



## Rotella Interdistrict Magnet School



*~It STARTs with the ARTs~*

380 Pierpont Road  
Waterbury, CT

Phone 203-574-8168  
Fax 203-574-8045  
[www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us)

# Parent Student Handbook 2013-2014

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***For policies, procedures, monthly newsletter, monthly menu,  
school calendar, handbook, news and updates...  
please visit our WEBSITE at***

**[www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us)**

***Click on School Links (left), then Rotella School***

## **Rotella Magnet School Mission Statement**

The mission of Rotella Interdistrict Magnet School is to provide all students with a challenging, comprehensive academic program infused with instruction that incorporates dance, music, theater and the visual arts. This arts-integrated approach to education is based on the philosophy that, when the skills of the artist---creative problem-solving and self-expression---are applied to learning in the academic disciplines, student achievement is maximized. As students experience the full range of artistic expression that flows from various world cultures, they will gain a deeper appreciation for the diversity of the human family.

## **Waterbury Public Schools Mission Statement**

The mission of the Waterbury school system is to establish itself as the leader in Connecticut for urban education reform in partnership with the State Department of Education and the entire Waterbury community. The school system will provide opportunities for all students to maximize their skills and talents in an atmosphere where teaching and learning flourish under the never-wavering belief that all students can be exemplary students, while becoming respectful, responsible, productive citizens vital to our community.

## **Nondiscrimination**

The Waterbury Public Schools do not discriminate in admission to, access to, treatment in, or employment in its services, programs, and activities, on the basis of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972 (Title IX); on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination Act of 1975 (Age Discrimination Act); gender identity and expression, (PA 11-55); or any other protected status, such as sexual orientation.

The Waterbury Public Schools do not retaliate against any complainant who alleges discrimination.

To file a complaint alleging discrimination or harassment by Waterbury Public Schools on the basis of race, color, national origin, sex, gender identity or expression, disability, or age, under Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, PA 11-55 or their respective regulations, or any other protected status such as sexual orientation, please contact:

Superintendent  
Waterbury Public Schools  
Department of Education  
236 Grand Street  
Waterbury, Connecticut 06702  
(203) 574-8004

Inquiries and complaints concerning the applicability of the aforementioned laws and regulations may be referred to the:

U.S. Department of Education  
Office for Civil Rights (OCR)  
JW McCormack POCH  
Boston, Massachusetts 02108-4557  
Phone (617) 223-9662 TTY (617) 223-9695

# SCHOOL STAFF

**Gina L. Calabrese, Principal**

## Office Staff

Rosalie Veneziano	Teaching Vice Principal
Jean Zastaury	Grants Facilitator
Lisa Alexander	School Secretary
Elizabeth Lopez	Administrative Support Specialist
Nancy Urbanski	Office Assistant

## Pre-K

Ashley McLaren  
Bernadette Ouellette  
Crystal Petteway  
Barbara Stanco

## Kindergarten

Ellen Barrett  
Nancyjean Cipriano  
Ellen Lee  
Kelly Pinho  
Susan Romaniello

## Grade 3

Christina Altieri  
Dolores Bambus  
Terri Miller  
Mary Monroe

## Grade 4

Diana McGrath  
Karen Reisinger  
Mariannina Sullivan  
Veronica Summerfield

## Classroom Assistants

### Pre-K

Janet Beaudoin  
Stacey Daddona  
Jennifer DeJesus  
Noreen Tariq

### Kindergarten

Melissa Lloret  
Nancy Mancini  
Lisa Meehan  
Leda O'Connor  
Valerie Vicenzi

## Art

Suzanne Dionne  
Nichole Titley

## Math

Dawn Biolo  
Lisa Ecke

## Science

Rosalie Veneziano

## Integrated Arts

Margaret Harrigan

## Audio/Video Tech

Bryan Michaud

## Physical Education

Catherine Molaskey

## Media Specialist

Denise Riley

## Library Tech

Victoria Lanouette

## Library Page

Martha Thomas

## Literacy Tutors

Anthony Antonucci  
Rosalie Freeman  
Joanne Maldonado  
Sandra Mestek

## Kitchen Staff

Kim Walters, Cook/Manager  
Mary Ann Dostaler  
Linda Generali

Josephine Giordano  
Maria LaPointe  
Elaine Remillard

## Parent Liaison

Lauren Lombardi

## Building Sub

Veronica Paulsen

**Ellen Paolino, Supervising Vice Principal**

## Student Services Personnel

Roberta Abell	Supervisor of Special Education
Diana Dane	Guidance Counselor
Katie Brayton	Social Worker
Jim Labrecque	School Psychologist
Luljeta Rashiti	Speech Pathologist
Stacey Campbell	Attendance Counselor

