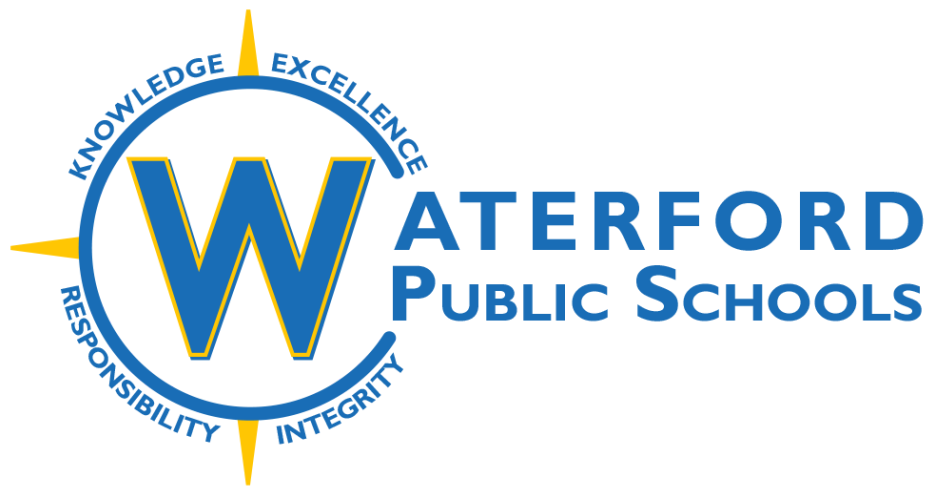


2023-2024
Elementary School
Parent & Student
Handbook



*Partners in
Education*



Mission

Waterford Public Schools is a community of learners that fosters and supports high aspirations, ensuring every student acquires the skills and knowledge necessary to be a responsible citizen, prepared to contribute and succeed in an ever-changing world.

In support of this Mission, we believe:

- ☐ Education is a collaborative responsibility requiring a partnership among the individual, family, school system, and community.
- ☐ Safety, integrity, and respect are critical to support success for all learners.
- ☐ The greatest potential for learning occurs when an individual's social, emotional, and academic needs are met.
- ☐ Student growth and achievement are enhanced when curiosity, creativity, and continuous improvement are valued by all members of the learning community.
- ☐ Evidence and information are the foundation of sound decision-making.

Board of Education Members

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Marcia Benvenuti – *Secretary*
Kathleen Elbaum
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Mark Geer
Director of Information Technology

Dianne Houlihan
Director of School Dining and Nutrition Services

WATERFORD ELEMENTARY SCHOOLS AND PRINCIPALS

Great Neck Elementary School

165 Great Neck Road
Waterford, CT 06385
Telephone: (860) 442-2593 Fax: (860) 437-6996
Billie Shea, Principal

Oswegatchie Elementary School

470 Boston Post Road
Waterford, CT 06385
Telephone: (860) 442-4331 Fax: (860) 447-6261
Joseph Macrino, Principal

Quaker Hill Elementary School

285 Bloomingdale Road
Quaker Hill, CT 06375
Telephone: (860) 442-1095 Fax: (860) 447-6267
Christopher Discordia, Principal

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Note: The information contained in this handbook is only a portion of the applicable policies students are expected to abide by. All policies of the Waterford Public Schools can be found online at www.waterfordschools.org.

The Waterford Public Schools Annual Notification Manual will also be distributed and can also be found online at www.waterfordschools.org. Please refer to this document for additional important information.

ELEMENTARY SCHOOLS' PHILOSOPHY

Each child is unique and brings special life, love and worth to our elementary schools – social institutions guided by principles of fairness and concern for each pupil with clearly defined educational and societal purposes.

Waterford Elementary Schools will encourage and assist students in their intellectual, social, physical, moral, emotional, aesthetic, and patriotic growth; will develop children's academic and social skills to prepare them for further education and to function as responsible, contributing members of society; will instill appreciation for our democratic system of government; and will work to increase understanding of and respect for racial and ethnic similarities and differences.

ADMISSION

Children entering kindergarten are required to be five years old on or before January 1st for the school year in which they are enrolling *. School year pre-registration takes place in the spring. Parents must bring birth certificates, proof of residency (mortgage or lease agreement) and immunization records in order to complete the enrollment. Kindergarten students must have a physical examination before starting school. Admission to our preschool program for students with no identified disabilities is on a lottery basis. The preschool lottery opens in early January of each year and closes by the middle of February.

