciated.

Hate Speech

The District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents "types of people" must be challenged.

Hazing Activities

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Hazing, bullying, or abuse of students or staff will not be tolerated . Any student who engages in an act that injures, degrades, or disgraces another student or

staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Health Services

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grades 5 and 7 for female students and grade 8 or 9 for male students. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.

Parents are encouraged to have oral health assessments for their child(ren) prior to school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA) or an advanced practice registered nurse (APRN) trained in conducting such assessments. The results are to be provided to the school district's designated representative (school nurse). (Note: The school district has the option to provide for such oral assessment, with parental consent, at no cost to parents/guardians.)

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Management of Common Infectious Illnesses is available in Appendix I.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse.

Administration of Medicine Form is also available in Appendix E.

All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice

registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

Any COVID-19 specific procedures for bringing and picking up student medication will be outlined in school communications directly from the school nurse.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified/school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who is in need of emergency care due to a medically diagnosed allergic reaction.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

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 (100 degrees or greater), he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery.***

All significant events such as orthopedic injuries, concussions, and surgery should be reported to the school nurse. A child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school.

Students who play sports and have been diagnosed with a concussion will need to do a 5 day return to play after being cleared by physician.

Any child with an ace bandage, immobilizer, sling, splint, brace, cast, crutches or wheelchairs should have a physician's written authorization due to safety concerns for school, bus, recess, gym, and field trips. 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 notes should state the nature and duration of restriction.

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*: During any given school year, if there are known latex allergies in school buildings then latex balloons, gloves, and other products will be prohibited.*

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent when a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Student Services. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate nighttime residence." Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner understandable to such homeless children or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board's possession.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus, Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse at your child(ren's) school.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.



Quarantine Period (Minimum Control)

COVID-19	5 Days; Mask worn on days 6-10
Chicken pox	When the rash has completely crusted over. Reminder to parents to avoid ASA products. Notify parents who are immune-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	Can remain in school once treatment has started.
Coxsackie	All suspected cases to M.D. for diagnosis, once fever free for 24 hours without use of fever-reducing medication.
Diarrhea	Twenty- four hours after symptoms are resolved.
Fever	Twenty-four hours after return of normal temperature without use of fever reducing medication.
Flu	Forty-eight hours after diagnosis is made, not onset of symptoms. Must also be fever free for at least 24 hours without use of fever-reducing medications.
Hepatitis	With written permission of M.D.
Impetigo	Twenty-four hours of treatment before return to school. May be left uncovered. No swimming.
Measles	Four days after appearance of rash.
Mumps	May return to school 48 hours after swelling of glands has subsided, or 9 days after symptoms began, whichever comes first.
Pediculosis Capitis/Lice	Pediculicide per recommendation of school medical advisor. Twenty-four hours at home to remove lice. Parent/Guardian must accompany child to school with treatment documentation and remain while child is checked by the school nurse.
Pertussis	With written permission of M.D. and no less than 5 days after antibiotic is started.
Pinworms	Home until treated.
Ringworm	May return 24 hours after treatment has begun. May remain uncovered if under treatment.
Rubella	One week after rash appears.
Scabies	Must contact M.D. for treatment and remain home 24 hours under medication.

Scarlet Fever	May return to school 24 hours after antibiotic started.
Shingles	No quarantine if affected area covered by clothing. If unable to cover (face, neck, possibly arms/legs) person excluded until lesions crusted over. Anyone in direct contact with an immune-compromised person should also be excluded (regardless of site) until lesions have crusted over.
Strep Throat	May return to school 24 hours after start of antibiotic.
Tuberculosis	May return with note from M.D.
Vomiting	Twenty-four hours since child last vomited

Screenings

The school nurse conducts screenings of vision, hearing and posture for elementary grades 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 and 1
- Audiometric screenings Grades K and 1

Insurance

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and Watertown Public Schools assumes no liability from disputes arising from such contract. If your child is injured, please contact the school nurse so an accident report can be filed.

Inter-District Collaboratives

Watertown Public Schools has established collaborations with other school districts in order to offer a wider variety of learning environments and specialized curriculum in response to the interests and needs of its students.

Items Not Permitted in School

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons, including martial arts (real or fake), knives, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, baseball bats, lacrosse sticks, matches, caps, fireworks, laser pointers, portable game systems, cell phones and smart watches.

Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated and students will be disciplined.

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 parent's rights, 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.

Lockdown Procedure

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures." Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

Lost and Found

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office. Whenever practical, items brought to school should have a name placed on them to assure return to the rightful owner.

Library/Media Center

Students are invited to use the books, magazines and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.



Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Lunch Charging

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

Magnet Schools

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an interdistrict magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

Make-Up Work

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with time-lines approved by the principal and previously communicated to students. For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

Mascots/Logos

The school district believes mascots/logos should reflect positive images embracing history, community spirit, and traditions. The selection of a mascot, team names, school colors, as well as other school identifiers must and will be respectful of diverse cultural values and reflect a positive school culture. All mascots, nicknames and descriptors, including symbols, banners, flags, pennants, mascots or other identifiers used by school's sports teams, extracurricular clubs, curricular clubs or organizations shall respect cultural differences and values. The use of any race or ethnic group as a mascot or nickname is prohibited.

Medicaid Billing for Health-Related Services

The Individuals with Disabilities Education Act (IDEA) allows certain health-related services provided under an Individualized Education Plan (IEP) to be covered by Medicaid. Such services could include audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy,

psychological services and/or social work services. Recent Connecticut legislation requires the Board of Education to determine a child's Medicaid Services. The District is required to provide all IEP services, at no cost to parents, even if parent/guardians deny permission to bill Medicare.

Medical (Palliative) Use of Marijuana

Connecticut law authorizes, under specific conditions and for identified illnesses, the medical use of marijuana for both adults and minors. However, such use is not permitted on the school campus or school buses.

Migrant Students

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

National Assessment of Educational Progress (NAEP)

Federal legislation requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

Open House

Open House is scheduled for Thursday, September 25, 2025. More information will be sent home closer to the date with specific times that teachers will be available.

For the 2025-26 School Calendar, see Appendix G.

For the 2025-26 Important Dates, see Appendix H.

Opioid Use and Related Disorders

The District, as required, will provide instruction on opioid use and related disorders, as part of its program of instruction.

Out of School Misconduct

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

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;

2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

Pandemic/Epidemic Emergencies

A pandemic/epidemic outbreak is a serious threat that affects students, staff and the entire community. At all times, the health, safety and welfare of students will be of primary concern.

Centers for Disease Control (CDC), Connecticut Department of Public Health, and State Department of Education guidelines will be followed during an epidemic/pandemic. Such guidelines, followed by the District, will address potential school closures, quarantine, infection control, use of PPEs, social distancing, cleaning and disinfection of school facilities and the manner in which instruction will be provided.

Parent Conferences

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents, as well as teachers, psychologists or administrators may initiate a conference.

A parent may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Fall parent conferences will be held on November 4, 2025 and November 6, 2025. Spring conferences will take place on March 3, 2026 and March 5, 2026.

For the 2025-26 School Calendar, see Appendix G.

For the 2025-26 Important Dates, see Appendix H.

Parent Involvement/Communications

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. All parents are encouraged to join SeeSaw, which is our communication platform. Teachers will send directions for how to join within the first three days of school.

Parent Portal Information

The Board of Education has enhanced its student information system to include a parent portal via PowerSchool. The parent portal will allow a parent/guardian of students in grades Pre-Kindergarten to Grade 12 to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments, and grades.

Parent-Teacher Organizations

PTO is a vital link between the school, community and the parents it serves. It's aim is to support the school and coordinate efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTO. Announcements of PTO events will clearly indicate that it is sponsored by the group and not the school or District.

Please consider being a part of the JTPS PTO! Meetings are held on the first Wednesday of each month. All parents, guardians, and teachers are encouraged to attend and share ideas. Notices will be sent out informing parents of meeting dates.

JTPS 2025-2026 PTO EXECUTIVE BOARD

JTPS PTO email: PTOJTPS@gmail.com

President- Nicole Pereira nicolempereira14@gmail.com

Vice President- Danielle Finnegan DDfinnegan2014@gmail.com

Treasurer- Carolyn Boynton Boyntonc248@gmail.com

Recording Secretary- Caroline Baker caronline61291@gmail.com

Corresponding Secretary- Victoria Wendland victoriawendland@gmail.com

Members at Large: Santimer Ventura, Michele Lane, Melissa Rizza, Sonny Olomi, Lindsey Calabrese, Mary Turmel

Pesticide Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law (Schools without an integrated pest -management plan must send prior notice by mail). Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Luigi Velardi, Director of Facilities.

Photographs

From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, which may be purchased by parents/guardians, but they are not obligated to do so.

Physical Activity

All students enrolled in primary school shall have included in the regular school day, time devoted to physical exercise, of not less than 20 minutes in total. Physical activity could be recess, physical education or classroom movement breaks. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services or if the Board of Education permits an additional amount of time.

This daily period of physical activity for primary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief periods of respite/time-outs, referrals to a building administrator, or for safety reasons. Students in primary school may not be denied participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Loss of recess or other physically active learning opportunities may be permitted on an administratively approved case-by-case basis.

Posters

Signs and posters that students wish to display must be approved by the building principal. Posters displayed without authorization will be removed.

Promotion, Retention and Placement

A student shall be promoted from one grade to the next on the basis of academic performance. Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Property, Lockers, and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. Each student is assigned a desk, hall locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student.

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school or be evaluated to determine eligibility for special education or receive special education.

Public Complaints

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

Reading Intervention

The school will, in grades kindergarten through grade three, utilize State Department of Education developed or approved reading assessments to identify students reading below proficiency and to assist with the identification of students at risk for dyslexia through our SRBI and/or special education process.



Recording of Classroom Activities

The District prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive to the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

Religion and Religious Accommodations

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

Report Cards

Report cards will be available to parents three times per year. Parents may view report cards via the Parent Portal on PowerSchool.

For the Report Card Schedule, see Appendix C.

Grades given to students are determined by the teacher, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

Ridesharing Services

The Board of Education does not condone students leaving the school campus in third-party ride sharing vehicles (e.g. Uber, Lyft) and will prohibit minors from using them unless accompanied by an adult.