## Grade 1

Raffaele Banner  
Renata Beaton  
Erica Biolo  
Jennifer Pearson

## Grade 2

Michelle Boscarino  
Angela Calo  
Laura Caruso  
Monica Santovasi

## Grade 5

Carla Cruess  
Laureen Decerbo  
Joan Dooling  
Nicole Solimine

## Special Education

Donna Drapatin  
Carol DeGruttola  
Susan Normandin

## Special Ed Paraprofessionals

Debra Begin  
Ersilia Cicchiello  
Kelly DelGatti-Dupont  
Carol Michaud  
Greta Monteiro  
Kathleen Sugrue

## Grade 1

Jazmin Feliciano  
Jacqueline Hamel  
Patrick Harrigan  
Vanessa Olivero

## Reading

Kate Stanco  
Jeanne Stevens

## Music

Brian Ladden  
Brenda Ledbetter

## Language Arts

Suzanne Gravel

## Literacy/Drama

Marly Parker

## Computer Instruction

Angela Heidgerd

## Network Specialist

Mark Poulin

Susan Strumello

Priscilla Szczepanski

Sarah Williams

Carol Zemaitis

## Math Tutors

Michelle Arzano  
*Vacant*

## School Nurse

Joyce Renna

## Lunchroom Aides

Linda Owens  
Deborah Raspo  
Jeannine Santos  
Linda Walters

## Custodial Staff

Joseph Cicchiello  
Louis Ciriello  
Raymond Fortier  
Garnet Goulbourne

## Intern

Ermonela Xhafi

## Dance Resident

Marcia Schultz

## Important Phone Numbers

Main Office	203-574-8168
Fax	203-574-8045
School Nurse	203-346-6153

Parent Liaison	203-573-5035
Social Worker	203-346-5038
Guidance Counselor	203-573-5034

## SCHOOL HOURS

<u><b>Regular School Day</b></u> <u><b>GRADES K-5</b></u>  9:05 am – 3:20 pm	<div> <u><b>Regular School Day</b></u>  <u><b>PRE-K</b></u>            Waterbury and non-participating districts  <u><b>NON-BUS Students</b></u>            9:00 am – 2:20 pm            *Students may be dropped off beginning at 8:45 am         </div> <div>           Participating districts  <u><b>BUS Students</b></u>             9:00 am – 3:20 pm         </div>	<u><b>EARLY Dismissal</b></u> <u><b>4 ½ HOUR DAY</b></u> Any dismissal that is <u><b>PRE-SCHEDULED</b></u> on the School Calendar 9:05 am – 1:35 pm
<u><b>EMERGENCY Dismissal</b></u> Any dismissal that <u><b>IS NOT PRE-SCHEDULED</b></u> on the School Calendar 9:05am – 12:30 pm	<u><b>90 Minute Delay</b></u>  10:35 am – 3:20 pm	School cancellations, late openings and emergency dismissals (due to inclement weather or any emergency situation) are broadcast over TV Channels 3, 8, 30 and Local Channel 16 and over radio stations WATR, WPOP, WWCO (AM). You can also go to TV websites such as <a href="http://www.wtnh.com">www.wtnh.com</a> or the Waterbury School website, <a href="http://www.waterbury.k12.ct.us">www.waterbury.k12.ct.us</a> .

***Please DO NOT call the school for information regarding late openings or early / emergency dismissals.***  
*(Please refer to TV, radio, internet)*

## EMERGENCY DISMISSAL

An **EMERGENCY DISMISSAL** is any dismissal that **IS NOT PRE-SCHEDULED** on our school calendar. Most of the time, the TV and radio refer to it as an 'Early Dismissal'; however, **IF IT IS NOT PRE-SCHEDULED ON OUR SCHOOL CALENDAR, IT IS AN 'EMERGENCY DISMISSAL.'**

In the event of an emergency dismissal from school due to storms, heating problems, etc., it is **EXTREMELY IMPORTANT**, especially when parents are not at home during the day, that students have a plan-of-action to follow. **Children should know what to do and where to go in the case of an emergency dismissal. Parents need to discuss this with their children and have a plan-of-action in place ahead of time.**

Please keep in mind that when dealing with an impending storm, most parents become aware of the possibility of an emergency dismissal through weather forecasts. However, other events such as heating breakdowns or loss of water cannot be anticipated by the school or parents. Thus it is **IMPERATIVE** that each student be instructed, by their parents, regarding what to do in this case.

Students will not be allowed to come to the Main Office to call parents to inform them of an emergency or early dismissal.