*Note - beginning in the 2024-2025 SY students will need to be age 5 by the start of September to begin kindergarten.

ELEMENTARY SCHOOL SCHEDULE

Regular Day

8:25 a.m. – 3:10 p.m. (includes a 55-minute lunch/recess)

Shortened Day

8:25 a.m. – 12:25 p.m. (bag lunch will be provided to any student who orders one)

Before School Child Care is available during the school year from 7:30 – 8:25 a.m. If there is a delayed opening, child care will not begin at 7:30, but at the time equal to the amount of minutes of the delay. For example, a two-hour delay means child care will begin at 9:30 a.m.

Payment for this program is expected at the time of service, and checks should be made payable to Waterford Public Schools. Students may be excluded when/if payments are delinquent.

After School Care Programs are available at all of the elementary schools through the Waterford Out of School Care Program by Carelot. Please contact Carelot at 860-447-4049 Ext. 7167 for registration information. To enroll in the After School Program, visit <http://carelot.net/enroll/> and select the Waterford After School Program.

ATTENDANCE POLICY AND REGULATIONS ([BOE Policy #5010](#))

SCHOOL ATTENDANCE

All students enrolled in the Waterford Public School System are required to attend school on a regular basis. Regular attendance is essential for schools to be effective and is the legal responsibility of parents or guardians.

Connecticut State Law requires that children between the ages of 5 and 18 inclusive attend school regularly during the hours school is in session. The Waterford Board of Education has established and maintains regulations for all grade levels to guide staff in assisting parents or guardians in meeting their responsibility of ensuring that their children attend school regularly.

ATTENDANCE REPORTING

Each school shall maintain a record of individual unexcused and excused absences for students. For the purpose of attendance reporting, students in attendance for less than four (4) hours shall be marked absent. At the end of each school year, each school shall report to the Superintendent the number of students who are habitual truants. The Superintendent shall report this information to the State Department of Education annually.

Please call the school between 7:30 a.m. and 8:15 a.m. if your child is not going to attend on that day. You may also call prior to 7:30 a.m. and leave a voicemail message. For extended absences, notifying the school office in writing with specific dates and reason for absences will relieve a parent/guardian from calling each day. If we do not hear from you, we will make a reasonable effort to contact you at home or your place of employment.

EXTENDED ABSENCES

In cases where the child is well enough to do some work at home, but not well enough to return to school, the parents are encouraged to contact the teacher and inform him/her of the illness and request assignments to be sent to the office for pick up. Work will be ready at the end of the day if this call is made before 11:00 a.m.

ABSENCES OTHER THAN FOR ILLNESSES

Teachers are not obligated to plan schoolwork for students who travel while school is in session. Teachers will advise parents/guardians on providing good educational experiences for their children and then assign any necessary make-up work when the child returns to school.

TARDY POLICY

Any student arriving late must report to the office with their parent/guardian upon arrival prior to going to their classroom. The student will receive a tardy pass from the secretary and then report to the cafeteria to sign up for lunch. All elementary school students should enter the building with an adult and NOT be dropped off at the door. Parents/guardians are required to sign their child in and provide a reason for the tardy. Late arriving students must come through the main entrance. If a student accumulates 5 or more tardies each trimester, a meeting will be scheduled with the school administration and the parent.

ADMINISTRATIVE ATTENDANCE REGULATIONS

In accordance with Waterford Public Schools' Policy, the following procedures shall be adhered to for monitoring, reporting and intervening with regard to student absences in elementary and middle schools. *Highlights* include the following:

1. Students must attend for at least four hours a day to be considered present.
2. Any student absent 28 to 44 days (excused or unexcused) must successfully complete the Waterford Public Schools Summer Program to be promoted to the next grade level.
3. Any student absent 45 days or more (excused or unexcused) will not be promoted.
4. Teachers are not obligated to give assignments in advance of a student's absence.
5. It is the student's responsibility to complete all assignments within five school days, or seven calendar days, of his/her return from a school absence.
6. Attendance notification letters will be sent to the parent/guardian when the student has been absent 10 days, then again at 15 days, 20 days, 28 days, and 45 days.