Safe and Drug-Free Schools Programs

Information regarding drug and alcohol information and policy and regulations are available through District policies and on the district website.

Safety/Accident Prevention

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

Scholarships, Financial Aid and Awards

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a Guidance Counselor for information about what scholarships are available and how, when and where to apply.

School Alternatives

Connecticut schools offer a range of educational programs to meet the diverse needs and career aspirations of its students in a variety of settings, including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools and magnet schools. These programs serve to prepare students for college, the workplace, and active citizenship.

School Attendance Areas

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another school attendance area.

School Ceremonies and Observances

Watertown Public Schools recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King

Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. WPS reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.



School Climate

School climate means the quality and character of school life based on patterns of students' parents' and guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

School District Records

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

School Hours

School Day	Early Dismissal	2 Hour Delay	3 Hour Delay

8:50am-3:20PM	8:50am-1:20PM	10:50am – 3:20pm	11:50am – 3:20pm
Parent/Bus Drop Off: 8:35am - 8:50am	*Parent/Bus Drop Off:* 8:35am - 8:50am	*Parent/Bus Drop Off:* 10:35am-10:50am	*Parent/Bus Drop Off:* 11:35am-11:50am
Homeroom: 8:50am	*Homeroom:* 8:50am	*Homeroom:* 10:50am	*Homeroom:* 11:50am
Dismissal *Parent/Bus Pick Up:* 3:20pm	*Parent/Bus Pick Up:* 1:20pm	*Parent/Bus Pick Up:* 3:20pm	*Parent/Bus Pick Up:* 3:20pm

School Security and Safety

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, law enforcement, fire department, emergency rescue squads and local public health administrators. The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

John Trumbull Primary School is locked at all times and has an armed security guard on site. An intercom system with a buzzer is used to request entry into the building. The staff at JTPS believes that the safety of our environment is a primary responsibility of our entire school community.

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.

Emergency Drills

John Trumbull's All Hazards School Security and Safety Plan dictates several distinct responses to crisis situations, which are practiced at various points during the school year. They are as follows:

- *Evacuation Procedures-* used in situations that require immediate egress, such as a fire.
- *Lock Out-* used when there is a low risk situation happening within or outside of the building. The building will remain locked and students stay in classrooms, but continue to work as usual. Hallway movement is discouraged, but will be allowed on a case by case basis.
- *Lockdown-* used in situations where danger is clear and eminent inside and/or outside the school. All doors are locked and students gather away from exits and windows.

Reunification Procedures

The information below details how students will be reunited with their families or guardians in the event of an evacuation from school.

Evacuation may need to occur in several ways:

- Evacuation to predetermined on-campus locations
- Evacuation to predetermined primary off-site location via walking (Oakville Firehouse/Polk Elementary School)
- Evacuation to predetermined primary off-site location via bus (Oakville Firehouse/Polk Elementary School).

In each of these situations, an initial, prerecorded message will be sent to all JTPS families. Within an hour, a second incident message will be sent containing more specific details should the situation warrant further procedures.

Teachers will be responsible for their own classes. Key persons, such as the principal, assistant principal and main office secretaries, will greet parents with class lists in hand to direct parents to the specific sign-out location for their child. Teachers will have sign-out sheets and student information sheets. They will dismiss students to parent pre-approved adults, as indicated on the students' information page.

Search and Seizure

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

Seclusion/Restraint/Exclusionary Time Out

The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plan. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or de-escalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline. For district policy on Seclusion, Restraint, and Exclusionary Time-Out click here to review:
https://coredocs.s3.amazonaws.com/documents/asset/uploaded_file/357477/5085__5085R_policy_students_restraint_and_seclusion_and_exclusionary_time_out.pdf

Service Animals

The Board of Education, in compliance with state and federal laws, allows service animals to accompany persons with disabilities on the District campus. A service animal is usually a dog that has been individually trained to do work or perform tasks for the benefit of a person with a disability. This does not include animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent.

Sexual Abuse Prevention and Education Program

Per Connecticut General Statute Sec. 17a-101, school districts are responsible for implementing a sexual assault and abuse prevention and awareness program. Prior to any implementation, parents will be notified and may permit their child to opt out by notifying the school in writing of such request.

Sexual Harassment

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee. A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator (the Director of Special Education and Pupil Personnel Services).

Please click here to see the full policy: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1970698/Title_IX_Sex_Discrimination_and_Sexual_Harassment_5105___5105R__.pdf

Social and Emotional Learning

Watertown Public Schools believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

The schools utilize resources and draw on the RULER approach to (1) increase the emotional intelligence of students, faculty and the community, and, (2) apply Positive

Behavior Interventions and supports. RULER stands for the five skills of emotional intelligence: Recognizing, Understanding, Labeling, Expressing and Regulating emotion. RULER is an evidence-based approach for integrating social and emotional learning into schools, developed at the Yale Center for Emotional Intelligence.

Social Networking Sites

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, TikTok, Instagram, You Tube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the District employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Special Programs

The District provides special programs such as but not limited to bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should begin by contacting the building principal. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations. The District identifies students as talented and gifted.

The District utilizes the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. When students are experiencing difficulty with academics or behavior, every effort is made to provide support to help the child succeed within the regular classroom setting through the Response to Intervention (RTI) process. For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must

give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

A school must offer an IEP that is "reasonably calculated to enable a child to make progress appropriate in light of the child's circumstances." Every child should have the chance to meet challenging objectives.

Student Complaints/Grievances: Due Process

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, communication with the principal should be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the communication with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 5 calendar days following the conference with the principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact the Director of Student Services. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Director of Student Services.

Student Data Privacy

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records ("contractors") and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the District's website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified no later than two business days upon notice of a breach of security by a contractor to the Board of Education.

Student Records

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals or superintendent's office.

One copy of student records is available at no cost. A fee no greater than $0.50 per page, payable in advance for additional copies. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. (See policy 5025).

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student, provided such information is to be used by the PTO for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPAA Privacy Officer is the Director of Special Education and Pupil Personnel Services.



Student Services

Support Staff

John Trumbull Primary School offers a continuum of services to students in need of academic, behavioral or emotional support. Staff in such roles are as follows:

- Special Education Teachers
- School Nurses
- Physical Therapist
- Occupational Therapists
- Reading Specialists
- Coaches
- SRBI Coordinator
- Classroom Paraprofessionals

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 a team of exceptional teachers, reading interventionists, an SRBI coordinator as well as math and literacy coaches, so we pool our resources to create what we call "WIN Time" (What I Need). 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 intervention teacher or partner 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.

Early Intervention Team (EIT)

Each school in Watertown 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 a building administrator, the SRBI coordinator, a regular and special education teacher, the school's psychologist, coaches and other necessary trained personnel. The goal of EIT 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

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.

Student Sunscreen Use

Policy 5034 states The Watertown Board of Education (the "Board") permits the application of sunscreen by students within the Watertown Public Schools, in accordance with State law. Specifically, notwithstanding the provisions of Connecticut General Statutes § 10-212a and the Board's policy and/or administrative regulations concerning the administration of medication in school, any student who is six (6) years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity.

For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:

1. The student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse; and
2. The student and the student's parent or guardian, where applicable, must comply with any individual school procedures concerning the possession and self application of sunscreen in school. The Board authorizes the Superintendent or his/her designee to develop administrative regulations to implement this policy.

Substitute Teachers

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

Tardy Procedure

If a student arrives after the start of the official starting time, he/she is to report directly to the office for check-in. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness and signed by a parent.

Telecommunication Devices

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. Items of this nature may be confiscated. Camera cellphones are not permitted to be used during the school day and in areas where there is an expectation of privacy.

Teacher and Paraeducator Qualifications

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraeducator and their qualifications. To request this information, please contact the Interim Director of Operations, Mrs. Jennifer Galik.

Testing

All students in grades 3 through 8 inclusive and grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. All English learners are required to participate in all content areas of the state summative assessment.

Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

Title I Comparability of Services

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

Transfers and Withdrawals

Parents/guardians of students withdrawing from school must notify the office at least one week in advance of the student's last day. At that time, they will be given forms to

complete. Included will be a release of records form that must be signed. All books, materials, and technology loaned by the school must be returned or paid for by the student or his/her parents/guardians.

Transportation

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students will be notified of their bus stop and times for pick-up and drop-off via the Parent Portal of PowerSchool prior to the start of school. Students and parents are asked to wait safely at their bus stop and abide by all protocols. First Student is the District's Transportation Coordinator.

Parents should park in the designated area at each school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time.

Parents who choose to drive their children to school and drop them off should drive into the designated drop off area with their vehicles, remain in the vehicle, and drop off their child. Kindergarten families have the option to park in the lot and walk their child/children to the main doors.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

Early Arrivals

There is no supervision provided prior to 8:35AM, therefore students are not allowed to be dropped off prior to this time.

Tardiness

Please make every effort to have your child arrive at school by 8:50AM. 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 (860) 954-2776 after 8:00AM to notify us, or leave a message on our machine.

Arrival Procedure

Parent Drop Off
(8:35-8:50AM)
Parents who choose to drop off students to school each morning should enter the JTPS front drop off loop closest to the school and follow directions of the staff on duty to pull all the way up to the stop sign. The process will be parade style; parents will stay in their car and the student will exit the car on the passenger side and walk to the front door where there will be a staff member present to welcome your child to school. Please make sure the child has all they need with them (backpack, coat) so it's an easy process to leave the vehicle. Do not pass other cars in the front drop off loop. ***Students will then proceed into their classrooms.***

For the JTPS parking lot map, see Appendix F.



Bus Drop Off
(8:35AM)Students who arrive at school via bus transportation will enter the building through the back lobby where there will be a staff member on duty. ***Students will then proceed into their classrooms.***

Dismissal Procedure

Due to the large number of parents who are choosing to pick up their child/children at dismissal the parking lot will be very busy. IT IS YOUR RESPONSIBILITY TO BE SAFE EVERY DAY.

Parent Pick Up
(3:20PM) All parents picking up their child/children will wait outside of the green gym doors.

Bus Pick Up
(3:20PM)

Bus Pick Ups will begin to dismiss at 3:20PM. Students will be walked to their busses with a staff member on duty.