### After School Program Cancellation

Anytime there is an Emergency Dismissal, ALL after school activities are cancelled, including our After School Enrichment and Academic Programs. Also, if the weather forecast is threatening, it is likely that the Superintendent of Schools will cancel all after school programs and activities throughout the district. **Parents MUST listen to the radio, watch TV, or go to [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us) to get this information.**





**WATERBURY PRESCHOOLERS and OUT-OF-DISTRICT PRESCHOOLERS who DO NOT reside in Thomaston, Plymouth/Terryville, Wolcott, or Naugatuck ARE NOT provided with busing.**

**HOURS:** 9:00 AM to 2:20 PM

**DROP-OFF TIME:** 8:45 to 9:00 AM ONLY! (At your assigned door)

**Miss McLaren & Mrs. Stanco: Door # 7**

**Mrs. Ouellette & Mrs. Petteway: Door # 8**

**CAR DROP-OFF PROCEDURE:** All vehicles will drive around the back of the school via the access road. (Access road is located to the right of the school and you enter from the circular driveway in the front of the building) Drop-off is **ONE** car at a time – onto the sidewalk. Cars **MUST** stay in line and to the left so that cars can go by. Staff is at the door to greet the students. Adults should stay in their vehicles and just drop students off to waiting staff member. If you feel you must exit your vehicle to talk with a teacher or staff member, pull all the way to the next sidewalk and walk back to the teacher.

If you also need to drop off a student in grades K-5, you will be given a 'parking pass' from the Pre-K teacher. You must drop off your K-5 student first, at the corner of the school and the access road (where the sidewalk starts). A staff member will be present to monitor these drop-offs. Then proceed to drop off your Pre-K student at your assigned door.

**At 9:00 AM the doors are LOCKED.** After 9:00 AM, parents must park their cars in the lot, walk the student in through the FRONT DOOR, go to the Main Office, and sign the student in. The student will be given a 'Late Pass' and the parent will walk the child to the classroom. Please keep in mind that every three (3) tardies equals one (1) absence.

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**PICK-UP TIME:** 2:20-2:30 PM SHARP! (At your assigned door)

**Miss McLaren & Mrs. Stanco: Door # 3**

**Mrs. Ouellette & Mrs. Petteway: Door # 8**

**CAR PICK-UP PROCEDURE:** Park carefully and each child will be dismissed – to his or her adult driver – on the sidewalk, as called by the teacher. Photo ID's will be checked as needed.

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**90 MINUTE DELAY:** 10:20-10:30 AM to 2:20-2:30 PM

**EARLY DISMISSAL:** Any **PRE-SCHEDULED** dismissal on our school calendar: **8:45-9:00 AM to 12:20-12:30 PM**

**EMERGENCY DISMISSAL:** Any dismissal that is **NOT PRE-SCHEDULED** on our school calendar:  
**8:45-9:00 AM to 10:50-11:00 AM** (lunch will be served at 10:30 AM)

**OUT-OF-DISTRICT PRESCHOOLERS who reside in Thomaston, Plymouth/Terryville, Wolcott, and Naugatuck ARE provided with busing.**

**HOURS:** 9:00 am to 3:20 PM

**BUSING PROCEDURE:** Students **MUST** take the bus home in order to stay after 2:20 PM. Students may ride **ONLY** the bus to which they are assigned. If your child is not taking the bus home to Naugatuck, Thomaston, Plymouth/Terryville, or Wolcott, he or she **MUST** be picked up at **2:20 PM SHARP**. There are **NO EXCEPTIONS**.

**90 MINUTE DELAY:** 10:20-10:30 AM to 3:20 PM

**EARLY DISMISSAL:** Any **PRE-SCHEDULED** dismissal on our school calendar: **9:00 AM to 1:35 PM**

**EMERGENCY DISMISSAL:** Any dismissal that is **NOT PRE-SCHEDULED** on our school calendar:  
**9:00 AM to 12:30 PM** (we load buses as they arrive)

**ALL PRESCHOOLERS**

**EMERGENCY CONTACTS:** We need the names and current phone numbers of 3 people who can be contacted in the case of an emergency. We need phone numbers that will connect us to a **live human being** (no voice mail, etc.) Please include the name of at least one person who lives within reasonable driving distance so that it is possible for that person to pick up your child at school. **ALSO:** We need names of any person who has your permission to pick your child up at dismissal time. We will ask for a picture ID.

## **WATERBURY BOARD OF EDUCATION POLICIES**

All Waterbury Board of Education Policies are available on our Waterbury Public Schools website. Go to [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us), on the left click on the Board of Education link, and then go to Policies. A few of these policies are available to you in our main office. If you would like a copy of the Discipline Policy, Attendance Policy, or Bullying Policy, please ask in the office and they will make a copy for you. The Dress Code/School Attire Policy is included in student folders.