Refer to Board of Education regulation #5010 for more information regarding student attendance.

DISMISSALS AND CLOSINGS

No student may be permitted to leave school at any time during the school day without the approval of the student's parent/guardian. No student will be allowed to leave the school in a manner other than usual unless a parent or guardian notifies the school (in writing) of this change. This note is to be sent to the office the morning that this change will occur. For those parents that opt to email the teacher and the office, please send emailed notes in before 12 noon. The school must also be notified if someone other than a parent/guardian will be picking up the student from school. That person should always have an ID with them.

UNSCHEDULED DISMISSALS

On occasion, schools may be dismissed early due to emergencies or inclement weather. When possible, the Superintendent's decision will be made by 11:00 a.m. The announcement will be, "Waterford Public Schools will have an early dismissal" (if applicable). This information will also be posted on the district's website.

Parents and guardians, please note: If school must be dismissed early because of hazardous weather or an emergency, please make certain your child knows what to do and where to go if you are not home. PLEASE be sure that the school has a current telephone number where you can be reached during emergencies.

EMERGENCY SCHOOL CLOSINGS

Emergency school closings and/or delayed openings are announced through our automatic notification system, on the Waterford Public Schools website – www.waterfordschools.org, Twitter – [@WPS_CT](https://twitter.com/WPS_CT) and on the following radio and television stations. Early dismissals are announced by 11:00 A.M.

TELEVISION	RADIO
• WFSB-TV Channel 3	• WCTY 97.7 FM • WTIC 96.5 FM
• WTNH-TV Channel 8	• WRCH 100.5 FM • WZMX 93.7 FM
• WVIT-TV Channel 30	• WKNL 100.9 FM • WTIC 1080 AM
• FOX CT – Channel 6	• WNLC 98.7 FM • WICH 1310 AM

School closings are announced as early as possible. A school closing announcement means also that there will be no transportation to out-of-town schools and that after-school and evening activities and programs are canceled.

AUTOMATIC NOTIFICATIONS

Waterford Public Schools use an automatic notification system to send out notices of cancellations, delays and emergency early dismissals. Messages will be sent out via telephone calls, emails and/or text messages. *This system may also be used to disseminate other vital information in a timely manner.* It is **very** important that your child's school has the correct contact information on file. Please contact your school's secretary if you need to update your phone number(s) or email address(es).

LATE SCHOOL OPENINGS

If necessary, schools will open late. The procedure for late openings in school is the same as for emergency closings, except that the announcement will be, "Waterford Public Schools will have a two-hour delay." A late opening means that all out-of-town transportation schedules also will be run two hours late.

Signs will also be posted on the entrance door so parents dropping students off for Before School Child Care will know that there is a delay and that child care is not available yet.

EMERGENCY EVACUATION INFORMATION

The Waterford School System has a planned procedure to safeguard your child in the event of a natural disaster or other severe emergency. When there is limited warning, students will be sheltered in those areas of the school buildings deemed most safe, under the direct supervision of staff members. As soon as possible, the Superintendent of Schools will direct the release of students to their homes. (This might cause a delay in students returning home).

When there is adequate warning for evacuation, arrangements will be made for the transportation of all students. Evacuation of the area would result in all students being bused to East Hartford. Do not interfere with such an evacuation. The students can be more safely evacuated by the normal bus transportation method. Families will be reunited in East Hartford.

If only the school building needs to be evacuated, the students would be sent home early. Please consider the following recommendations, which contribute significantly to the success of our emergency plan.

1. Be in your home when your child arrives from school. If personal considerations make this impossible, arrange for a responsible adult to supervise your child when he/she arrives from school.

2. Do not come to the school to pick up your child.
3. Do not attempt to telephone the school or the office of the Superintendent. This will only result in tying up the lines and may result in the delay of the school receiving important information.
4. Listen to the Emergency Radio Broadcast System and follow instructions. If these recommendations are not followed, the effectiveness of the protective action features of our emergency plan will be impaired.

EMERGENCY STUDENT DATA INFORMATION

The emergency information sheet must be filled out on each student, signed, and returned at the beginning of each school year. Each student is required to have the following up-to-date information on file at the school office:

1. Parent'(s) or guardian'(s) name(s)
2. An up-to-date address
3. Home telephone, parent'(s) work telephone numbers, and cell phone numbers
4. Emergency telephone number of a friend or relative
5. Physician's name and telephone number
6. Medical alert information
7. Email address(es)

Please notify us of any changes in this information.