All students will be issued a bus letter. If your child will not be taking the bus, please send a note with your child to school so we have it on file. If we do not have a note on file, your child will be put on their assigned bus.

Please write a note if you should need to take your child out of school early. The office will notify the teacher and call for your child when you arrive at the school. Please be prepared to show identification at time of pickup. 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.

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

Crossing Guard

All staff, parents and students must cross with the crossing guard between 8:30-9AM for the safety of all.

Transportation Safety Complaints/Procedures

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Trauma Informed Schools

The District believes when students are healthy, safe, supported, engaged and challenged, they are then able to learn to the best of their ability. Schools are trauma-sensitive in the implementation of policies to help children feel safe in order for them to learn. Policies, practices and the school culture will be sensitive to the needs of

traumatized individuals. A flexible framework provides universal supports and is sensitive to students' unique needs. Emphasis will be placed on building supporting relationships.

Tutoring

Teachers may not teach privately (tutor) students of the same grade level in which he/she teaches. This does not apply to teachers of homebound children employed by the Board of Education.

Vacations

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session may be considered "unexcused absences," in light of SDE guidelines.

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.

Video Recorders on School Buses/School Campus

(For School Security Purposes)
The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in

use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. Video surveillance cameras are used in public areas and school buses for security and to assist in maintaining student safety. The principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment. Visitors may not be allowed into school buildings during the COVID-19 health emergency or any such similar emergency.

Visitors

Parents and other visitors are welcome to visit district schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only with the principal's/teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school.

Visitors will be required to show photo identification and sign in to obtain a visitor's pass if entering the building. A blue waiver must be filled out and will be maintained in the office for all visitors. Any student being dismissed will be called to the office; the visitor will wait in the lobby or Main Office but does not enter the school building. If it is deemed necessary to enter the building, a visitor pass will be given and the destination will be notified.

No visitors shall enter the building during arrival or dismissal. If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is not an emergency, call the office to provide notification. If a parent would like to observe in their child's classroom, they must call 24 hours in advance to set up a time which is mutually convenient for the parent, teacher, and the building principal.

Main Office secretaries will be required to call 911 and notify the building principal should a visitor become uncooperative, does not adhere to the procedures, or becomes threatening.

Voice Assistant Devices in Classrooms

The District reserves the right to determine whether such devices may be used in classrooms. Necessary measures will be taken to properly regulate and control such use. It must be stressed that information and communications sent utilizing such voice-activated devices may not be secure.

Websites

John Trumbull maintains a very active webpage! School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Student maintained personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. The District/School is committed to ensuring accessibility of its website(s) for parents, students and members of the community with disabilities.

Wellness

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the primary school day for supervised recess.

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 John Trumbull Primary 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.

If you wish to make an online payment for your child's lunch account, please go to www.MySchoolBucks.com and register for a free account. You may also send in checks made payable to the Watertown Student Lunch Program.

Students who bring in their own lunch may receive a milk for free under the current program (and a fruit and vegetable as well!). Ice cream and snacks are sold daily and the cost varies. **Students <u>are not</u> allowed to bring drinks in glass bottles**.

In the event that a student forgets or loses lunch money, he/she may charge lunch. 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.

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.

Snacks/Food in School

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 that they are able to open easily. We encourage having water bottles throughout the school day. It would help teachers tremendously if you could provide a water bottle with a snap lid to prevent spills. Please be aware that due to food allergies, some classrooms may have a restriction on snacks containing nut products.

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 JTPS website for the order form provided by the Watertown Food Service department. The items listed have been approved for school celebrations. Please be advised that a minimum of a week's notice is requested. ***All food items must be purchased through the Watertown Food Service Department in consultation with the classroom teacher.***

NO OUTSIDE FOOD IS ALLOWED FOR CELEBRATIONS.

For our Classroom Celebration Snack Request Form, see Appendix D.

Birthday Invitations

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.

Please do not have any gifts, flowers or balloons delivered to school. We will not be responsible for delivering these items to students.



Appendix A John Trumbull Primary School Certified Staff List

Pre-School	TBD	Pre School	
	Mrs. Dawn LaChapelle	Pre School	lachapelleda@watertownps.org
	Mrs. Miranda Lichaa	Pre School	lichaami@watertownps.org
	Mrs. Katherine Rossi	Pre School	rossika@watertownps.org
	Ms. Caren Lipinski	Pre School	lipinskica@watertownps.org
Kindergarten	Mrs. Melissa Lambo	KDG	lambome@watertownps.org
	Mrs. Kate DeSantis	KDG	desantiska@watertownps.org
	Mrs. Cara Richo	KDG	richoca@watertownps.org
	Ms. Adela Kaczmarczyk	KDG	kaczmarczykad@watertownps.org
	Ms. Beth Kulmann	KDG	kulmannbe@watertownps.org
	Mrs. Andrea Perrelli	KDG	perrellian@watertownps.org
	Ms. Casey Stevens	KDG	stevensca@watertownps.org
	Mrs. Daria Warycha	KDG	warychada@watertownps.org
Grade 1	Mrs. Jenifer Caprari	Grade 1	caprarije@watertownps.org
	Mrs. Sarah Conroy	Grade 1	galpinsa@watertownps.org
	Mrs. Sarah Abreu	Grade 1	coppolasa@watertownps.org
	Ms. Erika Daley	Grade 1	daleyer@watertownps.org
	Mrs. Jennifer Mancl	Grade 1	manclje@watertownps.org
	Mrs. Cassie Mineo	Grade 1	mineoca@watertownps.org
	Mrs. Sarah Nolan	Grade 1	nolansa@watertownps.org
	Mrs. Judy White	Grade 1	whiteju@watertownps.org
	Mrs. Ashley Hurlburt	Grade 1	hurlburtas@watertownps.org
Grade 2	Mrs. Alicia Baker	Grade 2	bakeral@watertownps.org
	Mrs. Julie Desena	Grade 2	desenaju@watertownps.org
	Mrs. Lisa Mauro	Grade 2	mauroli@watertownps.org
	Mrs. Mary Metcalfe	Grade 2	metcalfema@watertownps.org
	Mr. Christopher Milo	Grade 2	miloch@watertownps.org
	Mr. Sean Ramsey	Grade 2	ramseyse@watertownps.org
	Mrs. Stephanie Rua	Grade 2	ruast@watertownps.org

	Mrs. Ann Marie Schell	Grade 2	schellan@watertownps.org
	Mrs. Maria Schweyer	Grade 2	schweyerma@watertownps.org
Special Education Team	Mrs. Catherine Gancher	Teacher	gancherca@watertownps.org
	Ms. Kayleigh Comerford	Teacher	comerfordka@watertownps.org
	Ms. Sarah Soropoulos	Teacher	soropoulossa@watertownps.org
	Mrs. Manal Youssef	Teacher	youssefma@watertownps.org
	Mrs. Cara Michalski	Teacher	michalskica@watertownps.org
	TBD	Teacher	
	Ms. Amanda Alfgard	Teacher	alfgardam@watertownps.org
Reading Specialists	Mrs. Stacy Cronin	Teacher	croninst@watertownps.org
	Mrs. Shannon McDonnell	Teacher	mcdonnellsh@watertownps.org
	Mrs. Jennifer Longo	Teacher	longoje@watertownps.org
SRBI Coordinator	Mrs. Annette Pietro		pietroan@watertownps.org
Math Coach	Ms Heather Malash		malashhe@watertownps.org
MLL	Mrs. Rachel Lease Teacher		leasera@watertownps.org
School Psychologists	Ms. Nicole Murphy		murphyni@watertownps.org
	Mrs. Amanda Schmaling		schmalingam@watertownps.org
Social Worker	Mrs. Janessa Smith		smithja@watertownps.org

Specials

Mrs. Sarah DeLeo	Computers	deleosa@watertownps.org
Mrs. Dorothy Rinaldi	Computers	rinaldido@watertownps.org
Mrs. Jody Field	Art	fieldjo@watertownps.org
Mrs. Corrine Stentiford	Art	stentifordco@watertownps.org
Mrs. Anne Gibbons	Library/STEAM Specialist	gibbonsan@watertownps.org
Mrs. Amy Gauthier	Library/STEAM Specialist	gauthieram@watertownps.org

Mr. Scott McQueeney	PE	mcqueeneysc@watertownps.org
Mr. John Loyer	PE	loyerjo@watertownps.org
Ms Hayley Zemaitis	Music	zemaitisha@watertownps.org
Ms. Katie Cummings	Music	cummingska@watertownps.org

Speech	Ms Nadia DeSimone	desimonena@watertownps.org
	Ms. Corin Danielecki	danieleckico@watertownps.org
	Ms. Jessica Ciavarella	ciavarellaje@watertownps.org

Teacher on Special Assignment for Preschool

TBD

APPENDIX B Change in Transportation Form, 2025-26

Watertown Board of Education
61 ECHO LAKE ROAD
WATERTOWN, CONNECTICUT 06795
Telephone: (860) 945-4800
FAX: (860) 945-6990

Request for Change in Normal Bus Transportation

To Ride a Bus for the 2025 – 2026 School Year

Email completed form to: michelle.pennella@firstgroup.com or
Fax completed form to: 860-274-4167

Name of Student: _____

School: _____Grade:_____

Name of Parent/Guardian:_____

Address of Legal Residence:_____

Phone Number:_____

I hereby request transportation of my child to and/or from the following address (please include town):_____

Name of person responsible at this address: _____

Phone number:_____

Effective Date:_____End Date:_____

Pick up (please check): _____Yes _____No Drop off: _____Yes _____No

This person will assume responsibility for my child before pick-up, after drop-off or at both times and the Watertown Board of Education will be held harmless with no responsibility for my child before picking up or after returning to the above location. The person listed shall be responsible for proper supervision of my child and absence of such supervision rests entirely with the parents and the person designated above.