### **CORRESPONDENCE TO SCHOOL**

Anytime you send correspondence to school, such as lunch money, notes to the office, changes in dismissal procedures, etc., you must include the following information on the envelope or the note:

1. Date
2. Student's first and last name
3. Student's grade and teacher
4. Parent's first and last name (signature)

If this information is not on your note, there may be confusion regarding the procedure you wish to change.

### **STUDENT DROP-OFF-Grades K-5**

If you choose to drive your children to school in the morning, you may not drop a student off before 8:35 AM. If you are just dropping them off, you must get in line in the drop-off lane on the side of the school by the cafeteria and proceed to the drop off point at **Door 3**. You must **stay in your vehicle and stay in line**. Do not pull out of line and drop a student off on the side of another vehicle. There is staff at the door to supervise students entering the building. If your car exits the drop-off lane or blocks other vehicles that are in parking spaces, your license plate number will be reported to the authorities and you will be subject to the appropriate penalties under the law and/or your vehicle will be towed.

**If you are dropping off BOTH a K-5 student AND a Pre-K student**, you will be given a 'parking pass' from the Pre-K teacher. You must drop off your K-5 student first, at the corner of the school and the access road (where the sidewalk starts). A staff member will be present to monitor these drop-offs. Then proceed to drop off your Pre-K student at your assigned door.

**If, for any reason, you find it necessary to enter the building between 8:35-9:05 am, you must park your car in a parking space in one of the lots. You MUST sign in at the table in the front hallway, walk your child to their designated area, and leave the school. Should you need more time or assistance, please report to the Main Office and receive a Visitor's Pass. After 9:05 am, ALL visitors MUST have a pass.**

**You may not visit a classroom without setting up a meeting ahead of time.**

### **BEFORE SCHOOL REGULATIONS**

Bus students who have breakfast in school should report directly to the café **immediately** upon arrival. If you drive your child to school and want them to have breakfast here, they **MUST** be dropped off no later than 8:55 am. The cafeteria will stop serving breakfast at that time. If students walk into their classrooms late because of breakfast, they will be marked tardy by their teachers. Of course, if a bus is late arriving at school, those students will not be denied breakfast and will not be marked tardy by their teachers if they are late getting to their classroom. **Breakfast is not available for Pre-K students.**

Students who do not have breakfast at school should report as follows:

Pre-K students to the front foyer – Aides will be waiting there for students.

Kindergarten students to the cafeteria – Aides will stay with students.

Grades 1 through 5 to the auditorium – Teachers will be on duty to supervise students

**If parents choose to enter the school with their children, they MUST park their vehicles IN PARKING SPACES and enter through the FRONT DOOR ONLY. Be sure to report to the office upon entering the building, sign in, and get a Visitor's Pass. This procedure MUST be followed EACH time you enter the building.**

Breakfast students should also report to the above locations **immediately** after eating breakfast.

**NO student may be dropped off at school before 8:35 AM.** There is no staff on duty to supervise students.

- In the event of a 90-minute delay, students may not be dropped off before 10:05 AM.
- Reminder: There is NO breakfast served on a late opening day

Any student arriving **after 9:05 AM** must report to the Main Office **ESCORTED BY A PARENT OR GUARDIAN**. The student must be signed in and will be given a Late Pass.

Any student arriving at his or her classroom after 9:05 AM must present a Late Pass, from the Main Office, to his or her teacher. If a student does not have a Late Pass, he or she will be sent to the Main Office to get one.

## **REPORT CARDS / PASSING GRADES**

Report cards are distributed to kindergartners three (3) times per year and, to students in grades 1 through 5, four (4) times per year. Report cards must be signed by parents and returned to the classroom teacher, with the exception of the last report card of the year.

All students in grades 1 through 5 will receive numerical grades for all subjects. Students are graded in Math, Language Arts, Reading, Spelling, Science and Social Studies.

The passing grade for all subjects is 65. Any average below 65 will be considered as failing. Students must pass 2 of the 3 major courses (Language Arts, Reading and Math) to be considered for promotion to the next grade level.

## **HOMEWORK**

The Waterbury Board of Education believes that the learning process must be student-centered. Homework, which includes reading, writing, math and research or project assignments outside the classroom, is an essential part of this process. It contributes to the development of good study habits, reinforces classroom skills, and increases the possibility of student success.

Homework will be assigned by the classroom teacher. The student's ability and grade level will be taken into account when determining the length of an assignment. Teachers in grades 1, 2 and 3 shall assign homework in one (1) subject each night.