SCHOOL / HOME PARTNERSHIP

PARENT COMMUNICATION

It is important that parents be kept informed of the progress of their children. Parent-Teacher Conferences and report cards are two of the several means employed to achieve this goal.

Parent-Teacher Conferences are scheduled in November and again in March, on an as-needed basis. Both academic and social progress will be discussed. Teachers or parents may schedule additional conferences if deemed necessary.

Report cards are issued three times a year (December, March and June) in grades PK-5. Parents are encouraged to provide teachers with feedback regarding any aspect of report cards.

FOOD AT SCHOOL

With each school year, we find more and more children who come to us with a variety of food allergies. In an effort to ensure everyone's safety, we work closely with the families and with our school nurse to set up care plans for these students. To that end, we request that you not send in any food items to be distributed in the classroom or in the lunchroom. As another safety measure, we remind our students that sharing food is not allowed. Further, teachers will not use food as a reward or incentive. Parents will be contacted if specific lessons include food items.

OPEN HOUSE

In the fall, there are Back-to-School Nights. The Back-to-School Night is a time to get acquainted with teachers, school policies, and educational programs. Please establish a separate time to talk with the teacher about a child's progress if a conference is desired or needed.

SCHOOL NEWSLETTER

Reasonable efforts are made to keep parents fully informed regarding school activities. A school newsletter will be available twice per month electronically on our district website at www.waterfordschools.org. Parents are encouraged to review the information by visiting the website regularly. Various notices may be sent home in your child's folder throughout the school year, as well. Providing the school with an email address will allow us to send you a reminder each Friday that the weekly newsletter has been posted.

VOICE MAIL

After 4:00 p.m. you can leave a voicemail message for a staff member. To do this, just call the school's phone number and listen for instructions.

EMAIL

You can contact any staff member through email. To do this, go to the website: www.waterfordschools.org and select your child's school from the top. This will link you to your child's school site where you can select the staff directory. You can also email by first initial last name@waterfordschools.org.

For more information about your child's classroom, you can visit their teacher website via the waterfordschool.org page, and/or their Google Classroom/Seesaw account.

STAT (Student Teacher Assistance Team)

The Student Teacher Assistance Team is Waterford's process for reviewing student needs, planning strategies, and monitoring progress. Procedures are outlined in order to ensure that the requirement for Connecticut's implementation of Response to Intervention, called Scientific Research Based Intervention (SRBI), is being addressed for each student with academic or social/emotional concerns. SRBI provides a continuum of support and instruction for children who are struggling to learn, and the framework has three tiers, with each tier providing differing kinds and degrees of support. STAT would make recommendations to place a student on a regular education intervention plan (Academic Intervention or Related Services Intervention Plan), or refer the student to special education. Parents are always notified when a teacher refers their child to STAT.

SCHOOL VISITS

All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict visitors based on the guidance of federal, state, and local health authorities. We ask that all visitors sign-in and are respectful of all school security measures in place.

ONE-TO-ONE DEVICE PLAN:

The goal of the one-to-one device program in Waterford is to provide an equitable learning experience for all students and integrate all digital resources offered to students. All students will be required to use a school issued device for the 2023-24 school year. The implementation of a one-to-one device program will ensure that our students will be provided with an innovative and equitable education and be prepared to leave with the knowledge and skills to be successful in today's digital society. More information on this program can be accessed via the [WPS One-to-One Device Program Website](#). All families are asked to fill out an [Agreement for Use of WPS Student Device](#) for each child in grades 4-12.

SPECIALS SCHEDULE

Students have daily specials on a rotating basis (A-D Schedule). Specials in K-5 are 45 minutes in length. Specials for PK are shorter in length to ensure they are developmentally appropriate. Specials are Art, Music, P.E. and Library.

MUSIC PROGRAM

General Music: Students in Pre K through Grade 5 have music class every four-day rotation. During general music class, students listen to various types of music, sing, move, dance, play games, and play classroom instruments. The general music curriculum is cumulative, so that by the end of fifth grade, students will have experienced the music and games of many cultures and historical periods while they learn how to read musical notation. Reading music is especially stressed in the third grade. Recorder will be introduced during fourth grade and will continue in fifth grade. Music grades are based on effort.

