

Fletcher W. Judson
Elementary School

Student-Parent Handbook
2020-2021



124 Hamilton Lane
Watertown, CT 06795

Phone: 860-945-4850

Fax: 860-945-2711

Contents

DISCLAIMER	4
Watertown Board of Education	4
Mission Statement	4
Board of Education Members	4
Watertown Public Schools District Staff Members	4
Judson Mission Statement	5
Judson School Information	5
Judson School PTO	5
2020-2021 School Hours	6
School Cancellations, Delayed Openings, Early Dismissals	6
Crossing Guard	6
Security	7
Early Arrivals	7
Tardiness	7
Arrival Procedure	7
Parent Drop Off	8
Bus Drop Off	8
Dismissal Procedure	8
Parent Pick Up	8
Bus Pick Up	9
Traffic Pattern	9
Notification of Absences	9
Unexcused Absences	10
Excused Absences	10
Make-Up Work Requests	11
Pupil Information	11
Custody	11
Emergency Drills	11
Open House	12
Progress Reports	12
Report Cards	12

Parent-Teacher Conferences	12
Student Agendas	12
Chain of Command	12
Homework Policy	13
Cell Phones	13
Website	13
Field Trips	13
Lunch Program	14
Celebrations	14
Forgotten Materials	15
Lost and Found/Clothing	15
School Photographs	15
Yearbook	15
W.I.S.T. (Watertown's Interventions Strategies Team)	15
Eligibility for Special Education Services	15
Health Services	16
Accidents/Illness	16
Screenings	16
Medication Policy	17
Allergies	17
Isolation Room	17
Quarantine Period (Minimum Control)	18
Insurance	19
Behavior Expectations	19
STARS Program	19
Stars Behavior Expectations	20
<i>Arrival/Dismissal</i>	20
<i>Hallways</i>	21
<i>Bathrooms</i>	21
<i>Classrooms</i>	21
<i>Cafeteria</i>	22
<i>Recess</i>	22

<i>Bus</i>	22
Consequences for Failure to Follow Behavior Expectations	23
Disciplinary Action	23
Visitor Policy	24
District Policies	24
Policies and Procedures related to Covid-19	25
Social Distancing	25
Cafeteria	26
Masks and Face Coverings	26
Mask Requirements	26
Mask Compliance	26
Hand Washing and Hand Sanitizing Protocol	27
Staying Home When Sick	27
Symptom Monitoring	27
<i>Passive Screening</i>	27
<i>Active Screening</i>	28
Procedures for Sick Students During the School Day	28
Hallway Traffic Patterns	28
Attendance	29
Chromebooks	29
Cameras in Classrooms	29
Fire drills/emergency procedures	29
Bus Protocol	29
Remote Learning	30
Remote/Hybrid Learning and Recording	31

DISCLAIMER

Policies and procedures outlined in the 2020-2021 Parent Student Handbook are subject to change at any time due to state mandates, CDC guidelines, and district policy as relates to the COVID-19 Pandemic.

Watertown Board of Education

Mission Statement

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

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

This will be accomplished by:

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

Board of Education Members

Leslie Crotty, Chair	Thomas Lambert, Vice Chair
Janelle Wilk, Secretary	Jason Malagutti
Diane Bristol	Cindy Eastman
Robert Makowski	Cathie Rinaldi
Josephine Rosa	

Watertown Public Schools District Staff Members

Dr. Rydell Harrison	Superintendent	(860) 945-4801
Mr. Thomas DiStasio	Business Manager	(860) 945-4805
Mrs. Lisa Fekete	Director of Curriculum and Instruction	(860) 945-4812
Mrs. Annette Miserez-Dillon	Interim Director of Student Services	(860) 945-4808
TBA	Food Service Director	(860) 945-5010
Mrs. Michele Pennella	First Student Bus	(860) 274-5212

Judson Mission Statement

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

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

Judson School Information

Mrs. Kristin Raymond	Principal	(860) 945-5171
Mrs. Linda Marino	Head Secretary	(860) 945-5171
Mrs. Diane Chere	Secretary	(860) 945-5172
Mrs. Sarah Simmons	School Nurse	(860) 945-5738
Mrs. Roz Campbell	Cafeteria Manager	(860) 945-5714
Mr. Don Cyr	Head Custodian	(860) 945-5713
Mrs. Diane Bristol	Board of Education Liaison	(203) 417-0491

Judson School PTO

Meetings are held monthly and all parents, guardians, and teachers are encouraged to attend and share ideas. Notices are sent out periodically regarding meeting times and all events.