Please be sure that children have a quiet, organized area where they can do their homework and please ensure that homework is placed in their book bags and brought back to school the following day.

Parents, please check your child's folder or agenda each night for homework assignments and information.

Homework is important and we must enforce it.

## **STANDARDIZED TESTING**

Standardized tests are used to assess the academic progress of each student and to diagnose specific strengths and weaknesses of the educational program. At Rotella School, the CMT (Connecticut Mastery Test) is administered to students in grades 3, 4 and 5 in March. The CogAT (Cognitive Abilities Test) is administered to students in grade 3. The date will be announced. The DRA (Diagnostic Reading Assessment) is administered to students in grades 1, 2 and 3 in the fall, winter and spring. It is administered to students in grades 4 and 5 in the fall and spring. The DRA is administered to kindergarten students in the spring only. DIBBLES testing is administered to students in grades K and 1 in the fall, winter and spring.

## **CLASSROOM PLACEMENT**

All classrooms at Rotella School are grouped heterogeneously. Many factors are considered when placing students each year, such as the strengths and the needs of each student, as well as gender and racial balance. If a parent feels that additional information for class placement is needed, a letter outlining this information may be sent to the principal **before May 1<sup>st</sup>** for September placement.

The principal reserves the right to make the final placement of any child within a classroom.

## **END OF SCHOOL DAY PROCEDURE**

At the end of the school day:

- Parent pick-ups are dismissed from the gym.  
The school day ends at **3:20 PM**. **All students should be picked up by this time**. If you are consistently late in picking up your child, arrangements can be made for him/her to take a bus home (Waterbury and participating towns).



***If you are picking up your child at dismissal, you must park your car in a parking space in the lot and walk to the front door of the school.***

***Please do not park illegally in fire lanes, along the front circular driveway, the drop-off lane on the side of the building by the cafeteria or any other driveway. These areas must remain clear for the passage of emergency vehicles.***

***Parents must wait in line outside the front door to pick up their children at dismissal. They will then enter the school, where their children will be waiting, and sign them out.***

- Bus students are dismissed as their buses arrive.

During regular dismissal time, students will not be allowed to wait inside the Main Office to be picked up by a parent.

**If a student's dismissal procedure needs to be changed, the school must receive written notification from the custodial parent or guardian on that morning. No dismissal procedures will be changed per phone calls or faxes because we have no way of verifying the identity of the person who is making the request. Please DO NOT ask us to make an exception.**

Again, before sending notes to the office, be sure they include:

- Date
- Student's first and last name
- Grade and teacher's name
- Custodial parent or guardian's first and last name
- Reason for dismissal change

If this information is not on your note, there may be confusion regarding the procedure you wish to change.

**Students must take only the bus to which they have been assigned. They may not ride on any other bus.**

If a student is being picked up from school early, we will call the classroom teacher when the parent arrives in the Main Office. Students will not be allowed to wait in the Main Office for their parents to arrive.

Do not send a person who is not on your emergency list to pick up your child. We will not release your child to anyone who is not on your contact list. **There are no exceptions.** It is your responsibility to keep all information up to date. Persons you list as emergency contacts are allowed to pick your children up from school in an emergency situation or at dismissal time. They will not be allowed to sign a student out of school early unless we have written permission from a custodial parent or guardian.

## **STUDENT INFORMATION / EMERGENCY CONTACTS**

All student information **MUST** be kept up to date. It is the parents' responsibility to keep all information current. You may change any information at any time by writing a note to the Main Office or by stopping in. We will not make any changes over the phone.

The following information **MUST** be current AT ALL TIMES:

- Home address
- Home phone number
- Parent/guardian work phone numbers
- Cell phone numbers
- Emergency contact numbers ***NOTE: We need phone numbers that will allow us to speak directly to someone. Also, list only contacts who CAN and WILL pick up a student in the case of an emergency. Contacts MUST be at least 18 years old.***
- Contacts may pick your child up at dismissal time or if they are called in the case of an emergency. **Contacts MAY NOT dismiss your child from school early** without written permission from you, the custodial parent/guardian.

**IMPORTANT:** It is extremely important that all student information be kept current. In addition to Rotella having accurate and current records, the information you provide is entered into the citywide and State of CT databases. This information is accessed for annual reports and must be accurate.

Also, our **IRIS** (Immediate Response Information System) Broadcast Alert System uses the information you provide to contact you in the case of an emergency or with any important information that needs to be provided to parents/guardians at any given time.

