



## 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 2019-2020

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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/24/Home](http://www.waterbury.k12.ct.us/24/Home)**

## **Rotella Magnet School Mission Statement**

The mission of Rotella Interdistrict Magnet School, in partnership with families, resident artists, and community members, is to provide all students with comprehensive academic and social-emotional programs integrating dance, music, theater, visual and media arts into instruction.

## **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 021089-4557  
Phone (617) 223-9662 TTY (617) 223-9695

# SCHOOL STAFF

## **Robin Henry, Principal**

### **Office Staff**

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

## **Dana Wallace, Supervising Vice Principal**

### **Student Services Personnel**

Monica O'Neal Supervisor of Special Education  
Diana Dane School Counselor  
Angela Barbieri Social Worker  
Lynn Ferrucci School Psychologist  
Luljeta Rashiti - Gjini Speech Pathologist

### **Pre-K**

Bernadette Ouellette  
Crystal Russaw  
Barbara Stanco  
Jodie Vailonis

### **Kindergarten**

Ellen Barrett  
Carissa Cadelina  
Nancyjean Cipriano  
Ellen Lee  
Amy Taylor

### **Grade 1**

Raffaele Banner  
Vanessa Greaney  
Julia Matthews  
Jennifer Pearson

### **Grade 2**

Kara Wallace  
Ashley McLaren  
Monica Santovasi  
Karen Woodward

### **Grade 3**

Christina Altieri  
Stephanie Ciuffo  
Terri Miller  
Mary Monroe

### **Grade 4**

Meghan April  
Lisa Romano  
Veronica Summerfield  
Cheyenne Walent

### **Grade 5**

Laureen Gruner  
Heather Silva  
Danielle Toussaint  
Melissa Vargas

### **Special Education**

Amanda Campagna  
Rebecca Hanlon

### **Classroom Assistants-Pre-K**

Alicia Amato  
Stacey Daddona  
Filloretta Kodra  
Eileen Smyth

### **Classroom Assistants-Kdg.**

Valerie Brookins  
Darice Leach  
Nancy Mancini  
Lisa Meehan  
Valerie Vicenzi

### **Classroom Assistants-Grade 1**

Anna Florczak  
Jacqueline Hamel  
Melissa Lloret  
Vanessa Olivero

### **Special Ed Paraprofessionals**

Debra Begin  
Ersilia Cicchiello  
Jennifer DeJesus  
Michele Ouellette  
Kathleen Sugrue

### **Art**

Suzanne Dionne  
Stefanie Porcaro

### **STEM**

Dawn Biolo  
Lisa Ecke

### **Reading**

Kate Stanco  
Jeanne Stevens

### **Music**

Brenda Ledbetter

### **Science**

vacant

### **Drama/Arts Integration**

Marly Parker

### **Physical Education**

Michael Dunn

### **Computer Instruction**

Angela Heidgerd

### **Audio/Video Tech**

Bryan Michaud

### **Network Specialist**

Mike Thompson

### **School Nurse**

Phyllis Levy

### **Library Media Specialist**

Carla Cruess

### **Literacy Tutors**

Patrick Ariola  
Suzanne Gravel

### **Building Substitute**

Georgia Unaris

### **Custodial Staff**

James Horan  
Garnet Goulbourne  
David Stevenson  
Jacqueline Velez

### **Library Tech**

Victoria Lanouette

### **Parent Liaison**

Lauren Lombardi

### **Kitchen Staff**

Pama Goggin, Cook/Manager  
Patti Barbino  
Jennifer Downey

Maria LaPointe  
Sharon Morales  
Elaine Remillard

### **Lunchroom Aides**

Deborah Raspo  
Martha Thomas  
Linda Walters  
Vanessa Wigglesworth

### **Important Phone Numbers**

Main Office 203-574-8168  
Fax 203-574-8045  
School Nurse 203-346-6153  
Grants Facilitator / Lottery 203-346-6154