Parent/Guardian Signature_____

Date:_____

APPENDIX C Watertown Public Schools K-5 Marking Period/Report Card/Parent Conference Schedule 2025-26

Watertown Public Schools
K-8 Marking Period/Report Card/Parent Conference Schedule
2025-2026

KEY:	Marking Periods	Report Cards	Parent Contact	Conferences

August 28, 2025	First School Day / First Marking Period Begins
October 6 - 10, 2025	***Parent Contact*** Parents should be notified if there are any concerns; document contact.
November 4 & 6, 2025	***Parent Conferences*** (Front Load Report Card)
November 25, 2025 **December 1, 2025**	First Marking Period Ends (60 Days) Second Marking Period Begins
December 12, 2025	***REPORT CARDS*** Posted in Parent Portal (First Marking Period)
January 26 - 30, 2026	***Parent Contact*** Parents should be notified if there are any concerns; document contact.
March 3 & 5, 2026	***Parent Conferences*** (Front Load Report Card)
March 13, 2026 **March 16, 2026**	Second Marking Period Ends (63 Days) Third Marking Period Begins
March 27, 2026	***REPORT CARDS*** Posted in Parent Portal (Second Marking Period)
April 27 - May 1, 2026	***Parent Contact*** Parents should be notified if there are any concerns; document contact.
June 12, 2026	Third Marking Period Ends (58 Days) Last Day of School - ***REPORT CARDS*** Posted in Parent Portal (Third Marking Period)

Please note that the dates for each marking period, and associated report card dates, are subject to change based on school cancellations. Updates will be provided should changes occur.

APPENDIX D: Classroom Celebration Snack Request Form 2025-26

Updated July 2025

Classroom Celebration Snack Form

School Year – 2025-2026

Please select the item you wish to purchase for your child's classroom celebration. You must select a first choice ①and second choice ②. Return the form with payment to your child's classroom teacher <u>one week prior to date of celebration</u>.

Celebration Forms will <u>only</u> be accepted September 2, 2025 through May 29, 2026

_____ Froot Jooce, Frozen juice cup - Watermelon (*Dairy Free, Gluten Free)

_____ Rich's CRUMBLED COOKIE Ice Cream Cone

_____ Rich's BIRTHDAY CAKE Ice Cream Cone

_____ Kettle Potato Chips, Reduced Fat (*Dairy Free, Gluten Free)

_____ Smart Food Cheddar Popcorn

_____ Whole Grain, Smart Choice, CHOCOLATE CHIP COOKIE (2PK)

_____ Fresh Vegetable platter with Dressing (*Gluten Free, Dairy in Dressing only)

_____ Fresh Assorted **<u>Sliced</u>** Fresh Fruit – apples, oranges, etc. (Dairy Free, Gluten Free)

Please select a first choice ① and second choice ②

Cost - <u>$1.25 per serving</u> - SEND EXACT PAYMENT (CASH OR CHECK MADE OUT TO WATERTOWN STUDENT LUNCH)

Students/Servings _____ Total Payment Amount _____

PLEASE SEND EXACT PAYMENT - $1.25/student*

Date of celebration_____

Child's Name_____ Classroom Teacher_____

Parent Name_____ Telephone #_____

Nutritional Information available by contacting the Food Service Director, at (860) 945-4819

For School Nurse Only

Initials & Date Checked: _____

Allergens & Substitutions (if any): _____

_____

APPENDIX E Authorization for the Administration of Medicine

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

Connecticut State Law and Regulations 10-212(a) require a written medication order of an authorized prescriber, (physician, dentist, advanced practical registered nurse or physician's assistant) and parent/guardian written authorization, for the nurse, or in the absence of the nurse, a designated principal or teacher to administer medication. Medications must be in the original properly labeled container and dispensed by a physician/pharmacist.

FOOD ALLERGY TREATMENT PLAN FOR SCHOOL AND FIELD TRIPS

and

PERMISSION FOR THE ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

Patient's Name: _____ Date of Birth: _____

Patient's Address: _____ Telephone: _____

Allergist's Name: _____ Patient's PCP _____

Asthma: ☐ Yes ☐ No Food Allergy: _____

IF PATIENT INGESTS OR THINKS HE/SHE HAS INGESTED THE ABOVE NAMED FOOD:

Anaphylactic reaction can occur up to 2 hours following ingestion of a food allergen.

_____ Administer **adrenaline** before symptom occur, IM EpiPen Jr. _____ Adult _____ Twinject Jr. _____ Sr. _____

_____ Administer **adrenaline** if symptoms occur, IM EpiPen Jr. _____ Adult _____ Twinject Jr. _____ Sr. _____

_____ Administer Benadryl _____ tsp/ _____ tsp/ _____ tsp/ _____ tsp/ _____ tsp/ Swish & Swallow

_____ Administer _____ _____ tsp/ _____ tsp/ _____ tsp/ _____ tsp/ _____ tsp/

_____ Call 911 if symptoms occur and transport to ER for further evaluation, treatment, and observation X 4 hours.

IF REACTION OCCURS, PLEASE NOTIFY THIS OFFICE AFTER TREATMENT IS RECEIVED.

_____ Physician' Signature _____ Today's Date

1. Is this a controlled drug? ☐ Yes ☐ No Time of administration: _____
2. Medication shall be administered during school year: _____ _____ _____ _____ _____ _____ (dates)
3. Relevant side effects, if any, to be observed: _____

SELF ADMINISTRATION OF MEDICATION AUTHOIZATION/APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian, and must be approved by the school nurse in accordance with Board Policy.

Prescriber's authorization for self-administration: ☐ Yes ☐ No _____ Signature _____ Date

Parent's authorization for self-administration: ☐ Yes ☐ No _____ Signature _____ Date

School nurse approval for self-administration: ☐ Yes ☐ No _____ Signature _____ Date

SYMPTOMS OF ANAPHYLAXIS:

- **Chest tightness, cough, shortness of breath, wheezing**
- **Tightness in throat, difficulty swallowing, hoarseness**
- **Swelling of lisps, tongue, throat**
- **Itching mouth, itchy skin**
- **Hives or swelling**
- **Stomach cramps, vomiting, or diarrhea**

Dizziness or faintness

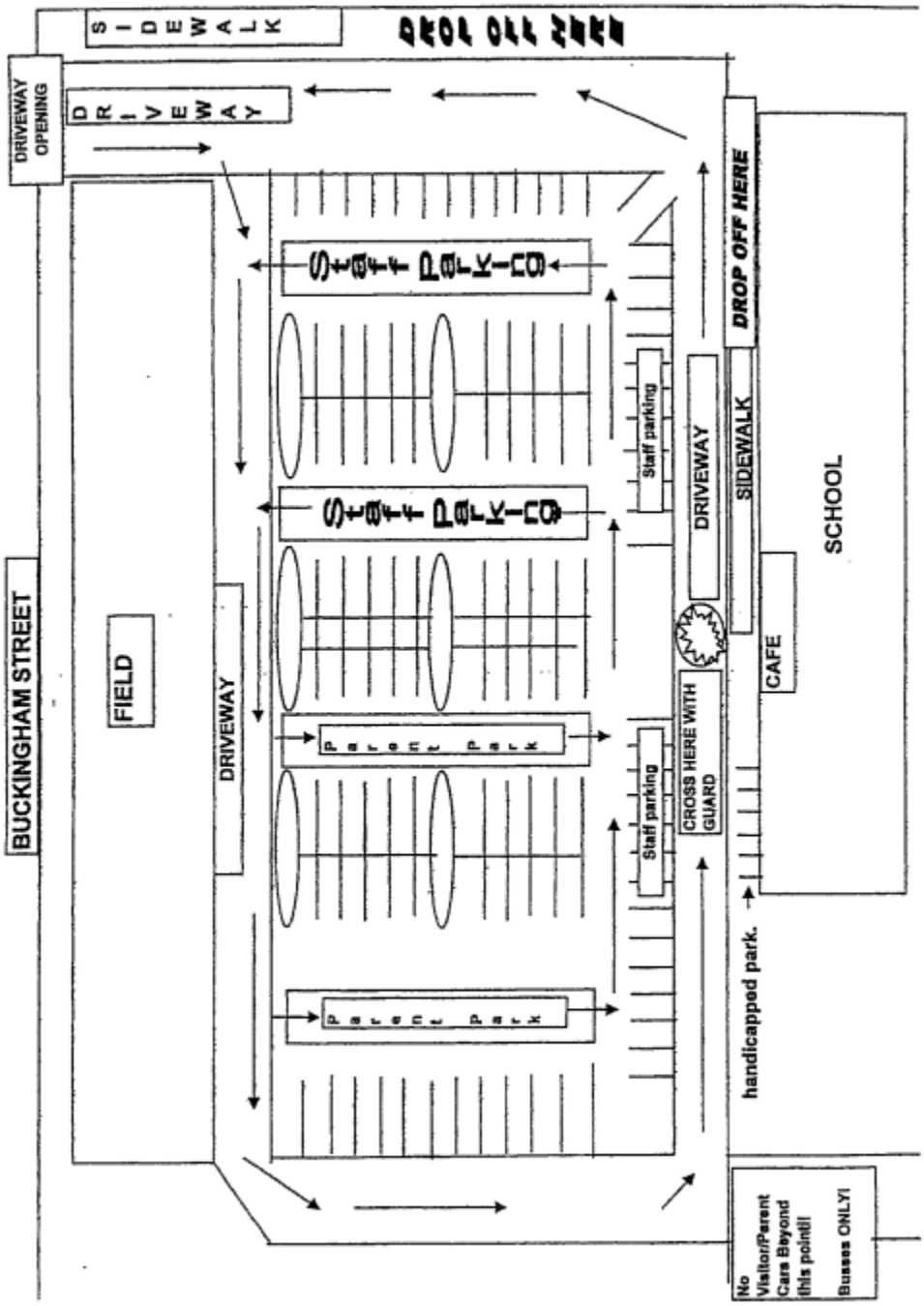
I HAVE RECEIVED, REVIEWED, AND UNDERSTAND THE ABOVE INFORMATION.

_____ Patient/Parent/Guardian Signature

Renewal Date: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

18.