## **RIDING THE BUS**

**Please encourage your child to use the bus system. This teaches your child independence and cuts down on the amount of traffic at the school. Safety rules should also be discussed with your child to insure a safe ride to and from school.**

In late August, the bus schedule is posted in the Waterbury Republican-American and also on the Waterbury website [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us).

If you have any questions regarding bus routes, bus stops, times, or bus drivers, please contact the bus companies at the following numbers:

Waterbury (Durham Student Transportation)	(203) 591-1847
Waterbury Special Ed Bus (All Star)	(203) 753-8366
Waterbury Busing Coordinator, Mr. Jeff Hunter	(203) 574-8037
Naugatuck (First Student)	(203) 758-5989
Terryville/Plymouth (Worhunsky)	(860) 585-0011
Thomaston (Worhunsky)	(860) 283-0922
Wolcott (Worhunsky)	(203) 879-1334

Please keep in mind that riding the school bus is a privilege. Any student who does not follow the safety rules of the bus will not be permitted to ride the bus to or from school. In this situation, it becomes the parents' responsibility to transport the student to and from school.

If it is reported that a student misbehaved on the bus, he or she may be subject to disciplinary action after an investigation of the incident is conducted by school administration.

### ***REGULATIONS FOR THE CONDUCT OF STUDENTS RIDING ON SCHOOL BUSES***

- 1. Students must always ride on their assigned bus.**
- Students must take a seat when they enter the bus and REMAIN SEATED while the bus is in motion.
- Students shall NOT move from one seat to another unless permission is given by the driver and at a time when the bus is not in motion.
- Student conduct on the bus shall be substantially like the classroom conduct except that reasonable conversation is permissible.
- Students MUST remain seated until the bus has completely stopped; then students should stand and exit the bus.
- No fooling, fighting, pushing, yelling, etc., on the bus OR at the bus stop. There is to be NO taunting or teasing of any child.
- Unnecessary conversation with the driver is prohibited.
- Students, upon entering the bus, must leave the windows as they are unless the bus driver gives permission to open or close them.
- Students must not, at any time, extend their arms or heads out of the bus windows.
- Students shall assist in keeping the bus clean, sanitary, and orderly, and shall refrain from damaging or abusing the bus, its seat cushions, and/or other equipment.
- No student shall leave the bus without permission from the driver or proper school authorities, except at his/her bus stop and at the school.
- Students must leave the bus quietly and orderly and immediately move away from the bus.
- Students shall keep away from buses on which they are not scheduled as passengers and shall not deface them or any of the other equipment.
- Students who damage, injure, or deface any bus, or any equipment on the bus, shall be held liable for such damage.

ANY STUDENT WHO SHALL COMMIT ANY VIOLATION OF THE ABOVE REGULATIONS MAY BE FORBIDDEN BY THE SCHOOL AUTHORITIES, EITHER TEMPORARILY OR PERMANENTLY, FROM RIDING THE BUS IN QUESTION, MAY BE SUSPENDED FROM SCHOOL AND/OR MAY BE REFERRED TO THE JUVENILE COURT OR SUBJECTED TO SUCH OTHER DISCIPLINARY ACTION AS MAY SEEM PROPER TO THE SUPERINTENDENT AND THE BOARD OF EDUCATION.

## SCHOOL MEALS

School breakfast is available for students in Grades K through 5 and school lunch is available for all students. The menu is printed in the Waterbury Republican American and also sent home prior to the beginning of each month.

We use a key code system in our cafeteria. Students have their own ID number and 'account'. The student's lunch status is entered into the system (reduced, full-pay, etc.) The parent or guardian makes payments to the child's account, and it is deducted automatically. When your child has three (3) meals left, you will receive a notification so that you can make another payment.

## CAFETERIA CONDUCT

Students have 30 minutes to eat their lunch daily. Students are expected to exhibit good manners at all times during the lunch period. This includes table manners, keeping tables clean, and discarding waste. Students are permitted to talk quietly. When the noise level becomes too high, the staff instructs the children to quiet down. All directions given by administrators and lunchroom staff must be followed exactly. Students who argue with, talk back to, or refuse to take directions from the staff will be referred for disciplinary action.

## VISITING THE BUILDING

Rotella always welcomes parents to visit our school; however for the safety and well-being of all students and staff, **there are important procedures which MUST be followed.**

**Anyone who wishes to visit the school, for any reason, MUST park in a parking space in the lot. Please do not park illegally in fire lanes, along the front circular driveway, the drop-off lane on the side of the building, by the cafeteria, or any other driveway. These areas must remain clear for the passage of emergency vehicles. All visitors, including parents, MUST report to the Main Office immediately upon entering the building. NO ONE is allowed to be in the building AT ANY TIME without signing in and receiving a Visitor's Pass from the Main Office.**

All Rotella staff members have been advised to challenge anyone they may see in the building who does not have a Visitor's Pass. We ask that all visitors cooperate should they be challenged. This is for the safety of all students and staff in our school. We **MUST** be aware, at all times, of any and all visitors in our building.