School Counselor 203-573-5034  
Kitchen 203-346-6156  
Parent Liaison 203-573-5035

# SCHOOL HOURS

## GRADES K-5

<u>Regular School Day</u> 9:05 am – 3:20 pm	<u>EARLY Dismissal</u> 9:05 am – 12:30 pm	<u>EMERGENCY Dismissal</u> 9:05am – 12:30 pm *Out of district may vary	<u>2 Hour Delay</u> 11:05 am – 3:20 pm
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## PRE-K Waterbury and Non-Participating Districts – NON-BUS Students

<u>Regular School Day</u> 8:45 am-2:15 pm *Drop off at 8:45 am at their assigned door	<u>EARLY Dismissal</u> 8:45 am - 11:30 am	<u>EMERGENCY Dismissal</u> 8:45 am - 11:30 am	<u>2 Hour Delay</u> 10:45 am to 2:15 pm
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## PRE-K OUT OF DISTRICT who reside in Thomaston, Plymouth/Terryville, Wolcott, and Naugatuck and TAKE THE BUS HOME

<u>Regular School Day</u> 8:45 am to 3:20 pm *Students <b>MUST</b> take the bus home in order to stay after 2:15 pm.	<u>EARLY Dismissal</u> 8:45 am - 12:30 pm	<u>EMERGENCY Dismissal</u> 8:45 am – 12:30 pm *dismissal times may vary by town	<u>2 Hour Delay</u> 10:45 am to 3:15 pm
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<p><b><i>Please <u>DO NOT</u> call the school for information regarding late openings or early / emergency dismissals. (Please refer to TV, radio, internet)</i></b></p>	<p>School cancellations, late openings and emergency dismissals (due to inclement weather or any emergency situation) are broadcast over TV Channels 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>.</p>
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## 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'.

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.**

**Out of District Parents, please note: If your town cancels school, but Waterbury does not, there is no bussing for that day. You are responsible for the drop off and pick up of your child on such occasions.**

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

**HOURS:** 8:45 AM to 2:15 PM

**DROP-OFF TIME:** 8:45 – 9:00 AM (at your assigned door)

**Ms. Vailonis & Mrs. Stanco: Door # 7**

**Mrs. Ouellette & Mrs. Russaw: 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 are dropping off BOTH a K-5 student AND a Pre-K student, please drop your Pre-K student off first.**

**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 escorted to the classroom by school staff. The parent must show photo ID.

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**PICK-UP TIME:** 2:05 – 2:15 PM (at your assigned door)

**Ms. Vailonis & Mrs. Stanco: Door # 7**

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

**CAR PICK-UP PROCEDURE:** Park carefully on the left 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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**2 HOUR DELAY:** 10:45 AM to 2:15 PM

**EARLY DISMISSAL:** Any PRE-SCHEDULED dismissal on our school calendar: **8:45 AM to 11:30 AM**

**EMERGENCY DISMISSAL:** Any dismissal that is **NOT PRE-SCHEDULED** on our school calendar:  
**8:45 AM to 11:30 AM**

**OUT-OF-DISTRICT PRE-K STUDENTS who reside in Thomaston, Plymouth/Terryville, Wolcott, and Naugatuck AND TAKE THE BUS HOME.**

**HOURS:** 8:45 AM to 3:20 PM

**BUSING PROCEDURE:** Students **MUST** take the bus home in order to stay after 2:15 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 2:15 PM. There are NO EXCEPTIONS.**

**2 HOUR DELAY:** 10:45 AM to 3:20 PM

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

**EMERGENCY DISMISSAL:** Any dismissal that is **NOT PRE-SCHEDULED** on our school calendar:  
**8:45 AM to 12:30 PM (Please note: dismissal times may vary by town. Parents will be informed by the bus company if dismissal is earlier than 12:30 PM).**