The PTO officers for 2020-2021 are as follows:

- President: Becky Zadlo
- Vice President: Cara Edwards
- Treasurer: Stacy Romano
- Recording Secretary: Megan Lynn
- Corresponding Secretary: Amy Thorston
- Members at Large: Kristin Antonucci
- Odet Simoes
- Ana Kiernan
- Kara Major

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

2020-2021 School Hours

School Day 9:00 am-3:30 pm	Early Dismissal 9:00 am-1:30 pm	2 Hour Delay 11:00 am – 3:30 pm	3 Hour Delay 12:00 pm – 3:30 pm	Emergency Dismissal 9:00 am – 11:50 am
<i>Parent Drop Off:</i> 8:40 am	<i>Parent Drop Off:</i> 8:40 am	<i>Parent Drop Off:</i> 10:40 am	<i>Parent Drop Off:</i> 11:40 am	<i>Parent Drop Off:</i> 8:40 am
<i>Bus Drop Off:</i> 8:50 am	<i>Bus Drop Off:</i> 8:50 am	<i>Bus Drop off:</i> 10:50 am	<i>Bus Drop off:</i> 11:50 am	<i>Bus Drop Off:</i> 8:50 am
<i>Homeroom:</i> 9:00 am	<i>Homeroom:</i> 9:00 am	<i>Homeroom:</i> 11:00 am	<i>Homeroom:</i> 12:00 pm	<i>Homeroom:</i> 9:00 am
<i>Parent Pick Up:</i> 3:15 pm	<i>Parent Pick Up:</i> 1:15 pm	<i>Parent Pick Up:</i> 3:15 pm	<i>Parent Pick Up:</i> 3:15 pm	<i>Parent Pick Up:</i> 11:35 am
<i>Bus Pick Up:</i> 3:30 pm	<i>Bus Pick Up:</i> 1:30 pm	<i>Bus Pick Up:</i> 3:30 pm	<i>Bus Pick Up:</i> 3:30 pm	<i>Bus Pick Up:</i> 11:50 pm
<i>Dismissal:</i> 3:30 pm	<i>Dismissal:</i> 1:30 pm	<i>Dismissal:</i> 3:30 pm	<i>Dismissal:</i> 3:30 pm	<i>Dismissal:</i> 11:50 pm

Note: Early Dismissal and Emergency Dismissals may include closings for weather

School Cancellations, Delayed Openings, Early Dismissals

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

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

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

Crossing Guard

The crossing guard is on duty at Hamilton Avenue from:

8:15 AM – 9:00 AM 3:00 PM – 3:45 PM

Crossing guard is usually on school property from:

8:30 AM – 9:15 AM 3:00 PM – 3:45 PM

Security

Due to increased levels of security and safety concerns, all doors at Judson School will be locked at all times. Please be prepared to show an ID when entering the building.

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

Early Arrivals

Please know there is no supervision provided prior to 8:35 am therefore students should not be dropped off prior to this time.

Tardiness

Please make every effort to have your child arrive at school by 8:45 AM. The child’s day will start in a much calmer fashion and will be more organized if he/she is not tardy. If, however, your child is late, he/she ***must report to the office for a late slip***. Whenever a child is going to be late for school, please call the school office at **(860) 954-4850** after 8:00 AM to notify us, or leave a message on our machine.

Arrival Procedure

Parent Drop Off

(8:40 am)

Students who are being dropped off to school each morning should make every effort to enter Judson Elementary by way of the Route 6 entrance to Hamilton Lane. The side circle entrance will be the drop off lane. The process will be parade style; parents will stay in their car and the student will leave the car and walk to the side 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. ***Students will then proceed into their homeroom to wait for the school day to begin.***

Bus Drop Off

(8:50 am)

Students who arrive at school via bus transportation will enter the building through two or three separate entry door ways to reduce congestion in the building. Two buses will unload at a time (utilizing different entry ways). ***Students will then proceed to their homerooms to wait for the school day to begin.***

Dismissal Procedure

School dismissal is at 3:30 PM. In the interest of safety and to alleviate traffic congestion, we will begin to dismiss walkers and pick ups at 3:15 pm.