Chorus: Fourth and fifth graders may elect to join chorus. Weekly rehearsals are held. Chorus members will strengthen their musical skills as they prepare selections for a spring concert.

Orchestra: Third through fifth graders may opt to take string instrument lessons during school. Lessons are taught during the school day. Students are expected to practice from 10 minutes (beginners) to 30 minutes (advanced) 5 days per week. Parents are encouraged to attend their children's lessons when possible. When students advance far enough in their lessons, they will enter the orchestra. Weekly orchestra rehearsals will prepare the orchestra for a spring concert.

Band: Third through fifth graders may opt to take wind instrument lessons during school. In addition to the wind instruments, fifth graders may take percussion lessons. Lessons are taught during the school day. As well as their lessons at school, students should practice at home 15 minutes (beginners) to 30 minutes (advanced) 5 days per week. When students advance far enough in their lessons, they will enter the band. Weekly band rehearsals will prepare the band for a spring concert.

EDUCATIONAL FIELD TRIPS

Educational field trips to points of interest are made available upon request of the teachers. When trips are planned, permission slips are sent home to parents for their signatures. All Waterford Public Schools' field trips are to be by bus, unless approved by the Superintendent of Schools. Parents may be called upon to chaperone these excursions.

In accordance with [Waterford Board of Education policy #5050](#), any student who does not return a signed permission slip will not be able to participate in the field trip.

EXEMPTION FROM INSTRUCTION [\(BOE Policy 6010\)](#)

A student may be exempted from instruction upon receipt by the building administrator of a written request for such exemption from his/her parent or guardian. A parent request must specify a specific and legitimate reason and be mutually agreed upon by both parties.

STUDENT BEHAVIOR CODE AND GENERAL SCHOOL RULES

In accordance with our elementary school's philosophy, disciplinary practices shall be guided by the principles of fairness and concern for each student. To this end, faculty and staff will use procedures consistent with promoting understanding of appropriate behavior, respect for others and acceptable language. Disciplinary procedures involving corporal punishment shall not be employed. Deliberate humiliation, embarrassment and ridicule are prohibited.

Firmness, fairness, and consistency, tempered by the use of learning experiences and consequences, guided by differences in each individual situation shall be the principles which underlie disciplinary procedures. In situations deemed serious or even reasonably serious, parental involvement will be requested. In all instances the health, welfare and safety of all children shall be paramount. All children shall be treated with kindness and compassion in an effort to preserve individual dignity.

In accordance with our school philosophy, all children are expected to:

- Demonstrate respect for others, including students and staff members
- Be respectful of school property
- Abide by the rules of the playground
- Walk in the corridors, behaving in a manner so as not to disturb other classes
- Obey general safety rules on buses

The following is a list of behaviors that are not permitted at school:

- Fighting or improper physical contact with other students
- Inappropriate use of technology
- Making threats against students or staff
- Exhibiting a disruptive attitude or conduct on school grounds
- Using obscene language or gestures
- Showing disrespect toward any individual or toward a person's racial/ethnic/familial background
- Refusing to obey directives from staff or school rules (insubordination)
- Entering or leaving an assigned area without permission
- Vandalizing the school or another student's property
- Smoking
- Using alcohol or drugs
- Exhibiting sexual harassment
- Bringing pets to school

The following are possible consequences for infraction of these rules. One or more may apply. School administrators have broad discretion in determining whether and how to discipline students. In determining consequential actions, the administration may consider evidence of past disciplinary actions.

- Student conference
- Parent contact
- Conference with parent
- Detention by the teacher or principal during lunch or after school (parents are responsible for transportation)
- Suspension in or out of school, at the discretion of the principal
- Restitution
- Other consequences deemed appropriate

Electronics in School:

Students have access to a district issued device during the school day (PK-1 iPads, 2-5 Chromebooks). Students do not need to bring technology from home to access the curriculum or lessons at school. The district acknowledges that many parents choose to send their child to school with a cell phone or device for safety purposes. We ask that these devices be "off and in the backpack," during school hours, including on the bus. Please note that the district is not responsible for damaged or lost personal devices.