**ALL PRE-K STUDENTS**

**EMERGENCY CONTACTS:** We need the names and current phone numbers of 3 people who can be contacted in the case of an emergency. Please include the name of at least three people who live 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. All emergency contacts **MUST** be at least 18 years of age. We will ask for a photo 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), 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 the office staff and they will make a copy for you. The **Dress Code/School Attire Policy** and **School Visitor Policy** are as follows:

### BOARD OF EDUCATION SCHOOL ATTIRE POLICY

#### Students

5132(a)

#### School Attire

The Board of Education has determined that reasonable regulation of school attire can contribute to a positive learning environment in the following manner:

- (1) Reducing distraction and minimizing disruption in the classroom;
- (2) Providing an environment where students can focus on learning;
- (3) Creating an atmosphere reflecting the seriousness of purpose about education;
- (4) Reflecting a level of respect one has for oneself, one's peers and respect for one's school;
- (5) Creating a greater sense of community amongst students; and
- (6) Preparing students for future roles as responsible members of the community.

It is the responsibility of parents/guardians to ensure that their children's dress conforms to the requirements set forth below. The health, safety, and education of the child must be the concern of every parent/legal guardian. It is the recommendation of professional school personnel that parents/legal guardians hold their children to the highest standards in regard to school attire.

**Mandatory Dress Code Policy, Elementary and Middle Schools:** The following Dress Code Policy is mandatory for all elementary and middle school students. The purpose of this policy is to further the important educational interests identified above (***please note separate policy for Waterbury Arts Magnet Middle School students***).

#### 1. BOYS:

- a. Pants or shorts in solid navy blue, white, gray, black or khaki; worn completely covering undergarments and no more than three inches above the knee.
- b. Tops in solid blue, white, gray, black or khaki; button down, pullover, or turtleneck style with long or short sleeves and a collar.

#### 2. GIRLS:

- a. Pants, shorts, skirts, skorts, dresses, or jumpers in solid navy blue, white, gray, black or khaki; worn completely covering undergarments and no more than three inches above the knee. Note: Leggings, stockings or other stretch/form fitting leg coverings may only be worn under shorts, skirts, skorts, dresses or jumpers.
- b. Tops in solid blue, white, gray, black or khaki; button down, pullover, or turtleneck style with long or short sleeves and a collar; worn completely covering undergarments, cleavage and midriffs.

#### 3. ALL STUDENTS:

- a. Optional solid blue, white, gray, black or khaki sweaters, vests, suit jackets or fleece may be worn over a dress code top.
- b. Optional solid white, gray, black or khaki denim pants may be worn.
- c. Shoes or sneakers must be worn at all times. Laces on shoes or sneakers must be tied. Sandals, clogs, flip-flops, heels or bare feet are not permitted. All shoes must have backs.
- d. Gym Day Attire (Boys and Girls): Elementary school students may wear sweats to school on scheduled gym day. Sweats must be solid navy blue, white, gray, black or khaki. Middle school students must bring gym clothing to change into for physical education classes.

#### 4.-6. Applies to Waterbury Arts Magnet Middle School.

5132(b)

#### 7. RESTRICTIONS: ALL students are **not** permitted to wear the following during the school day:

- a. Blue jeans of any kind.
- b. Leggings, stockings or other stretch/form fitting leg coverings unless worn under skirts, shorts, skorts or jumpers.
- c. Skirts, shorts, skorts, dresses, or jumpers worn more than three inches above the knee.
- d. Pants worn at a length which is dangerous to themselves or others.

- e. Hooded shirts or sweatshirts.
- f. Clothes which are torn, ripped, ragged, or have holes.
- g. Clothes worn to expose midriffs, cleavage, or undergarments.
- h. Clothing which displays words, pictures or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups or gang affiliation.
- i. Clothing that is distracting to the educational process.
- j. Outer coats of any kind.
- k. Any article of clothing that covers any part of the face and/or head including but not limited to hats, visors, earmuffs, headbands, do-rags, bandanas, curlers, goggles, and sunglasses.
- l. Footwear which is unsafe or a health hazard including but not limited to flip-flops, sandals, clogs, heels and all open-toed shoes.
- m. Clothing or items indicating gang affiliation.