Parent Pick Up

(3:15 pm)

All walkers and pick-ups will be dismissed out the cafeteria hallway doors. All children need an exit ticket (given by the Main Office) to leave the building at 3:15 pm. If they are picked up every day, please send a permanent note to be kept on file in the Main Office.

The Pick-Up process will be as follows:

- ***Please remain in your car and we will deliver your child to you.***
- A staff member will approach your car and ask your child's name. ***Be prepared to show ID.***
- The outside staff member will then radio into the cafeteria (where the students are socially distanced) and a staff member will escort your child to the parent pickup circle.
- ***Please do not arrive to pick up your child if a note has not been sent to the Main Office prior to dismissal time.***

Please note: Patience will be key! This will be a process, especially in the first couple of days, even weeks. This is going to take time and is subject to change if we see this process is not working. Any changes made will be communicated with parents in advance.

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

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

Bus Pick Up

(3:30 pm)

Bus Pick Ups will begin to dismiss at 3:30 pm. Students will remain in their homerooms until their bus is called over the intercom. There will be two buses called at one time. One bus will proceed to the lobby for dismissal and one will proceed to the gymnasium to be loaded after the first bus to ensure social distancing.

Please write a note if you should need to take your child out of school early. The office will notify the teacher and call for your child when you arrive at the school. Please be prepared to show identification at time of pickup. Arrangements for Brownies, dentists, etc. should be taken care of in writing one day in advance. Please 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, scouts, should be on file in the school office at the beginning of the year. If an activity is to continue throughout the school year, one note on file is sufficient. Please notify the office of any changes. In the absence of a note, children will be dismissed from school in their usual manner at dismissal time.

Traffic Pattern

For safety reasons, there is a one-way traffic flow into the student pickup/drop off area. ***Please observe the entrance and exit signs!*** These are in effect to prevent accidents. Please observe the drop-off point when driving your child to school. **PLEASE DO NOT PARK AT THE CURB OR IN THE FIRE LANE IN FRONT OF THE SCHOOL.** At the end of the day, walkers and pick-ups will start to be called at approximately 3:15 PM to avoid bus dismissal.

Notification of Absences

Please call Judson School at (860) 945-4850 and follow the voice prompts to report an absence. If a call is not received, the school will send out an automated call. You will be requested to call the school and confirm the absence. When a child returns to school following an absence, please

write a brief note stating the date and the reason for the absence. *If a child is absent from school for the day, he/she will not be able to participate in after-school or evening activities.*

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

1. The absence meets the definition for an excused absence (including documentation requirements);
2. The absence meets the definition of a disciplinary absence.

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes 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; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed verified, regardless of the length of absence. The medical note must be submitted within ten (10) days of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (additional documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no Parental documentation is required for this reason); or
 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

The final decision as to whether an absence is excused rests with school administration.

Pursuant to Section 10-198b of the 2012 Supplement to the Connecticut General Statute, ALL absences beyond 9 absences will be considered UNEXCUSED unless specific documentation is submitted (such as a doctor's notes).

**Please see the [Watertown Board of Education Attendance Policy](#) regarding attendance for further information.*

Make-Up Work Requests

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

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

Pupil Information

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

Custody

When a child's parents are separated or divorced, the issue of custody often becomes a matter of concern for the school. In order to protect the child and the 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.

Emergency Drills

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

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

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

Open House

The Open House for the 2020-2021 school year has been canceled.

Progress Reports

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

Report Cards

Non-custodial parents/guardians who wish a copy of report cards should send in a written request to the Main Office at the beginning of the school year to ensure we have correct addresses on file.

Parent-Teacher Conferences

Fall Parent Teacher Conferences will be held on November 18, 19, and 23, 2020. Spring Conferences are scheduled for March 16 and 18, 2020.

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

Student Agendas

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

Chain of Command

If you should ever have a concern that involves your child, please know we are always happy to work with you to resolve any issue that arises. Please be aware of the steps that you should follow:

- Speak to the teacher who works with your child first.
- If not resolved satisfactorily, call the principal.

- If not resolved, contact the Superintendent of Schools.
- If not resolved, contact the Board of Education liaison for your building.

It is our hope and goal to resolve concerns at the building level as all members of the school staff are eager to work with you and your child. Please contact your child's teacher whenever you have a concern or question.

Homework Policy

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

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

Parents will be notified by their child's teacher if there is a pattern of late or missed assignments in any subject area. It is the expectation of the Judson teachers and staff that all children will complete their homework.