DANGEROUS WEAPONS IN THE SCHOOL

[Board of Education Policy #5180](#) expressly prohibits bringing dangerous weapons and instruments to school. A student having in his or her possession, including in his or her desk, a dangerous instrument or anything resembling a dangerous instrument will be subject to both school discipline and/or law enforcement intervention. Use of any dangerous instrument or weapon will result in prosecution. We ask each parent and guardian to please ensure that your child does not inadvertently bring inappropriate items to school. Toys that replicate dangerous weapons are prohibited. Laser pointers are also not allowed in school, other than for instructional use by the teacher only. The Board of Education Policy extends to school-sponsored activities and events.

ALCOHOL AND DRUG USE/ABUSE

The use of illicit drugs or the unlawful possession of alcohol and drugs at school or at school activities is strictly prohibited and likely to result in suspension from school. Law enforcement officials will be notified in cases when individuals are found in possession of drug related paraphernalia or illicit drugs. Please refer to [Board of Education policy #5180](#) for further information.

SMOKING AT SCHOOL

[Board of Education policy #1165](#) prohibits smoking, including smoking using an electric delivery system (e.g. e-cigarettes) or vapor product within any and on school grounds.

VANDALISM IN THE SCHOOL

Vandalism is prohibited in the school or on school property. Parents of students who violate this policy will be held liable for any damage caused by vandalism ([Board of Education Policy #5290](#)).

BULLYING

Bullying means any act by a student or a group of students that is direct or severe, persistent or pervasive, which causes physical or emotional harm to an individual, places an individual in reasonable fear of physical or emotional harm and infringes on the rights or opportunities of an individual on school grounds; at a school sponsored or school related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the Board of Education; or through the use of an electronic device or an electronic mobile device. Please refer to Board of Education Policy #5020 for more information.

HAZING

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. ([Board of Education Policy #5180](#))

PETS

Under no circumstances are pets allowed on school grounds.

SCHOOL GROUNDS

The Waterford Recreation and Parks Department maintains school grounds. Parents and citizens are encouraged to use playgrounds on school property after school hours. Use of school playground facilities during the school day by non-student groups, or by individuals not associated with the school, requires the approval of the principal. Group use of fields and special areas are scheduled through the Recreation and Parks Department (860-444-5881). Walking your animals on school playgrounds is prohibited, as animal droppings present a health and safety hazard to students.

DRESS CODE ([BOE Policy #5190](#))

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 or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., profanity, hate speech or other overly offensive or disruptive writing or pictures), causes distraction or disruption to the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset or hurt others is prohibited.

Please refer to **District BOE Policy #5190** for specific guidelines regarding appropriate dress.

Weather permitting, all students have outdoor recess, so please be sure your children are properly dressed for the weather. It is helpful for students in PK through Grade 1 to keep a spare set of clothing at school.

SCHOOL TRANSPORTATION ([BOE Policy 5230](#))

It is the goal of the Waterford Board of Education to establish an appropriate transportation system for qualified school aged children within the guidelines set forth in the General Statutes of the State of Connecticut. Highlights of this statute are as follows:

- Maximum walking distance for pupils below 10 years of age or enrolled in the equivalent of grades K-3 is one half mile.
- Maximum walking distance for pupils 10-17 years of age or enrolled in the equivalent of grades 4-12 is one mile.
- Normal transportation time shall not exceed one hour.
- Normal transportation is defined as the combination of walking and riding time under good weather conditions.
- Pupils may be suspended or excluded from transportation privileges for serious and/or repeated infractions of rules, laws, or breaches of discipline.

The transportation system is planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles regarding the safe operation of student transportation vehicles. There is no requirement and therefore no accommodations for parents to view their children from their homes. Many parents have other children to care for in addition to their school aged child(ren); however, we cannot locate bus stops based on these needs.

Waterford students will be transported to and from school only on their assigned bus. They will be picked up and dropped off only at their designated stops. Students who are transported to/from daycare facilities must have a [Student Transportation Form](#) on file in the school's office. The form must be completed by their parents/guardians. A notice of two school days is required for approval by the bus company and for implementation. Please note that daycare is defined as a consistent, regularly-scheduled arrangement between parent(s) and provider. A temporary babysitting arrangement is not considered daycare.