5132(e)

**Religious, Disability and Health Accommodations:** Where the bona fide religious beliefs, disability, or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal or team in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

**Clothing Assistance:** It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the School Attire Policy. Any student for whom compliance with the school attire policy poses a bona fide financial burden, may submit a written request for clothing assistance to their school principal specifying the clothing needed together with a statement of financial need. School Principals will contact central office with recommendations to address the written request from families with financial need.

**Accommodation of Free Expression:** An item of approved clothing containing an expressive message is permitted. Expressive items are prohibited if, in the reasonable judgement of school officials, they tend to disrupt or interfere with educational interests.

**Administrative Review:** Any student who believes that their school has not reasonably accommodated his or her bona fide religious, health or financial needs or right of free expression, may submit a written request for review to the Waterbury Board of Education. The Board of Education, or its designee, will review the matter and respond in writing to the student's concern.

**Compliance:** School administrators and teachers are encouraged to use a positive reinforcement to obtain compliance with the school attire requirements. However, when a student fails to comply with the School Attire Policy, discipline is appropriate. See "Procedures for Disciplinary Action".

Policy adopted by the Waterbury Board of Education on July 26, 2012, revised on May 7, 2015 for the 2015/2016 school year, and revised on May 21, 2015 for the 2015/2016 school year, revised on October 15, 2015, and revised on October 19, 2017

## **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 per BOE School Visitors Policy 1250.**

**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, leaving a photo ID and receiving a Visitor's Badge from the Main Office. (You MUST have a photo ID!)**

All Rotella staff members have been advised to question anyone they may see in the building who does not have a Visitor's Badge. We ask that all visitors cooperate should they be questioned. 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 following the appropriate procedure.



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 upon providing the reason for your visit. **Please do not hold the door open for any other visitors, as they must be buzzed in individually.** 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 send in a request to be approved by the Principal and 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 Badge. 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 during instructional time.**

### **BOARD OF EDUCATION SCHOOL VISITOR POLICY**

#### **Community Relations**

1250(a)

#### **School Visitor Policy**

The Waterbury Board of Education and staff welcome and strongly encourage parents/guardians, members of the community, and other interested persons to visit the schools. It is imperative to insure a safe and appropriate learning environment for our students.

The Superintendent of Schools shall establish regulations to:

1. Encourage school visitations.
2. Provide for appropriate hospitality for visitors.
3. Set forth District procedures and to require visitors and school personnel to follow those procedures.
4. Ensure that such visits will enhance educational programs and ensure student safety.

All school visitors shall register in the Main Office and may be accompanied by staff throughout their visit. Staff members should be alert for unauthorized visitors and report their presence to the Principal immediately should there be concerns about whether visitors may be unauthorized visitors.

Parents and community members are welcome to attend interscholastic athletic events and school sponsored student presentations or plays as well as any other Waterbury Board of Education sanctioned programs. However, it is the responsibility of the visitor to remain in the area of the activity and not to move about the building where classes or maintenance activities may be disrupted.

Any person who does not adhere to Board policies and procedures that pertain to school visitation, or is without appropriate reason or responsibility for student supervision, may be considered loitering on school grounds. A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building, or grounds, without reason or relationship involving custody of, or responsibility for, a student or any other license or privilege to be there.

Legal Reference:

Connecticut General Statutes Section 53a-185. Loitering on school grounds, Class C misdemeanor

Policy adopted by the Waterbury Board of Education on July 31, 2013,

#### **Community Relations**

1250(b)

#### **School Visitors Regulations**

Waterbury Public Schools, in an effort to encourage visitors to its schools while at the same time maintaining the students' and staff's safety, privacy and security, and minimizing disruptions to educational programming, sets forth the following procedure to be followed for school visitors.