Cell Phones

To avoid any disruptions to the school day, all cell phones must be turned off and remain in the student's backpack. Cell phones that are found not to be stored in a backpack will be confiscated. Parents/guardians will be called to pick up their child's phone.

Website

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

Field Trips

At the time of publication, there will be no field trips taking place during the 2020-2021 school year due to COVID-19. Staff will make all attempts possible to provide students with virtual learning experiences.

Lunch Program

A hot lunch program is offered at Judson School. Students may buy hot lunch or bring their own. Bi-Weekly lunch menus will be sent home in advance and are posted in classrooms and in the office. You may also access the menu on our district website.

The cost of the hot lunch program is \$2.75 per day. If you wish to make an 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 purchase half pints of milk sold at \$.55 each. Ice cream and snacks are sold daily and the cost varies. **Students are not allowed to bring drinks in glass bottles.**

In the event that a student forgets or loses lunch money, he/she may charge up to three hot lunches. After the third charge they will be allowed to have a cheese sandwich until the account is paid in full. We ask that this charge be paid within two weeks. Students may not buy snack while money is still owed. Efforts will be made to collect the outstanding balance on the student's account. In the event reimbursement is not received from a parent or guardian, a cheese sandwich and milk will continue to be provided until the outstanding balance is paid in full.

Forms for the Federal Lunch Program are distributed to all students at the beginning of the school year and upon enrollment. They are also available at any time during the school year in the main office. The forms are reviewed and those eligible for free or reduced lunch are notified in writing. We also have a breakfast program in place for any students who wish to purchase breakfast before school starts. The cost will be \$1.55 for paid students, \$.40 for students who qualify for Reduced Priced Meals and Free to students who qualify for Free Meals.

Celebrations

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

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

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

Forgotten Materials

In order to provide optimal quality instruction, classroom interruptions must be kept to a minimum. A phone is available in the Main Office for student use in the morning before announcements. If a child forgets a lunch, and the parent brings it to the office, the child will be notified. If no lunch is dropped off, a child will be allowed to charge a lunch in the cafeteria (up to three lunches).

If a child forgets a musical instrument or sneakers for physical education and the parent has dropped it at the office, the special teacher can send the child to the office before the instructional time to pick up the item. *Children who forget homework will have to bring it in the following day.* Classroom teachers have established guidelines for such situations to avoid interruptions of class instruction.

Lost and Found/Clothing

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

School Photographs

Each year all students are photographed for student identification for the district data base. Parents are given the opportunity to purchase photographs of their child and their classmates. This is a traditional school fund-raiser and allows families to obtain quality pictures at a reasonable price.

Yearbook

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

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

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

Eligibility for Special Education Services

Identification of a student who is eligible for special education services begins with a written referral or request. That written request may come directly from the parent/guardian or directly

from the school's Intervention Strategy Team. Either route requires that a request be in writing. A meeting will be held and evaluations discussed. Should an evaluation be warranted the evaluation must be completed and a meeting convened within 60 days of the date of signed consent to conduct an initial evaluation. Should a child be found eligible for services an individual education plan will be designed. Parents are encouraged to pick up a copy of their rights at the main office.

Health Services

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

Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. ***If a child has an elevated temperature (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.

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 and gym. 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.

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 3, 4, 5
- Audiometric screenings Grades 3, 4, 5
- Postural screenings Grade 5 Girls

Medication Policy

The Watertown School District’s policy complies with the State of Connecticut’s health regulations. Medications may only be administered in school with the **written** order of a qualified practitioner and **written** authorization of the parent/guardian. This includes prescription and over the counter medications needing to be given during the school day. Medications must be brought to school in the original container by a **parent or other responsible adult**.

At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. New medication orders must be written for every school year and must be on file with the school nurse. The use of cough drops/sore throat lozenges are not allowed due to the choking hazard. Please be aware there are two forms used for medication administration authorization. One is to be used for food allergies that require a medication such as an Epi-pen or Benadryl. The other form is for any prescription or over the counter medication to be given during the school day. Both are available by request or can be downloaded from the Judson website under Parent/Forms.

Allergies

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

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

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

Isolation Room

In accordance with state mandates and [Reopening, Reconnecting, & Reimagining: Watertown Public Schools Fall 2020 Re-Entry Plan](#), Judson has identified a designated isolation room (in addition to the nurse’s office) to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives.