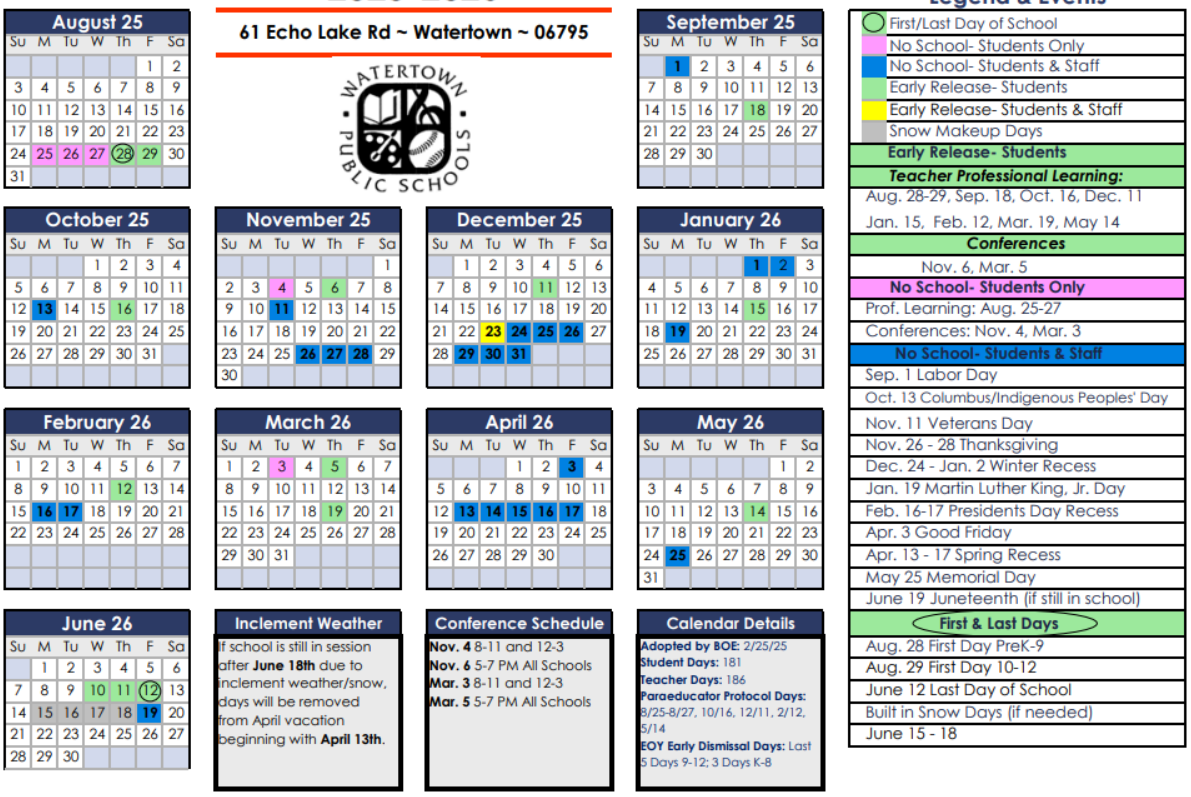
APPENDIX F John Trumbull Primary School Parking Lot Map



APPENDIX G Watertown Public School 2025-26 Calendar

Watertown Public Schools Calendar 2025-2026

61 Echo Lake Rd ~ Watertown ~ 06795



Legend & Events

- First/Last Day of School
- No School- Students Only
- No School- Students & Staff
- Early Release- Students
- Early Release- Students & Staff
- Snow Makeup Days

Early Release- Students

Teacher Professional Learning:

Aug. 28-29, Sep. 18, Oct. 16, Dec. 11

Jan. 15, Feb. 12, Mar. 19, May 14

Conferences

Nov. 6, Mar. 5

No School- Students Only

Prof. Learning: Aug. 25-27

Conferences: Nov. 4, Mar. 3

No School- Students & Staff

Sep. 1 Labor Day

Oct. 13 Columbus/Indigenous Peoples' Day

Nov. 11 Veterans Day

Nov. 26 - 28 Thanksgiving

Dec. 24 - Jan. 2 Winter Recess

Jan. 19 Martin Luther King, Jr. Day

Feb. 16-17 Presidents Day Recess

Apr. 3 Good Friday

Apr. 13 - 17 Spring Recess

May 25 Memorial Day

June 19 Juneteenth (if still in school)

First & Last Days

Aug. 28 First Day PreK-9

Aug. 29 First Day 10-12

June 12 Last Day of School

Built in Snow Days (if needed)

June 15 - 18

Inclement Weather

If school is still in session after **June 18th** due to inclement weather/snow, days will be removed from April vacation beginning with **April 13th**.

Conference Schedule

Nov. 4 8-11 and 12-3
Nov. 6 5-7 PM All Schools
Mar. 3 8-11 and 12-3
Mar. 5 5-7 PM All Schools

Calendar Details

Adopted by BOE: 2/25/25
Student Days: 181
Teacher Days: 186
Paraeducator Protocol Days: 8/25-8/27, 10/16, 12/11, 2/12, 5/14
EOY Early Dismissal Days: Last 5 Days 9-12; 3 Days K-8

APPENDIX H Watertown Public Schools Special Observance Days 2025-26

Watertown Public Schools
Special Observance Days 2025-2026

June 27, 2025 - July 25, 2025	Muharram* (Islamic New Year)
August 16, 2025	Krishna Janmashtami (Hindu)
September 22, 2025 - October 2, 2025	Navaratri (Hindu)
September 23, 2025	Rosh Hashanah* (Jewish)
October 2, 2025	Yom Kippur* (Jewish)
October 7-13, 2025	Sukkot* (Jewish)
October 20, 2025	Diwali (Hindi)
December 15-22, 2025	Hanukkah* (Jewish)
December 25, 2025	Christmas (Christian)
December 26, 2025 - January 1, 2026	Kwanzaa (African American)
January 6, 2026	Epiphany/Three Kings Day (Christian)
February 17, 2026	Chinese New Year
February 18, 2026 - March 18, 2026	Ramadan* (Islamic)
February 18, 2026	Ash Wednesday (Christian)
March 3, 2026	Purim* (Jewish)
March 4, 2026	Holi (Hindu)
March 20, 2026	Eid al-Fitr* (Islamic)
April 2-9, 2026	Passover* (Jewish)
April 5, 2026	Easter (Christian)
April 12, 2026	Orthodox Easter
May 27, 2026	Eid al-Adha* (Islamic)
June 19, 2026	Juneteenth (African American)

* All Jewish and Islamic holidays begin at sundown on the previous day.

APPENDIX I- Management of Common Infectious Illnesses

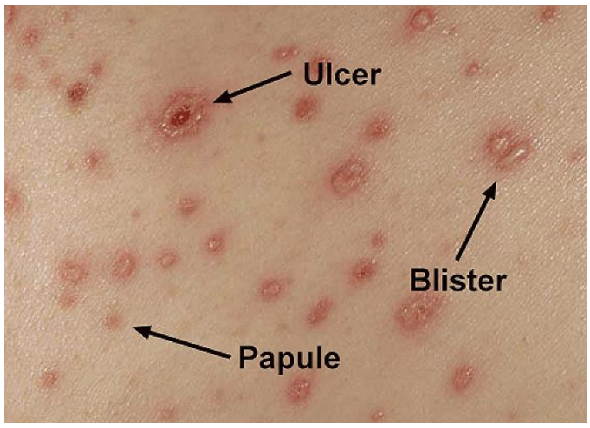
Chickenpox (Varicella)

A highly contagious illness caused by the varicella-zoster virus (VZV). Child initially may present with fatigue, decreased appetite, fever, headache, sore throat, cough, runny nose, or stomachache followed by a rash.

- ***Appearance of rash***- itchy red fluid filled blisters starting on chest, abdomen, back and face, but will eventually spread to entire body.
- ***Treatment***- allow child to rest, increase and encourage fluids to stay hydrated, use acetaminophen for fever and pain, use calamine lotion for itch and in some severe cases an antiviral medication may be prescribed. **DO NOT TREAT WITH ASPIRIN** as it may cause Reye's syndrome a severe disease that affect the liver and brain.
- ***How it spreads***- airborne respiratory droplets (cough or sneeze), saliva (kissing, shared drinks), skin to skin (handshaking, hugs), or touching a contaminated surface.

Children who have had their varicella vaccine can still get chickenpox however symptoms are much lighter with mild or no fever and few or no blisters at all. **A student may return to school once all blisters are completely crusted over.**

https://www.cdc.gov/chickenpox/index.html



Conjunctivitis (Pink Eye)

Inflammation or infection of the thin layer (conjunctiva) that lines the inside of the eyelid and covers the white part of the eyeball.

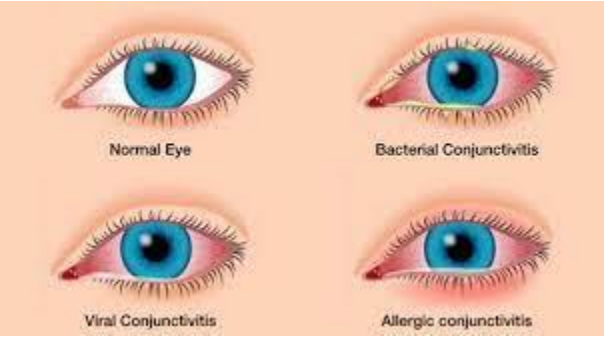
- ***Appearance-*** pink or red color in the whites of the eyes, swollen eyelids, increased tear production, itchy, irritation or burning to the eyes, urge to rub eye, pus or mucus discharge, crusting of eyelids or lashes, eyelids stuck together in the morning.
    a) **Bacterial-** pus or mucus like discharge, usually starts in one eye, but because it is **HIGHLY** contagious it most likely with infect the other eye.

b) **Viral-** accompanied by a cold virus and usually affects both eyes, but may start in one eye, watery discharge noted
c) **Allergic-** tearing, itchy and swelling to both eyes

- ***Treatment-*** Viral conjunctivitis will clear up on its own often without the need of medication. Bacterial conjunctivitis is treated with antibiotic eyedrops or ointment. Allergic conjunctivitis can be treated with allergy meds like antihistamine or vasoconstrictive eyedrops, but in some cases oral medication is indicated.
- ***How it spreads-*** airborne respiratory droplets (cough or sneeze), skin to skin (handshaking or hugs) and touching a contaminated surface.