1. Any visitor who is not a District or City employee on official business, a State or Federal employee on official business, Board of Education Commissioner, or a student enrolled in the school, will be termed a "visitor" under Board Policy and is subject to the procedures set forth below. A visitor does not include those who attend a scheduled activity open to the general public.
2. Any visitor, as defined above, who wishes to visit a school building, and/or observe any student program, must obtain prior approval from the principal or other designated administrator, at least twenty-four (24) hours prior to the educational process. Requests to observe a class shall be granted, unless such request(s) would be disruptive to the educational process.
3. All visitors must directly report to the Main Office upon arrival, provide identification which will be kept by school staff during the visit (along with a photocopy to be kept in the student's cumulative file), and sign in where designated. Identification will be issued to the visitor which must be displayed at all times during the visit. ***(Rotella issues Visitor Badges on a lanyard. They must be worn for the duration of the visit and returned to the office when you retrieve your identification).***
4. All visitors must provide to the principal or duly authorized administrator the reason for their visit, where the visit will take place and the anticipated length of the visit. Visitor meetings must take place in an administrative area unless designated by the principal or his/her designee unless otherwise agreed to by the principal or duly authorized administrator.
5. In the discretion of the principal or duly authorized administrator, any visitor may be required to submit to a background check and a sexual offender registry check in order to gain access to the school.
6. An escort for the visitor may be required by the principal or duly authorized administrator.
7. No visitor, except a law enforcement officer duly authorized by the Waterbury Police Department, and/or designated under State Statute 53a-217b (as amended by P.A. 16-55) is allowed to bring a weapon of any kind into any school in the District or on school grounds. Legal ref: 53a-217b Possession of a weapon on school grounds: Class D felony (as amended by P.A. 16-55).
8. In order to safeguard student privacy rights, no videotaping, photography or use of recording devices or electronic equipment including phones, is allowed by the visitor during the visit unless prior permission is given by the Superintendent and appropriate prior written consent of the student is obtained.
9. Visitors must follow all school rules and administrative directives and minimize disruptions of the school's learning environment. Visitors must not disturb the students, teachers or interrupt classes in any way.
10. If a visitor fails to abide by these procedures, school rules and administrative directives, the visitor will be asked to leave the premises or be subject to referral to authorities and possibly precluded from future visits in the discretion of the principal or duly appointed administrator.
11. Visitors are on notice that they are subject to whatever surveillance exists at the school during their school visit.
12. An unauthorized visitor shall be guilty of loitering on school grounds when he/she loiters, or remains in or about a school building or grounds, without a reason or relationship involving the custody of, or responsibility for, a student, or for any other authorized activity, license, or privilege to be there.
13. The administration is authorized to file a trespassing complaint with the Waterbury Police Department, when appropriate or applicable.

Legal Reference:

Connecticut General Statutes – 53a-185 loitering in or about school grounds, Class C misdemeanor 7-148c7 (F)  
 53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by P.A. 16-55)  
 P.A. 16-55 An Act Concerning Recommendations by the Department of Motor Vehicles Regarding Hazardous Materials, Car Dealers, Student Transportation Vehicle Operators, Diversion Programs and Motor Vehicle Inspectors

**Regulations approved by the Waterbury Board of Education on July 31, 2013 and revised on June 15, 2017**

## **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**. Please note: the line gets long and you may need to loop around the lower lot until you can proceed to 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,** please drop your Pre-K student off first.

## **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 bus students to the front foyer – Assistants will be waiting there for students
- Kindergarten students to the cafeteria – Assistants will stay with students
- Grades 1 through 5 to the auditorium – Teachers will be on duty to supervise students

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

**If parents choose to enter the building with their children, they MUST park their vehicles IN PARKING SPACES in one of the lots and enter through the FRONT DOOR ONLY. You must 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. Please be sure to bring your photo ID.**

**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 2 hour delay, K-5 students may not be dropped off before 10:35 AM.
- Reminder: There is NO breakfast served where there is a late opening

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 kindergarten students 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, Social Studies, and Penmanship.