Students who are symptomatic while entering school or exhibit COVID-19 symptoms during the school day will be immediately separated from others and sent to the isolation room where they will be supervised at all times and required to keep their masks on.

For more information in regards to COVID-19 procedures, please reference the above document.

Quarantine Period (Minimum Control)

COVID-19	14 Days
Chicken pox	When the rash has completely crusted over. Reminder to parents to avoid ASA products. Notify parents who are immune-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	Can remain in school once any indicated therapy has been implemented. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis, 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	Pediculocide per recommendation of school medical advisor. Twenty-four hours at home to remove lice. Parent/Guardian must accompany child to school with treatment documentation and remain while child is checked by the school nurse.
Pertussis	With written permission of M.D. and no less than 5 days after antibiotic is started.
Pinworms	Home until treated.
Ringworm	May return 24 hours after treatment has begun. May remain uncovered if under treatment.
Rubella	One week after rash appears.
Scabies	Must contact M.D. for treatment and remain home 24 hours under medication.
Scarlet Fever	May return to school 24 hours after antibiotic treatment started.
Shingles	No quarantine if affected area covered by clothing. If unable to cover (face, neck, possibly arms/legs) person excluded until lesions crusted over. Anyone in direct contact with an immune-compromised person

should also be excluded (regardless of site) until lesions have crusted over.

Strep Throat

May return to school 24 hours after start of antibiotic.

Tuberculosis

May return with note from M.D.

Vomiting

Twenty-four hours since child last vomited.

Insurance

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

Behavior Expectations

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

Our school staff and students believe in:

Respectful, Responsible and Safe Behavior

Be RESPECTFUL:

Valuing yourself, others and property

Be RESPONSIBLE:

Being a dependable and reliable person who makes appropriate choices.

Be SAFE:

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

STARS Program



– Students, staff and



– Teachers



– Acting



– Responsible, respectful and



– Safe

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

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

Stars Behavior Expectations

Arrival/Dismissal

Students are expected to:

- Keep hands/feet to self
- Keep personal space distance while seated
- Use inside voice

- Raise your hand for help/questions
- Leave items in your backpack
- Keep track of your belongings
- Stay seated in your homeroom/bus line
- Follow staff directions
- Walk in your line
- Stay seated in designated area

Hallways

Students are expected to:

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

Bathrooms

Students are expected to:

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

Classrooms

Students are expected to:

- Follow directions the first time they are given
- Listen to and acknowledge others' ideas
- Use manners
- Complete all assignments
- Always try your best

- Use materials and time wisely
- Keep hands and feet to yourself
- Use care during transitions
- Use materials appropriate

Cafeteria

Students are expected to:

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

Recess

Students are expected to:

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

Bus

Students are expected to:

- Use quiet voice
- Keep hands/feet to self
- Keep personal space
- Respect bus company property
- Follow bus driver's directions

- Report problems to the bus driver
- Be prepared with your belongings when your bus stop approaches
- Stay in your seat until the bus comes to your stop
- Wait for driver's signal to cross the road

Consequences for Failure to Follow Behavior Expectations

If inappropriate behavior is observed, the classroom teacher may implement appropriate consequences after any infraction which may include partial loss of recess, after-school detention, loss of privileges, etc. A behavior plan, parent 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 secluded area of the Main Office. All class work and assignments will be sent to student to be completed prior to the end of the day.

An Out-of-School Suspension is the highest level of discipline administered by the principal and is not dealt with lightly. *Based on the severity of the violation, a student may be Suspended Out-of-School from one to ten days with possibility of a review for expulsion with the Superintendent of Schools.*

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

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

- *Any other serious offense as determined by the administration.*

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

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

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

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

Visitor Policy

Visitors allowed into Judson School will be very limited. Should you need to drop something off or pick up a child, parents will utilize the lobby area to do so. ***No visitors will be allowed in the Main Office.***

District Policies

Entire policies are available on the District’s website at www.watertownps.org or may be viewed at each school. Such polices include, but are not limited to:

Asbestos Notification	Student Discipline Policy
Bullying Prevention and Intervention	Student Records Policy or FERPA notice

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

Policies and Procedures related to Covid-19

The following procedures are in effect until further notice and may supersede language and procedures found in the Judson Elementary School Student/Parent Handbook. Please refer to the Watertown Public Schools Re-Entry Plans as well as the Judson School Re-Entry Plan for more information related to procedures and protocols related to COVID-19:

Social Distancing

Students must maintain a social distance of at least six feet whenever feasible. Students must maintain the three feet of distance between desks in each classroom and in the cafeteria.