Transportation is provided to/from the following licensed daycare facilities and schools:

<u>Ballestrini's</u>	<u>Carelot</u>
Great Neck	Great Neck
Oswegatchie	Oswegatchie
Quaker Hill	Quaker Hill

Phone calls, facsimiles, and electronic mail will be accepted as a transportation note only in an emergency. In the event you need to change your child's designated stop, it will be necessary for you to complete the Bus Stop Change Request form, which is available in each school office. Your request needs to be approved by the Business Office. As always, we appreciate your support and cooperation as we continue to work with Student Transportation of America to ensure that our students are transported to and from school in a safe, timely fashion.

SAFETY PROCEDURES

SCHOOL BUS SAFETY

The majority of our students are transported to and from school by bus. Please read the following student guidelines carefully. Safety of students and employees is important to everyone.

- Enter the bus in an orderly manner and take a seat promptly.
- Follow the instructions of your school bus driver.
- Remain in your seat except while entering or exiting the bus.
- Keep arms and hands inside the bus at all times.
- Keep aisles clear at all times.
- Remain quiet and orderly.
- Be courteous to your school bus driver and fellow passengers.
- Be alert to traffic when leaving the bus.
- Do not eat food while riding the school bus

SUSPENSION OF TRANSPORTATION PRIVILEGES

Students may be suspended or excluded from transportation privileges for serious and/or repeated infractions of rules, laws, or breaches of discipline. All suspensions and exclusions will be in accordance with [Board of Education Policy #5230](#).

Guidelines regarding transportation disciplinary actions for violating transportation rules (as defined in Student Handbooks and Regulations) are as follows:

- | | |
|--------------------------|--|
| 1 st offense: | Written notice of warning to parents |
| 2 nd offense: | One (1) to three (3) days suspension from transportation |
| 3 rd offense: | Four (4) to five (5) days suspension from transportation |
| 4 th offense: | Up to ten (10) days suspension from transportation |
| 5 th offense: | Referral to the Board for consideration of expulsion from transportation |

BICYCLE SAFETY

- State law requires children to wear helmets. Students who come to school on a bicycle without a helmet will not be allowed to ride the bicycle home.
- Written parental permission is required for a child to ride a bicycle to or from school.
- Students are expected to keep bicycles in bicycle racks. The school assumes no responsibility for them.
- Once a bicycle has been parked, it is not to be touched by anyone, including the owner, until it is time to go home.

PLAYGROUND SAFETY

Please adhere to the following general playground rules:

- Give one another plenty of room for safety.
- No pushing, fighting, or roughhousing
- No sand, snow, or stone throwing
- No standing on the swings or jumping off swings
- Pay immediate attention to those supervising the playground
- Stay within playground boundaries—don't go into the woods
- Children should not play tag
- Take turns and share equipment

FIRE/CRISIS DRILLS

State Statute and our district Security and Safety Plan indicate each school shall conduct at least 10 fire drills/crisis drills annually. A crisis drill enables us to maintain safety within the building in the event of a community emergency.

HEALTH INFORMATION

MEDICAL POLICIES – [BOE Policy 5000](#)

School personnel are under mandate to handle medications in a very specific manner in compliance with Board of Education policy as follows:

The Waterford Board of Education requires a written order by an authorized prescriber and parent or guardian's authorization for a nurse to administer medicinal preparations or in the absence of the nurse qualified school personnel for certain medications.

This law requires the cooperation of parents, educators and others associated with the school. We ask parents not to send any medications to school with a child. Board of Education requires a written "Authorization for the Administration of Medicines" form signed by both the authorized prescriber and parent or guardian granting permission to school personnel to administer medications to children.

INJURY OR ILLNESS

In case of injury, a child will be cared for temporarily by the school health personnel or member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

In case of illness, the student will be sent to the school health room. At that time, the school health personnel will determine whether the student can remain in school or should go home. Parents will be notified and are expected to pick up their child as soon as possible when the student should go home. Children who are ill will not be sent home on the bus to safeguard the child and to prevent the spread of infection.

It is recommended that you keep your child home if you suspect that he/she is contagious. Some of the symptoms that may mean an illness is contagious are: unexplained rash; repeated vomiting and/or diarrhea within the past 24 hours; mucus, pus, or thick crusting from the eye; sore throat, especially if accompanied by fever or swollen neck glands; and unusual fatigue, confusion or irritability.