A student may return to school once any indicated therapy has been implemented or a doctor's note is provided, but no swimming is allowed.

https://www.cdc.gov/conjunctivitis/index.html



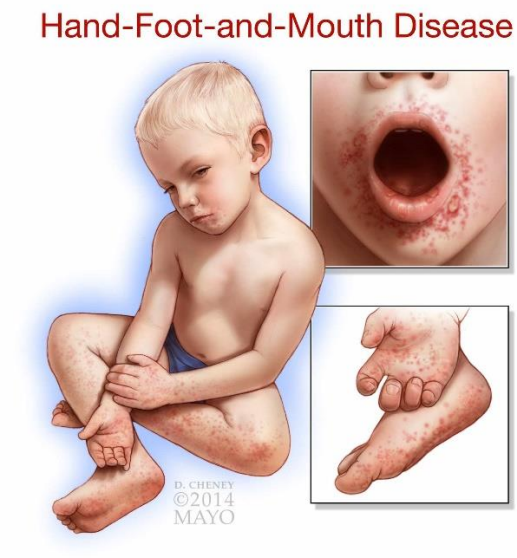
Coxsackie (Hand, Foot & Mouth Disease)

A highly contagious infection caused by the Coxsackie virus (enterovirus). Symptoms include decrease in appetite, fever, runny nose, sore throat, mouth sores and a rash.

- ***Appearance of rash-*** flat or slightly raised red spots on palms of hands and soles of feet. Can also develop on buttocks, legs, and arms. Not usually itchy and if fluid filled blisters form, do not touch them.
- ***Treatment-*** Take over-the-counter mediation to relieve fever and pain caused by mouth sores like acetaminophen and ibuprofen, but NO ASPIRIN should be given to children), staying hydrated is very important especially with children who have pain due to mouth sores. See physician if fever lasts more than 3 days, if child is experiencing severe symptoms or if no improvement is seen after 10 days.
- ***How it spreads-*** airborne respiratory droplets (cough or sneeze), saliva (kissing or shared drinks), skin to skin (handshaking or hugs), touching a contaminated surface. Usually most contagious the first week.

Practicing hand hygiene is a simple yet effective way to prevent infections. Cleaning and disinfecting high touch areas will help prevent the spread of infection as well. **Student may return to school with doctors note and after they are fever free for 24 hrs without the use of medication.**

https://www.cdc.gov/hand-foot-mouth/about/transmission.html



Hepatitis

An inflammation of the liver that can cause a range of health problems and can be fatal.

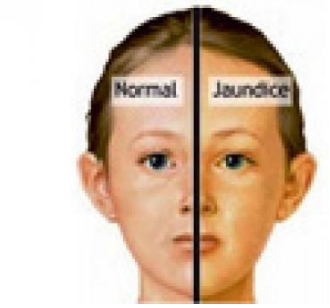
- ***Hepatitis A-*** a vaccine preventable liver infection caused by hepatitis A virus (HAV). HAV is found in stool and blood of people who are infected. Hepatitis A is very contagious and spreads when someone unknowingly ingests the virus even in microscopic amounts through close personal contact with an infected person or through eating contaminated food or drink.
    - **Symptoms-** Fatigue, nausea, stomach pain and jaundice
    - **Treatment-** With plenty of rest and adequate hydration, conditions clear up on its own, but it can take weeks to months. Preventative measures and self-care are vital.
- ***Hepatitis B-*** a vaccine preventable liver infection caused by the hepatitis B virus (HBV). HBV is spread through sexual contact, sharing needles, syringes or other drug-injection equipment; or during pregnancy or delivery.
    - **Symptoms-** Fatigue, nausea, vomiting, stomach pain, and jaundice
    - **Treatment-** treat the symptoms with appropriate over-the-counter (OTC) medications, stay adequately hydrated. Preventative measures and self-care are vital.
- ***Hepatitis C-*** a liver infection caused by the hepatitis C virus. It is spread through contact with blood from an infected person (sharing needles). More than 50% of people who become infected will have chronic long-term health problems including the possibility of cirrhosis and liver cancer. There are no symptoms of hepatitis C and one does not feel sick. Preventative care

is not available for hepatitis C virus. Treatment includes direct-acting antiviral (DAA) medications for 8-12 weeks.

- ***Hepatitis D-*** a liver infection caused by the hepatitis D virus and only occurs in people who are also infected with hepatitis B virus. It is spread through contact with blood or other bodily fluids of an infected person with hepatitis D virus. Hepatitis D can be acute, short term, or a long-term infection.
    - **Symptoms-** Fever, fatigue, loss of appetite, nausea, vomiting, abdominal pain, dark urine, pale-colored stools, and jaundice. Some may not have any symptoms at all.
    - **Treatment-** Increase fluids and stay adequately hydrated and treat symptoms accordingly with OTC medications. Chronic or long-term infections may be treated with interferon medications for 24-48 weeks.
- ***Hepatitis E-*** a liver infection caused by the hepatitis E virus (HEV). HEV is found in the stool of an infected person. It is spread when someone unknowingly ingests the virus by drinking contaminated water or eating raw or undercooked meats like pork, venison, wild boar, or shellfish. No vaccine for HEV, but most people fully recovers without complications.
    - **Symptoms-** many especially young children have no symptoms, but those that do can experience fatigue, poor appetite, stomach pain, nausea and jaundice.
    - **Treatments-** resolves on its own with adequate rest and hydration. One should also treat with appropriate OTC medications as needed.

Those infected with any hepatitis virus should speak with a physician before taking medications like acetaminophen that can further damage the liver. **A student may return to school with written permission from their physician.**

https://www.cdc.gov/hepatitis/index.htm



Impetigo

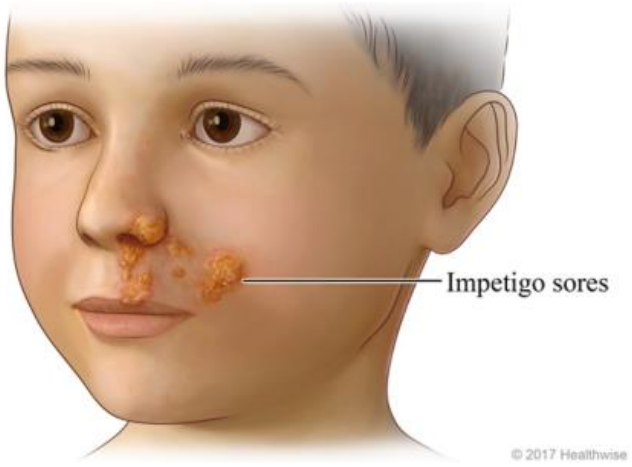
A highly contagious skin infection caused by streptococcus pyogenes bacteria or staphylococcus aureus bacteria. It mainly effects infants and young children and the only symptoms are red sores that may itch.

- ***Appearance-*** red sores develop on the face especially around nose and mouth, but can also be found on hands and feet. Sores will rupture, drain for a few days and then form a yellow-brownish scab.

- ***Treatment-*** physician will prescribe oral antibiotics, but may also prescribe topical antibiotics as well.
- ***How it spreads-*** one can contract the infection if they come in contact with the sores or the drainage by directly touching them or touching contaminated surfaces or items like toys or clothing.

Many times, impetigo develops with skin that is broken or already irritated by other skin conditions like eczema, psoriasis or poison ivy. Hand hygiene is extremely important because bacteria harmlessly lives on our skin, but it can enter our body through broken skin by a cut or scratch or other skin condition leading to impetigo. **A student may return to school 24hrs after the start of oral antibiotic treatment. If scabs have formed and there is no drainage from the sores, then it does not need to be covered. No swimming is allowed.**

https://www.cdc.gov/groupastrep/diseases-public/impetigo.html



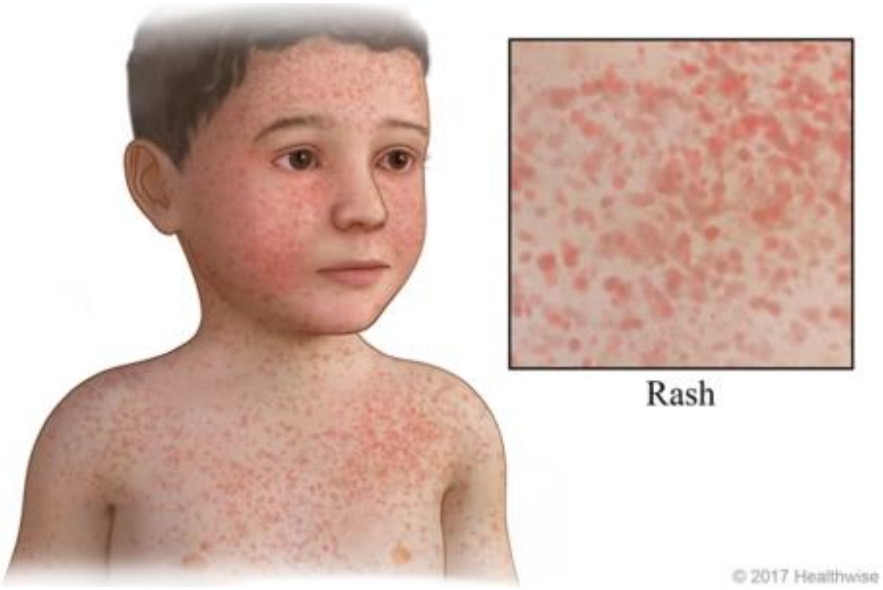
Measles (Rubeola)

A highly contagious viral infection caused by the measles virus. Symptoms that appear 10-14 days after exposure are fever, fatigue, cough, sore throat, runny nose, diarrhea, loss of appetite, inflamed eyes and a skin rash.

- ***Appearance of rash-*** Small red spots with some being slightly raised. Spots and bumps in tight clusters give the skin a splotchy red appearance. First the face will break out, then spread down to the arms, chest, back, then over thighs, lower legs and feet.
- ***Treatment-*** no medical treatment as the virus will run its course. Use OTC medications to treat symptoms, be sure to stay adequately hydrated and get plenty of rest.
- ***How it spreads-*** airborne respiratory droplets (cough, sneezing), saliva (kissing, sharing drinks), skin to skin (hugs, handshaking) or touching contaminated surfaces.