Cafeteria

Students will sit with their cohorts (homerooms) during lunch time. They will only sit on one side of the table and every other seat. 50% of the students will eat lunch in the cafeteria and 50% of students will eat lunch in the gymnasium.

Lunch waves have been extended by 10 minutes to allow for additional time to get all students sanitized and fed. Teachers will assist the last 10 minutes of each lunch wave in gathering their homerooms as well as sanitizing students' hands before transitioning to another part of the school.

Masks and Face Coverings

All students must wear a cloth, paper or disposable mask/face covering that covers the nose and mouth when inside the school building, with the exception of anyone that has a medical reason making it unsafe to wear a face covering.

Students who are medically exempt from wearing a face covering/mask must present a note from a qualified medical professional exempting them from wearing the face/covering/mask to the Main Office or to the School Nurse.

Mask Requirements

- Students should plan to bring their own mask to school. In the event that a mask is lost or forgotten, the school will provide a disposable mask for that day.
- Cover the nose and mouth when inside the school building
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape
- There will be at least one mask break per class period of five minutes in length. During mask breaks:
 - Students must face the same direction
 - Students are not engaged in discourse
 - Students are six feet apart from any other student also taking a mask break
 - Masks will not need to be worn outside, when actively eating or when participating in PE.

Mask Compliance

Level of Occurrence	Consequence
1-Classroom Level	<ul style="list-style-type: none">• Reminder• Warning
2- Classroom Level	<ul style="list-style-type: none">• Parent Notification• Consult with Support Staff to understand root cause for non-compliance

3- Main Office Level	<ul style="list-style-type: none"> • Administration Parent Notification • Student Intervention Plan • Should the behavior continue and it is of a defiant nature, more serious consequences will ensue, up to and including suspension
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Hand Washing and Hand Sanitizing Protocol

Students must use hand sanitizer upon entering the classroom and leaving the classroom. Students must wash their hands after using the bathroom. Students must use hand sanitizer when entering the cafeteria and when leaving the cafeteria as well as going out for recess and coming in from recess.

Staying Home When Sick

Students are strongly encouraged to stay home when sick. Symptoms of COVID-19 include but are not limited to:

Fever or chills

- Cough
- Fatigue
- Headache
- Sore throat
- Nausea or vomiting
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Diarrhea

Symptom Monitoring

Judson Elementary School will monitor COVID-19 related symptoms in students, staff and approved visitors to decrease the risk of spreading or contracting the virus while complying with relevant privacy and health laws.

Temperature checks will not be required for students, staff or approved visitors upon arrival. Instead, schools will engage in passive and active screening to monitor symptoms.

Passive Screening

Students, staff and approved visitors must be screened before leaving for school by checking to ensure temperatures below 100.0 degrees Fahrenheit (without having taken fever-reducing medications) and to observe for symptoms consistent with COVID-19.

Students, staff and approved visitors should stay at home if they are feeling sick, have any symptoms associated with COVID 19, or have had close contact with a person diagnosed with COVID-19.

Active Screening

Schools will screen students, staff and approved visitors as they enter school. Active screening includes visual wellness checks and any necessary follow-up temperature checks with no-touch thermometers (checking to ensure temperatures below 100.0 degrees Fahrenheit).

Students, staff and visitors will also be observed for illnesses including cough or respiratory distress, and may be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

There will be no COVID-19 testing of students, staff or approved visitors at school. Staff and approved visitors who are symptomatic while entering school or become symptomatic during the school day will be sent home and advised to seek medical care. The school nurse will advise symptomatic adults not to return until they have met CDC criteria to discontinue home isolation. Staff and approved visitors will be allowed to return 24 hours after a fever has broken, with a note from their healthcare provider, or with a documented negative COVID-19 test.