No one is ever allowed to enter the building and walk directly to a classroom without signing in, receiving permission from the Main Office, and obtaining a Visitor's Pass.

The **ONLY** door that you may use to enter the building is the **Front Door**. Please ring the bell, on the right, and you will be buzzed in. Visitors may not bring food or drink into the building. Go directly to the Main Office and sign in.

- Teachers and staff have been advised not to allow parents to enter the building through any other door.
- This procedure has been instituted so that we are aware, at all times, of any and all visitors in our building.
- These procedures have been instituted for the safety of all students. We appreciate your cooperation.

## VISITING A CLASSROOM / TEACHER

If you wish to visit your child's classroom, please contact the Main Office in advance so that the necessary arrangements can be made with the individual teacher. You may visit your child's classroom for up to one hour, **as long as arrangements are made ahead of time**. If a parent wishes to visit a classroom and sit in on a class, he or she should prearrange it with the teacher. No parent is allowed to walk into the building and simply proceed to a classroom. Classroom teachers have been advised not to meet with any parent who comes to their classrooms without a pre-arranged appointment and a Visitor's Pass. Teachers will ask you to report to the Main Office.

If you would like to speak with your child's teacher, please contact him or her, either through written correspondence or by phone, and arrange a meeting at a mutually agreeable time. It is not appropriate **to attempt to meet with a teacher at an unscheduled time.**

## **STUDENT BIRTHDAYS**

If you wish to bring in a 'snack' for your child's birthday, **you MUST check with your child's teacher first**. You can do this by sending in a note ahead of time. Please be sure to check if there are any food allergies in the classroom (chocolate, nuts, etc.) Please keep in mind that 'finger-food items' are the best choice. Please do not bring in a birthday snack that requires a knife to cut it, plates, forks, napkins, etc.

**Birthday invitations may be passed out in school ONLY if there is an invitation for all classmates. Otherwise, invitations will be sent back home to you.**

**IMPORTANT REMINDER: Balloons are not ever allowed in school for any reason or circumstance (birthdays, share days, shows, performances). If you wish to give balloons to your child, please do so at home.**

## **SPECIAL OCCASIONS, PERFORMANCES & SHOWS**

There are many occasions throughout the school year when parents, families and friends are invited to watch a show or performance, either during the school day or in the evening. Please take note of the following policies. They will be strictly enforced:

- **All vehicles MUST be parked in a legal parking space.** In addition to the parking near the school, there are two lower lots available and a walkway to the school. Police and fire personnel will be on site to monitor this and to ensure the safety of all involved.
- **Deliveries of any kind to students in classrooms are strictly prohibited.** Please do not mail, bring in, or have packages delivered and ask that they be sent to a student in a classroom. Please take care of this outside of the school. No deliveries will be made to a student.

## **MEDIA COVERAGE**

From time to time, media coverage (newspaper, radio, TV) of events taking place in our school is requested. This is an exciting and rewarding experience for most pupils. However, there may be parents who do not desire to have their child(ren) be part of media coverage. Please be sure to return the media form that you received in your packet and indicate your preference.

## **RECESS**

Recess is a part of our daily school program for grades Pre-K through 5. It provides your child with an important break for fresh air, exercise, and socialization. Recess is held outdoors, every day, unless the weather makes this impossible. All children participate in recess unless there is a medical reason for non-participation. In such cases, **a doctor's note MUST** be sent to school. The note must explain why the child cannot participate.

## **LOST AND FOUND**

Items that are found in the school or in the schoolyard are sent to the lost and found, located in the back of our cafeteria. If your child is missing an item, please instruct him or her to ask the classroom teacher for permission to check the lost and found. Lost and found articles will be discarded periodically during the school year.

Rotella School is not responsible for lost items. **Please be sure to label all belongings, including all clothing, lunchboxes, etc.**

## **MONTHLY NEWSLETTER**

Our monthly newsletter – *The Montage* - will come home at the beginning of each month. It contains important news, dates and classroom information. Please read it carefully.

## **FIRE DRILLS and LOCKDOWN DRILLS**

Fire drills are held monthly as required by state law. Students follow the exit directions posted in each classroom. When the alarm sounds, children must exit the school in a quiet and orderly manner, in a single line, to the class's designated area. Teachers are required to check attendance and report any absences to the Main Office IMMEDIATELY.