The best protection against measles is the MMR (measles-mumps-rubella) vaccine. **A student may return to school four days after the appearance of a rash.**

https://www.cdc.gov/measles/about/faqs.html



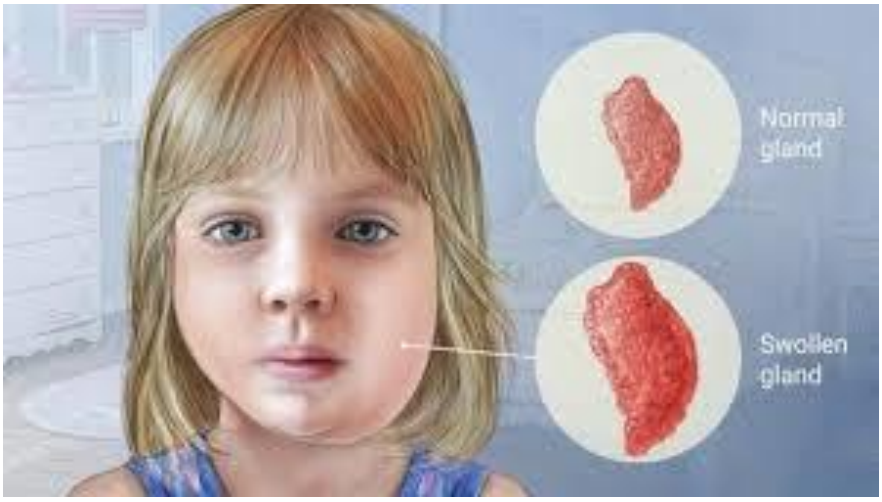
Mumps

A contagious viral infection that affect the salivary and parotid glands. Not everyone has symptoms, but those that do can experience painful swollen glands, difficulty chewing, pain and tenderness of the testicles, fever, headache, fatigue, muscle aches, and loss of appetite.

- ***Appearance-*** puffy cheeks, tender and swollen jaw
- ***Treatment-*** Get plenty of rest and adequate intake of fluids, treat pain and fever with OTC medications like ibuprofen or acetaminophen. The infection should pass in 1-2 weeks.
- ***How it spreads-*** airborne respiratory droplets (coughing and sneezing), saliva (kissing or sharing drinks), touching contaminated surfaces.

A student may return to school 48 hours after swelling of glands has subsided or nine days after symptoms began, whichever comes first.

https://www.cdc.gov/mumps/index.html



Pediculosis Capitis (head lice)

A condition in which tiny insects infest the scalp. Symptoms include itchy, visible lice on the scalp and lice eggs (nits) on the hair shaft. Lice only crawl and do not jump or fly. Nits are smaller, white gray in color and are firmly attached to the hair close to the scalp.

- ***Treatment-*** Over-the-counter shampoos and lotions available in most drug stores and pharmacies.
- ***How it spreads-*** sharing personal items such as brushes, hats, or scarves

Patiently combing and removing nits, sometimes over several days, is sometimes necessary. **A student may return to school after 24hrs and a lice treatment has been completed. Parent must bring student and box of treatment to nurse's office. Nurse will check student and if no crawling lice noted, student may return to class.** If after a full treatment crawling louse is still visible, student should see his/her physician.

https://www.cdc.gov/dpdx/pediculosis/index.html



Pertussis (whooping cough)

A highly contagious respiratory tract infection caused by the bacterium Bordetella pertussis . It presents with a severe hacking cough followed by a high-pitched intake of breath that sounds like a "whoop." Other symptoms include runny nose, nasal congestion, vomiting, mild fever, watery red eyes and sneezing. Pertussis is easily preventable with a vaccine.

- ***Treatment*-** physician will prescribe antibiotics, but getting plenty of rest and increasing fluid intake is also important.
- ***How it spreads*-** airborne (coughing or sneezing), saliva (kissing, sharing drinks), and skin to skin (hand shaking and hugs)

A student may return to school with written permission from a physician and no less than five days after the start of antibiotics.

https://www.cdc.gov/pertussis/index.html



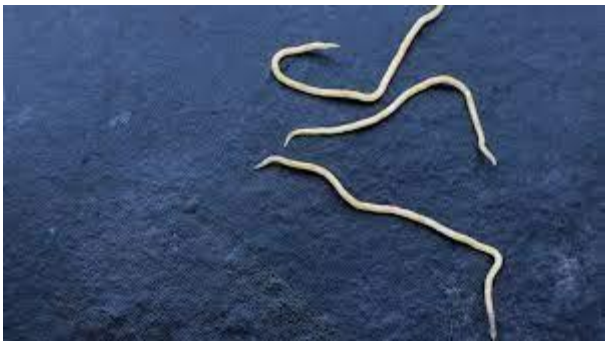
Pinworms

The pinworm also known as threadworm or seatworm is small parasitic thin, white round worm (nematode) called Enterobius vermicularis that sometimes lives in the colon and rectum. A pinworm infection causes itching around the perianal area (vaginal itching in females) which leads to difficulty sleeping and restlessness.

- ***Treatment*-** Antiparasitic medications will be prescribed, but some are also available OTC. Some physicians may recommend that all family members or caregivers get treatment as well to reduce risk of reinfection. Wash perianal area with soap and water and avoid scratching the area.
- ***How it spreads*-** Fecal-oral route which is the transfer of infective pinworm eggs from anus to someone's mouth either directly by hand or indirectly through contaminated clothing, bedding, food or other articles.

HAND HYGIENE is the most important thing one can to do to avoid getting sick and prevent the spread of infection. Keeping fingernails short in small children can also help deter the spread of bacteria. **A student may not return to school until he/she has been treated with antiparasitic medication.**

https://www.cdc.gov/parasites/pinworm/gen_info/faqs.html



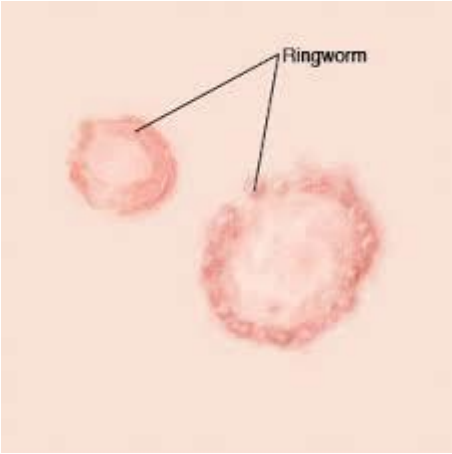
Ringworm

A highly contagious fungal infection of the skin or scalp. Ringworm of the scalp is common in children and may cause bald spots. It is also called “tinea” and “dermatophytosis.” Ringworm on the feet is called “athlete’s foot.”

- ***Appearance of rash*****-** scaly reddened ring shaped that may be itchy. Some also experience darkening of the skin, fissures, and hair loss.
- ***Treatment*****-** OTC antifungal creams or powders for 2-4 weeks. Ringworm of the scalp needs to be treated with oral prescription antifungal medication for 1-3 months.
- ***How it spreads*****-** Skin to skin (handshaking, hugs), touching a contaminated surface

Avoid going to bed with wet hair as fungus and bacteria will harbor in moist areas and can also contaminate your bed sheets. **A student may return to school 24hrs after treatment has been initiated and may also remain uncovered.**

https://www.cdc.gov/fungal/diseases/ringworm/index.html



Rubella (German measles)

A highly contagious viral infection caused by the virus RuV. Most will experience mild symptoms of low-grade fever, headache, sore throat and then a rash that starts on the face or behind ears and spreads to the rest of the body, Other symptoms may include fatigue, enlarged lymph nodes, runny nose, and eye redness.

- ***Appearance of rash-*** Spotty red and may be raised. Resembles measles rash, but not as bright red.
- ***Treatment-*** treat with OTC medications as needed, get plenty of rest and adequate fluids.
- ***How it spreads-*** Airborne (coughing, sneezing), saliva (kissing, sharing drinks)

Rubella is easily preventable with the MMR vaccine and is declared eliminated in the United States. **A student may return to school one week after rash appears.**

https://www.cdc.gov/rubella/about/symptoms.html



Scabies

A contagious skin infestation by the human itch mite (Sarcoptes scabei var. hominis). These mites will burrow into upper layer of skin where they live and lay eggs. Most common symptoms are intense itching and a rash.

- ***Appearance of rash-*** pimple like
- ***Treatment-*** antiparasitic medications (usually topical) for 1-2 weeks
- ***How it spreads-*** direct physical contact with infected person (skin to skin)

A student must contact MD for treatment and remain home 24hrs under prescription.

https://www.cdc.gov/parasites/scabies/index.html



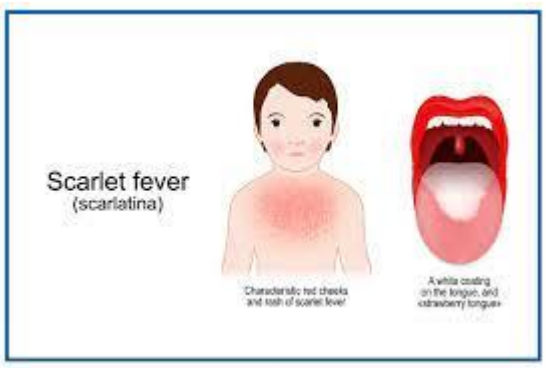
Scarlet Fever

A contagious bacterial illness that happens in children ages 5-15 years old and who also have strep throat. Strep bacteria will produce a toxin that will cause a rash. Symptoms are flu like with a high fever, sore throat, fatigue, painful swallowing, nausea, enlarges lymph nodes, swollen tongue or tonsils, and a rash all over the body.

- ***Appearance of rash*-** small raised bumps that will start on chest and spread most of the body. It appears 12-48 hrs after flu like symptoms begin.
- ***Treatment*-** Must be treated with antibiotics and use OTC medications to treat other symptoms like fever. Stay well hydrated and increase fluid intake along with plenty of rest.
- ***How it spreads*-** airborne (cough, sneezing), saliva (kissing, sharing drinks), skin to skin (handshaking, hugs)

A student may return to school 24hrs after having started antibiotics.

https://www.cdc.gov/groupastrep/diseases-public/scarlet-fever.html



Shingles (Herpes Zoster)

A viral infection caused by the varicella-zoster virus. Anyone who has had chickenpox may develop shingles. Symptoms include painful itchy rash, fever, fatigue, headache, chills, and upset stomach. The varicella-zoster virus is the same virus that causes chickenpox. The virus stays dormant (inactive) in the body and can reactivate as shingles later in life.