The passing grade for all subjects is 65. Any average below 65 is considered a failing grade. 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. Teachers in grades 4 and 5 shall assign homework in two/three subjects each night. In addition, each child should read for at least twenty minutes 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. We ask for your support in ensuring that your child's homework is completed on time.

## **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, Smarter Balanced is administered to students in grades 3, 4 and 5. Students in grades 5 will take NGSS assessment (Science). Dates will be announced. mClass Dibels Next Assessment is administered in grades 1-5 three times per year and twice in Kindergarten.

***\*Please do not keep your child out of school for additional vacation, etc. during the months of March-June.***

## **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 upcoming school year 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 designated 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 ensure a safe ride to and from school and on field trips, if applicable.**

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 Bussing Coordinator, Mr. Jeff Hunter	(203) 574-8037
Naugatuck (S.T.A.)	(203) 729-4500
Terryville/Plymouth (All Star)	(860) 585-0011
Thomaston (All Star)	(860) 283-0922
Wolcott (All Star)	(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.**
2. Students must take a seat when they enter the bus and REMAIN SEATED while the bus is in motion.
3. 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.
4. Student conduct on the bus shall be substantially like the classroom conduct except that reasonable conversation is permissible.
5. Students MUST remain seated until the bus has completely stopped; then students should stand and exit the bus.
6. 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.
7. Unnecessary conversation with the driver is prohibited.
8. Students, upon entering the bus, must leave the windows as they are unless the bus driver gives permission to open or close them.
9. Students must not, at any time, extend their arms or heads out of the bus windows.
10. 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.
11. 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.
12. Students must leave the bus quietly and orderly and immediately move away from the bus.
13. 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.
14. 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

We will send a breakfast and lunch menu home with your child each month. There is a new program available to the State of Connecticut which allows *all* students to receive breakfast and lunch at **NO CHARGE**. Each student will have an account number issued to them in Pre-K. The number will be used for their account and will be used through Grade 12.

We do offer snacks. Each child purchasing a snack will need money in their account. Our snacks are all approved as healthy snacks per the State of Connecticut. Each snack costs 50¢. You may reach the cafeteria directly at 203-346-6156.

## 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.

## STUDENT BIRTHDAYS AND CLASSROOM CELEBRATIONS

Your child's birthday is a special day, and we would love to celebrate it! In order to have every child participate, including those with allergies, you may send in a special token for your child's class that is not edible. Some examples include: a pencil, bookmark, sticker, eraser or a book for the classroom library. If you would like to be a mystery guest reader on your child's birthday, please contact his or her teacher in advance. **Please do not send in any edible treats (cupcakes, candy, etc.) for birthdays or classroom celebrations.**

**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.**

## 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.** 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.

**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.**

## MEDIA COVERAGE

Media coverage (newspaper, radio, TV, social media) of events taking place in our school is often requested. This is an exciting and rewarding experience for most students. However, there may be parents who do not desire to have their child(ren) be part of media coverage. Please note: any child participating in our musical theatre program must be allowed 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 donated or discarded periodically during the school year.

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

The same circumstances apply for lockdown drills. Anyone who wishes to enter the building, while a lockdown drill is in process, will not be allowed to do so.

## **ATTENDANCE POLICY**

The Waterbury Public Schools attendance policy has a twenty absence limit. This includes excused and unexcused absences. If your child will be absent, please call the office and send a note in when he or she returns. Per policy, parents can excuse the first nine absences by writing a note. For the entire policy, please refer to [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us) for BOE Policy 5113 regarding attendance.

## **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.

## **HEALTH EDUCATION**

Ms. Laurie Laudisi, Health Educator, presents lessons on Human Growth and Development and Family Life Cycle for students in Grades K-5. Notices, describing lessons, are sent home ahead of time and parents are given the option of excluding their children from the lessons.