Students may not return to the building until directed to do so by an administrator. While a fire drill is in progress, parents are not permitted to remove their children from line to take them home. They must wait until the entire fire drill process is completed and then go to the Main Office to sign them out appropriately. We must be able to account for the presence of all students during a fire drill.

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The Central Office is notified whenever we have lockdown drills. Anyone who wishes to enter the building, while a lockdown drill is in process, will not be allowed to do so.

### **INTERNET ACCESS**

Rotella School is wired for the Internet. Internet access is a privilege, not a right. If any student or staff member violates any of the acceptable use provisions, outlined by Board of Education guidelines, their access to the Internet may be terminated and future access may be denied. Violators will be subject to disciplinary action. Students shall use the Internet ONLY with the permission and supervision of a teacher, administrator, or authorized staff member. All parents and students are asked to sign an Internet User Policy Agreement. Only students with signed policies on file will be permitted to use the Internet.

### **PHYSICAL EDUCATION**

Physical Education is provided to students in grades Pre-K through 5 each week. All students are required to participate in Physical Education class unless there is a **medical reason (WITH A DOCTOR'S NOTE)** for non-participation. Gym attire (as described in Dress Code) may be worn on gym days only.

### **LIFE CYCLE AIDS AWARENESS PROGRAM**

On May 15, 1998, the Waterbury Board of Education approved a new policy regarding the exemption of pupils from the AIDS and Life Cycle portions of Health Education Instruction. Any parent or legal guardian who wishes to exempt a child from any or all sessions dealing with the AIDS or Life Cycle portions of the Board of Education approved Health Curriculum, may do so by written notification to the school principal. Copies of this curriculum will be available for parent perusal in the Main Office.

### **INSTRUMENTAL MUSIC**

Students in grades 3 through 5 are eligible to participate in the Instrumental Music Program. Sign-ups for this program are in September and contracts are sent home. All arrangements for this program are made through the school's Instrumental Music teacher. The rental and/or purchasing of the instrument are the responsibility of the parents. Rotella School has a limited number of instruments that may be available for instrumental students to use. These instruments are distributed on a first-come-first-serve basis.

The Instrumental Music Program is a privilege. If a student is not keeping up with his or her work in the regular classroom, he/she will be removed from the program.

### **OPEN HOUSE**

Open House is held twice a year; in the fall and in the spring. Open House is an opportunity for parents to meet their child's teacher, view the classroom and discuss the curriculum. Open House is not a time for individual conferences. Any parents wishing to speak with their child's teacher about specific concerns need to schedule an appointment.

## **SEXUAL HARASSMENT**

Harassment of a student by another student or a staff member, on the basis of sex, creates a harmful academic environment. Sexual harassment of any kind, such as employees by other employees, students by employees, employees by students, or students by students, is strictly forbidden.

## **MEDICATION POLICY**

Policies and procedures for the administration of medication in school have been written in accordance with Connecticut Education Laws. Families and physicians are encouraged to develop student medication schedules that avoid interrupting instruction during the school day. Unfortunately, there are some children who must be administered medication during the school day. The Department of Education recognizes its responsibility to provide assistance to these children.

No medication will be given without a written prescription from a licensed physician/dentist, a written parent request, AND approval of the school Medical Advisor. The following guidelines **MUST** be met:

- Medication must be brought to school by a custodial parent or guardian
- Medication must be in the original container with a label stating how it is to be administered
- No more than a forty-five (45) day supply of medication may be brought in at one time
- All medication must be picked up by the custodial parent/guardian after the order for giving the medication has expired or the school year ends. All medication not picked up will be destroyed.

**NO CHILD IS EVER ALLOWED TO HAVE ANY MEDICATION WITH THEM IN SCHOOL:** This includes cough drops, sun block, bug spray, etc.

## **REPORTING OF CHILD ABUSE AND NEGLECT OF CHILDREN AND INTELLECTUALLY DISABLED PERSONS**

Connecticut General Statutes § 17a-101, as amended by Public Act 02-138 and 11-93, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, and coaches of intramural or interscholastic athletics, or any other person who, in the performance of his/her duties, has regular contact with students and who provides services to District students or who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes to report such abuse and/or neglect.

Pursuant to this statute and its purpose, it is the policy of the Board of Education to require all employees of the Board of Education who are mandated reporters to report suspected abuse and/or neglect to the Department of Children and Families (DCF) in accordance with the procedures of the Waterbury Board of Education.

## **PLEDGE OF ALLEGIANCE**

Participation in the Pledge of Allegiance is a matter of personal choice. Students will not be disciplined or penalized for failing to participate in the Pledge of Allegiance; however they must respect the rights of other students who do participate in the Pledge recitation.