- ***Appearance of rash*-** stripe of red blisters on the trunk of body or on face. Pain can persist after rash is gone (postherpetic neuralgia)
- ***Treatment*-** antiviral meds to fight the virus and OTC pain meds to help with the discomfort

- ***How it spreads-***direct contact with the rash when it is in blister phase. No longer contagious once scabs have formed.

An immunocompromised student with shingles will stay home until blisters have scabbed over. All other students who can cover the blisters may attend school, however a student who cannot cover the rash (face, neck, possibly arms/legs) will have to stay home until blisters have crusted over.

https://www.cdc.gov/shingles/index.html



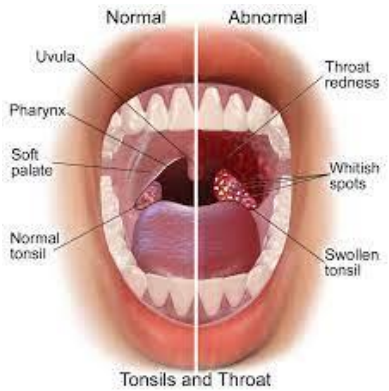
Strep Throat

A contagious bacterial infection caused by the group A strep bacteria (streptococcus). Symptoms include sore throat, fever, chills, headache, fatigue, swollen tonsils and swollen lymph nodes.

- ***Appearance-*** Throat will be red, tonsils may be swollen with white patches or streaks of pus. Tiny red spots may be noted to roof of mouth as well.
- ***Treatment-*** Antibiotics to fight the infection. Give OTC meds to treat pain and fever, provide lots of rest and be sure to have plenty of fluids to stay adequately hydrated.
- ***How it spreads-*** Airborne (coughing, sneezing), saliva (kissing or sharing drinks)

A student may return to school 24hrs after starting antibiotics.

https://www.cdc.gov/groupastrep/diseases-public/strep-throat.html



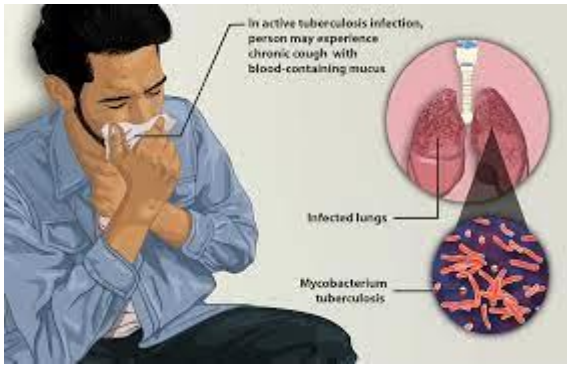
Tuberculosis (TB)

A potentially serious bacterial infection caused by mycobacterium tuberculosis. This bacterium will most often attack the lungs, but can affect any part of the body including the kidneys, the spine and the brain. Most will not have symptoms, but those that do will experience a cough (sometimes blood-tinged), fever, chills, night sweats, fatigue, loss of appetite, unintentional weight loss, chest pain, shortness of breath, and swollen lymph nodes.

- ***Treatment-*** Antibiotics will be prescribed for active TB for a duration of 6-12 months. Always important to stay well hydrated and get plenty of rest. Treat other symptoms with OTC medication as needed. Those without symptoms may not be required to take antibiotics.
- ***How it spreads-*** Airborne (cough, sneeze)

A student can return to school with a note from the MD.

https://www.cdc.gov/tb/topic/basics/default.htm



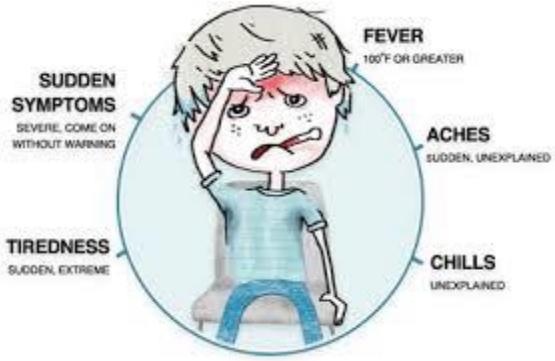
Flu (Influenza)

A contagious infection caused by the influenza virus that affects the nose, throat and lungs. Symptoms include fever, chills, muscle aches, fatigue, congestion, runny nose, sore throat, chest pressure, shortness of breath, headache, loss of appetite, nausea, and swollen lymph nodes.

- ***Treatment-*** the virus will run its course and one should focus on getting lots of rest and plenty of fluids to stay well hydrated. Treat other symptoms with OTC meds like decongestants, ibuprofen, acetaminophen, etc.
- ***How it spreads-*** Airborne (cough, sneezing), saliva (kissing, sharing drinks), skin to skin (handshaking, hugs) and touching a contaminated surface.

An annual flu vaccine can prevent or lessen the severity and complications if one still contracts the virus. **A student is allowed to return to school 48hrs after diagnosis and is fever free for 24hrs without the use of medication.**

https://www.cdc.gov/flu/about/keyfacts.htm



Fifth Disease

A contagious mild illness caused by the parvovirus B19. Symptoms include slight fever, upset stomach, runny nose, headache, sore throat, fatigue, itching and a rash.

- ***Appearance of rash*-** bright red facial rash ("slapped cheek") that can spread to body, arms and legs.
- ***Treatment*-** the virus will run its course and go away on its own. Treat the symptoms with OTC medication as needed and monitor for improvement.
- ***How it spreads*-** airborne (coughing, sneezing), saliva (kissing, sharing drinks), skin to skin (hugs, hand shaking), touching a contaminated surface.

Once the facial rash appears, fifth disease is no longer contagious. **A student does not have to isolate and stay home unless he/she has a fever. Those that are immunosuppressed or pregnant should avoid contact with someone who has fifth disease.**

https://www.cdc.gov/parvovirusb19/index.html



Covid-19 (Coronavirus)

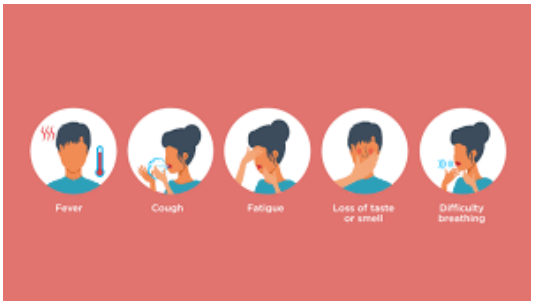
A very highly contagious disease caused by a virus named SAR-CoV-2. One can experience flu like symptoms such as sore throat, fever, chills, cough, runny nose, congestion, shortness of breath or difficulty breathing, fatigue, muscle aches and headache. Other common symptoms are new loss of taste or smell, nausea, vomiting, and diarrhea. Severity of disease and symptoms may change with

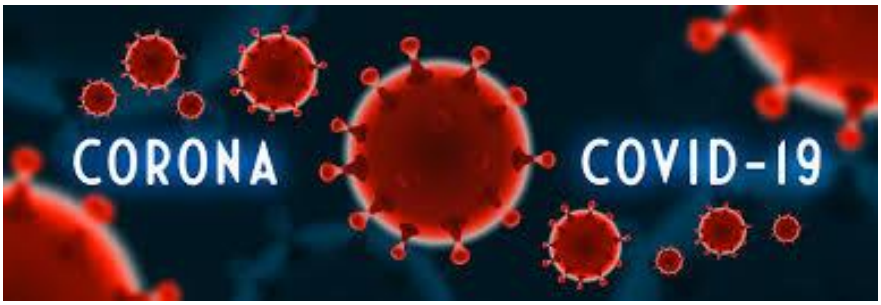
covid-19 variants and vaccination status. **Seek emergency medical care immediately if you have trouble breathing, persistent chest pain or pressure, new confusion, inability to awake or stay awake, pale, gray or blue-colored skin, lips or nail beds, depending on skin tone.**

- ***Treatment*-** FDA has approved some antiviral medications for covid-19, but most experience mild symptoms and recover on their own with OTC medications to treat symptoms, plenty of rest and lots of fluids.
- ***How it spreads*-** airborne droplets (cough, sneeze) saliva (kissing, sharing drinks), touching a contaminated surface

A student must isolate at home for 48hrs after diagnosis and pending they are fever free for 24hrs without the use of medication, the student may return to school.

https://www.cdc.gov/coronavirus/2019-ncov/index.html





Gastrointestinal Illnesses

Rotavirus

A highly contagious virus that causes serious gastrointestinal symptoms such as severe watery diarrhea, vomiting, fever and abdominal pain. These symptoms on average last 4-6 days at which time the person is infectious.

- ***Treatment*-** due to the diarrhea and vomiting, hydration is of the utmost importance. Treat symptoms with OTC medication and get adequate rest.
- ***How it spreads*-** this virus is found in stool and therefore is transmitted between hand and mouth. Touching a contaminated item or surface or handshaking with someone who's hands are contaminated are ways of transmission.

A student may not return to school until the diarrhea has completely subsided and has not had an episode of diarrhea or vomiting in the last 24hrs.

https://www.cdc.gov/rotavirus/index.html

Norovirus

A highly contagious virus that causes vomiting, diarrhea and abdominal pain. Other symptoms may include mild fever, headaches, chills and muscle aches. Virus usually lasts 1-2 days, but can take as many as 6 days to be rid of symptoms.

- ***Treatment*-** there is no treatment for the norovirus as it must run its course. It is important to stay well hydrated and get plenty of rest. One should treat symptoms with OTC medication.
- ***How it spreads*-** touching a contaminated item or surface, handshaking with someone who has contaminated hands.

A student cannot return to school until vomiting and diarrhea has stopped for 24 hrs.

https://www.cdc.gov/norovirus/index.html

Fever

Any student with a fever of 100 or higher will be sent home and cannot return to school the following day. The student may return to school once they are fever free for 24hrs without the use of medication.

Vomiting/Diarrhea

Any student who vomits or has diarrhea in school will be sent home and cannot return to school the following day. The student may return once the vomiting or diarrhea has stopped for 24hrs.

SCHOOL YEAR 2025-26
Dr. Ephraim P Bartfeld, MD
Watertown School District Medical Advisor