## **OPEN HOUSE / PARENT CONFERENCES**

Open House is held once a year in the fall. 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.

Parent Conferences are held twice a year, usually in December and April. Individual appointments will be scheduled with your child's teacher.



## **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. At times, 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, 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.

## **INTERNET ACCEPTABLE USE POLICY**

Students must use rules of network etiquette, which include the use of appropriate language and polite responses.

Students will not use abusive language of any type, including swearing and name calling.

Students will be considerate of others on the Internet.

Students will not engage in the unauthorized use of copyrighted material.

Students will not divulge personal information; this includes but is not limited to personal address, telephone number, credit card number, bank account number, social security number, etc.

Students will not share password with anyone.

Students will not interfere with or disrupt network users, services, traffic, or equipment. (Disruptions include, but not limited to distribution of unsolicited advertising, propagation of computer viruses, and attempting to gain access to restricted or unauthorized network services)

Students will not engage in activities, which are prohibited under local, state or federal law.

Students will not use telecommunications access to transmit threatening, obscene, or harassing materials.

Students will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information including, but not limited to, sexually explicit materials, pornographic materials, hate materials, devil worshipping, etc.

The use of the Internet in the Waterbury Schools is very special. It is the result of a tremendous amount of time, money and commitment invested by many people.

As a user of the Waterbury Public School Districts computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

As the parent or legal guardian of the student above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

***Please sign on the signature page indicating your understanding of this policy.***

## **PBIS – STAR BEHAVIORAL EXPECTATIONS**



For the past several years, our school has participated in an important district initiative. It is called Positive Behavior, Interventions and Support (PBIS). You might ask, *What is Positive Behavior Support?*

PBIS is a process for creating safer and more effective schools. It is an approach to enhance the capacity of schools to educate all children by developing school-wide and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS has provided a system for our school to design, implement, and evaluate an effective school-wide, classroom, non-classroom, and student specific plan. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

*What is PBIS at Rotella?*

Our PBIS program was developed by our school-wide team. It continues to be evaluated and changed as needed. The PBIS team is made up of a representative from each grade level as well as all other areas of the faculty such as the specials teachers, counseling staff, special education staff, parent liaison, and administration. We also have parent representatives on the team. Our mission continues to be to promote a safe and positive environment for all that work and attend Rotella.

We have a unified set of classroom and non-classroom rules. These rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them throughout the school year. Our unified classroom rules are found in every classroom and non-classroom setting in the school. You will see on the following pages examples of what students see posted.

Each morning our students recite our STAR Pledge: **I am a Safe, Team Player, who Achieves Respectfully. I am a Rotella STAR.** Throughout the day individual students and whole classes strive to be recognized for exhibiting STAR expectations. Rotella students have the opportunity to be reward for positive behavior daily, weekly, and monthly. Each time your child is recognized they fill out a ticket that gets collected by their teacher. Students work toward a common school goal to earn a specified number of STAR tickets. Students also get recognized individually in various ways for earning STAR tickets. Whole classes are also recognized and rewarded for exhibiting STAR expectations. Any staff member can award a Class Star. On a monthly basis, classes who have received the most Stars are rewarded.

Monthly PBIS incentives will also be announced for students to work toward. This serves as another opportunity for students to work toward demonstrating positive behaviors and being a Rotella STAR. You will also notice that in our monthly montage we will incorporate a PBIS tip of the month. Look for the tip as it will help you to reinforce at home the attributes of being a Rotella STAR. We would like to thank you for your support in helping your child find continued success as a Rotella STAR.