Procedures for Sick Students During the School Day

Yellow “TLC” <i>Can Wait</i>	ORANGE “Urgent” <i>Come Now</i>	RED “Emergency” <i>Run with Emergency Bag/AED</i>
<p>EXAMPLES:</p> <ul style="list-style-type: none"> • Itchy bites • Chapped lips • Minor scrape/cut • Minor tummy ache • Rash/bump/bruise • Lost tooth 	<p>EXAMPLES:</p> <ul style="list-style-type: none"> • Chills/Fever • Head injury • Bee sting • Nose bleed • Needs inhaler • Vomiting • Diarrhea 	<p>EXAMPLES:</p> <ul style="list-style-type: none"> • Anaphylaxis • Seizure • Choking • Low blood sugar • Asthma attack • Short of breath • Fainting/Pass Out

Teachers who feel their student needs to see the nurse will call the nurse prior to sending the student down. The nurse will meet the student outside of the Nurse’s Office and assess the student. The nurse will decide whether the student should enter the Nurse’s Office or be brought to the Isolation Room.

Hallway Traffic Patterns

Students must follow the hallway traffic patterns as they are labeled and/or at the direction of school staff members. The hallways will be outlined with the appropriate traffic pattern students should follow.

Attendance

Staff and student attendance and reasons for absences will be actively monitored and tracked in order to identify any trends that would suggest spread of illness, such as COVID-19.

Watertown's current coding system for absenteeism in our student information system platform (Powerschool) will be modified and will include a code for COVID-19.

Each building administrator along with the school's Containment Response Team will frequently review attendance data to identify students who are missing too much school in order to determine root causes for absenteeism and reverse the pattern of absenteeism. Effective tiered interventions will be put into place as necessary.

Attendance will be monitored across the three return to school scenarios (e.g. In-Person, Hybrid and Remote Learning Models).

Chromebooks

All students will receive a district-issued Chromebook. Students must keep the Chromebook in its protective case if the Chromebook comes in a protective case. Students must follow the Watertown Public Schools Acceptable Internet Use Policy when using their Chromebooks or any district computer.

Students must not deface, purposely damage, or destroy their Chromebook or the Chromebooks of other students. Students will be responsible for replacement payment in the case of willful destruction of or damage to Chromebooks. Students will inform their homeroom teacher if there is an issue with the district issued Chromebook.

Cameras in Classrooms

Teachers may use cameras in their classrooms so that students who are participating in voluntary remote learning or during hybrid learning days will have access to the classroom instruction. While the camera will focus on the teacher and the classroom whiteboard, students in the class may occasionally be seen on the screen.

Fire drills/emergency procedures

Classrooms will exit at their usual fire drill locations. Students will line up by class according to the map that will be distributed to staff members. Students and staff will wear masks for the duration of the fire drill.

Bus Protocol

Students and drivers must wear face coverings that completely cover the nose and mouth while entering, exiting and riding the bus. Upon entering the bus, students will fill seats from the back row to the front. Upon exiting, students must unload from the front to the back. These procedures will be explicitly taught and reinforced with students.

Students may not change buses. Students will be expected to ride the same bus to school in the morning and the same bus to home in the afternoon every day.

School Visitors and Item Drop-Off

Access to the buildings by visitors/families will be extremely limited and only for specific educational purposes. Each school will post a “No Visitors” sign to notify the community that visitors will not be permitted into school facilities unless scheduled to enter, required by law, or otherwise required by a student’s individualized educational plan.

Visitors with prior approval to enter the building will be instructed to self-screen before entering the school by checking to ensure temperatures below 100.0 degrees Fahrenheit and to observe for symptoms consistent COVID-19. Visitors should stay at home if they are feeling sick, have any symptoms associated with COVID-19, or have had close contact with a person diagnosed with COVID-19.

Each school’s Main Office will maintain a log for those visitors allowed into the building to facilitate contact tracing. The log will include name, contact phone number, and arrival/departure time of each individual. ***This log will be in the front lobby as visitors will not be permitted in the Main Office.***

Visitors/family members will not be allowed in the building to drop off items for students. An area outside the main entrance will be established for item drop-off, and the individual will ring the entry bell to alert office staff that there is an item to be delivered. These dropped-off items must be necessary for the child’s school day.

Remote Learning

Families may temporarily opt into voluntary remote learning rather than returning to school for in-person lessons. Families who opt into voluntary remote learning for their children should plan on continuing in this placement on a trimester basis as this information is essential for us to finalize students' classroom teachers and bus route/time.

If families decide to discontinue voluntary remote learning and return their child to school for in-person learning, they should notify the principal of the change. For the health and safety of both the student resuming in-person classes, and the school community, families should notify the principal two weeks prior to the anticipated change in learning location.

Remote/Hybrid Learning and Recording

Students or family members will not record or photograph any portion of a distance learning lesson without the written permission of the teacher before the class begins.