Children sent to school are expected to participate in all school activities unless excused by a physician.

IMMUNIZATIONS – BOE Policy 5095

The Waterford Board of Education requires that all children attending school in the Waterford Board of Education be properly immunized against various diseases. Before a child enters school, proof of immunization must be presented to school health personnel.

SERVICES OFFERED THROUGH THE SCHOOL HEALTH PROGRAM

VISUAL SCREENING

Students are screened according to current state guidelines for visual acuity. If a deficiency is found, the parents are notified and urged to seek professional care.

AUDIOMETRIC SCREENING

Screening is conducted according to current state guidelines in order to identify hearing difficulties. Individual tests are given in any grade upon the request of a teacher, parent, administrator, or family physician.

POSTURAL SCREENING

Scoliosis is an insidious spinal abnormality which often appears during the years of rapid growth. Postural screening is carried out according to current state guidelines in an attempt to identify spinal curvature early. If detected in its beginning stages, treatment by exercise or brace may be all that is necessary to prevent further complications.

SCHOOL BASED HEALTH CENTER

Waterford Public Schools has two School-Based Health Centers (SBHC) through UCFS Healthcare located at Waterford High School and Clark Lane Middle School. The centers provide comprehensive physical and behavioral health and well care to students who attend Waterford Public Schools. Both School-Based Health Centers are available for **ALL** Waterford Public Schools' students.

The School-Based Health Centers are staffed with an APRN (Advanced Practice Registered Nurse) and two Behavioral Health Clinicians who are experts in adolescent health and employed by UCFS Healthcare. SBHC services and care supplement and coordinate with services and care provided by private pediatricians. SBHC's services include yearly well-child examinations, vaccinations, sports physicals, and acute and chronic care visits with an emphasis upon prevention through early intervention and education. Behavioral Health offers services in mental health assessments, substance use screenings and counseling. Parental consent for services is required in accordance with all laws. Services are billed to insurance carriers, and assistance is available for those who are not insured. More information on the School-Based Health Centers can be found on the Waterford Public Schools Website at https://www.waterfordschools.org/parents_family/for_students/school-based_health_center.

SCHOOL INSURANCE

School insurance is available to children of Waterford Public Schools. Medical benefits are available under two different plans, which will be sent home with students at the beginning of each school year. The Board of Education relies on parent-acquired insurance to cover personal injuries or damage to property that occurs on school grounds.

HOMEWORK

HOMEWORK PHILOSOPHY - [Board of Education Policy #6020](#)

Homework assignments are an integral part of the student learning process. Assignments appropriate to the course of study shall be given in quantity and degree of difficulty corresponding to the age, grade level, and ability of students.

Homework assignments will not be given in advance for absences due to vacation.

FOOD SERVICES INFORMATION

Students may purchase a variety of nutritious meals, to include breakfast and lunch. Our School Breakfast Program is available to all students every weekday morning. You do not need to register your child in advance. Hot meals are served at lunch each day, as well. Lunches also include sandwiches, salad plates, and a selection of a la carte foods during lunchtime in the school cafeteria. The main meal featured on the school lunch menu follows the National School Lunch Program meal pattern, offering at least eight ounces of milk, a serving of meat or protein alternate, bread or carbohydrate alternate (eight per week), plus either two vegetables or fruits, or one vegetable and one fruit. Milk, water, juices, fruit, and other healthy snacks are also available separately. This allows students to make healthy food choices to meet their energy requirements.

Daily Rates			
Breakfast	Lunch	Healthy Snack	Milk
\$2.25	\$3.25	\$1.00 - \$1.75	\$0.75

For both breakfast and lunch, the Waterford Public Schools use an on-line service called MySchoolbucks.com. This program offers families the convenience and information needed to manage their children's meal account. It provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection. With MySchoolbucks.com, any family can create a free, secure account in order to check your student's current account balance and monitor the items your child purchases in the cafeteria. Parents can also sign up to receive email notifications when the account reaches a low balance. You can either send money with your child to school to be added to the account, or you can make a prepayment in his/her meal account using a check, credit card or debit card at MySchoolbucks.com (Please note: There is a small program fee, per transaction, to make a prepayment electronically). Any questions about the automated online system can be directed to the Waterford Food Service Department at 860-444-5862.