# Be a STAR

Safe  
a Team player  
an Achiever  
Respectful

## Recess

<b>Safe</b>	<ul style="list-style-type: none"> <li>Walk at all times in the playscape area.</li> </ul>
<b>a Team player</b>	<ul style="list-style-type: none"> <li>Share equipment.</li> <li>Take turns on the playscape and swings.</li> </ul>
<b>an Achiever</b>	<ul style="list-style-type: none"> <li>Freeze when the whistle blows.</li> <li>Gather belongings and walk to line properly.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> <li>Put away equipment as it was found.</li> </ul>

# Be a STAR

Safe  
a Team player  
an Achiever  
Respectful

## Bus

<b>Safe</b>	<ul style="list-style-type: none"> <li>Sit faced forward at all times.</li> <li>Stay in your seat at all times.</li> <li>Keep your hands in the bus at all times.</li> </ul>
<b>a Team player</b>	<ul style="list-style-type: none"> <li>Report problems to the bus driver.</li> <li>Help keep the bus clean.</li> </ul>
<b>an Achiever</b>	<ul style="list-style-type: none"> <li>Use an indoor voice.</li> <li>Keep your belongings in your book bag.</li> <li>Throw away all trash.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to self.</li> <li>Stay in your personal space.</li> <li>Be courteous to all staff and students.</li> </ul>

# Be a STAR

Safe  
a Team player  
an Achiever  
Respectful

## Auditorium

<b>Safe</b>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Sit correctly in your seat.</li> </ul>
<b>a Team player</b>	<ul style="list-style-type: none"> <li>Applaud at appropriate times.</li> <li>Sing school song.</li> <li>Respond to quiet sign.</li> </ul>
<b>an Achiever</b>	<ul style="list-style-type: none"> <li>Use an appropriate voice.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Keep hands and feet off seats.</li> <li>Keep hands and feet to yourself.</li> <li>Be courteous to all staff and students.</li> </ul>

# Be a STAR

Safe  
a Team player  
an Achiever  
Respectful

## Cafeteria

<b>Safe</b>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Stay in your seat.</li> <li>Keep all food to self without sharing.</li> </ul>
<b>a Team player</b>	<ul style="list-style-type: none"> <li>Share your tray at cleanup time.</li> <li>Help your table be ready for recess.</li> </ul>
<b>an Achiever</b>	<ul style="list-style-type: none"> <li>Keep your area clean.</li> <li>Keep track of all your belongings.</li> <li>Use an indoor voice.</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to self.</li> <li>Keep your food and utensils in your space.</li> <li>Be courteous to all staff and students.</li> </ul>

# Be a STAR



**Safe**  
a **Team player**  
an **Achiever**  
**Respectful**

## Hallway

**Safe**

- ☑ Walk at all times.
- ☑ Face forward.

**a Team player**

- ☑ Keep lines straight.

**an Achiever**

- ☑ Be silent at all times.

**Respectful**

- ☑ Keep hands and feet to self.
- ☑ Be courteous to all staff and students.

# Be a STAR



**Safe**  
a **Team player**  
an **Achiever**  
**Respectful**

## Bathroom

**Safe**

- ☑ Walk at all times.
- ☑ Wash your hands.

**a Team player**

- ☑ Report problems immediately.
- ☑ "Only Monkeys Climb"

**an Achiever**

- ☑ Leave the bathroom better than you found it.
- ☑ Flush the toilet.
- ☑ Throw away all trash.

**Respectful**

- ☑ Keep hands and feet to self.
- ☑ Stay in your personal space.
- ☑ Be courteous to all staff and students.

# Be a STAR



**Safe**  
a **Team player**  
an **Achiever**  
**Respectful**

## Classroom

**Safe**

- ☑ Stay in seat and sit correctly unless you have permission to get up.
- ☑ Walk at all times.

**a Team player**

- ☑ Respond to the quiet sign.
- ☑ Keep your area clean.
- ☑ Follow directions the first time.

**an Achiever**

- ☑ Complete and do your best on all assigned tasks.
- ☑ Use an appropriate voice.
- ☑ Have planner signed.

**Respectful**

- ☑ Keep hands and feet to self.
- ☑ Raise hand; wait to be called.
- ☑ Be courteous to all staff and students.