

Welcome to the John Wallace Middle School and to the start of a new school year! We hope your year will be productive and rewarding. This handbook clearly outlines all of the rules, regulations, and procedures students are expected to follow for us to provide a safe, cooperative learning environment. Please refer to this handbook if you have any questions.

Mr. Daniel A. Dias, Principal

Mr. Marco A. Tirillo, Assistant Principal

**Mission Statement** - The John Wallace Middle School Family values **P**reparation, **R**espect, **I**ntegrity, **D**etermination, and **E**xcellence (P.R.I.D.E.) in helping students become lifelong learners in the 21<sup>st</sup> Century. We embrace the unique characteristics of middle school students and foster their development to successfully transition from the elementary level to the high school. By creating relevant educational opportunities for a diverse student body, building strong relationships with every student, and providing rigorous learning experiences, all students will reach their fullest potential.

**Academic and Social Expectations** John Wallace Middle School students will demonstrate P.R.I.D.E. in all areas of the school and the community.

**Preparation**

- Apply study skills in a variety of environments to develop as independent learners
- Show effective literacy and numeracy skills in all content areas
- Read at or above grade level
- Understand and apply the concepts of visual and performing arts
- Demonstrate a positive attitude

**Respect**

- Understand the importance of personal health, nutrition, and exercise habits to enhance physical, social, emotional, and intellectual wellness
- Demonstrate respect and tolerance of others' differences
- Demonstrate respect for teachers, staff, community members, self, and peers
- Respect personal and public property and the environment
- Work cooperatively with others

**Integrity**

- Recognize conflicts and resolve disputes in an appropriate and positive manner
- Show personal responsibility for one's actions
- Demonstrate integrity by reaching out to others in need
- Positively represent John Wallace Middle School

**Determination**

- Use critical thinking and problem solving skills to become lifelong learners
- Set yearly personal goals as they relate to future opportunities in education
- Demonstrate an attitude to work harder when work becomes more challenging

**Excellence**

- Apply appropriate skills and strategies to meet content area state and national standards
- Demonstrate knowledge of history, civics, geography, and economics
- Use 21<sup>st</sup> Century technologies to attain and apply knowledge
- (For those who participate in World Language) demonstrate and apply an understanding of world languages and cultures
- Participate in the community as informed citizens

**Expectations for School Performances** - John Wallace Middle School staff will provide:

- a safe and secure environment conducive to teaching, learning, and mutual respect.
- a comprehensive/challenging/integrated curriculum that will enable all students to meet their academic/social, and personal potential.
- instructional and assessment strategies that meet the diverse learning styles and needs of all students.
- a nurturing environment that fosters mutual support/communication among staff, students, and school administration.
- recognition of achievements and contributions of students, faculty, staff, and school.
- co-curricular, extra-curricular, and community service opportunities.
- programs that will further strengthen the partnership among the school, student, home, and community.
- the necessary support services to meet the social, emotional, and intellectual needs of students.
- opportunities for students to develop intellectually and creatively.
- opportunities to annually reflect upon the school mission statement, CMT improvement plan, and district-wide objectives.
- opportunities for faculty and administration to collaborate and grow professionally.
- the necessary support services for students to successfully transition from the elementary level to the high school.
- staff members who serve as appropriate role models for the social, emotional, and intellectual needs of students.
- opportunities for students and staff to use the Internet in a responsible manner.

**Academies for Aerospace Engineering and Biomedical Sciences** - The Academy for Aerospace Engineering is located at John Wallace and the Academy for Biomedical Science is located at Martin Kellogg. All students entering the 7<sup>th</sup> grade are eligible to apply to either academy. Applications are distributed on April 1. Students are selected to the academy by a lottery process, which also determines the order of the waiting list. For more information, please contact Ms. Kim Davis, Director of Extended Learning, at 860-666-5611 ext. 1263

**Admission/Placement** – A student, who is enrolling in the school for the first time, following attendance in another Connecticut public school, out-of-state attendance, or admission through a bona fide foreign exchange program, is required to make an appointment with the

Residence Office at Newington High School, 605 Willard Avenue. Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with the law. The district will provide transportation.

**Anonymous Communication Telephone Number** – We recognize that members of the school community, parents, or residents of Newington would like to communicate information to the school district without providing their name. Such information is often difficult to use because of the inability to question and validate the comments, but it is still valuable. Information such as a student not residing in the town of Newington, a student being harassed by others, or a student being abused are common anonymous calls we now receive. The Newington school district has established a special telephone connection for students, parents, or members of the community to leave messages through the Office of the Superintendent of Schools. This telephone number is **(860) 665-8691**. The phone will be answered during regular business hours 8:30 a.m. – 4:30 p.m. A voice mail system will record messages after hours. If the matter is urgent, please contact the Newington Police Department. We do encourage people to provide a name a telephone number for us to verify all concerns.

**Arrival /Dismissal** – For safety reasons, students may arrive on school grounds **no earlier** than 7:45 a.m. Students will not be allowed in the building until 7:55 a.m. Dismissal is at 2:50 p.m. and all students are to leave the building promptly unless they are remaining after school for extra help or for an activity. All students must be with a teacher for the entire time. Students will not be permitted to roam the halls, visit other teachers, or loiter outside.

**Attendance** – Your child is expected to attend school every day that school is in session except for legitimate reasons. A student is considered to be “in attendance” if present at school or an activity sponsored by the school (e.g., field trip) for at least half of the regular school day. A student will be considered truant after 4 unexcused absences in a month or 10 in a school year. The state defines excused absences as follows:

1. For absences one through nine, a student’s absence is considered excused when the *parent/guardian approves such absence and submits appropriate documentation (written note - **Email is sufficient**)*; and
2. For the tenth absence and all absences thereafter, a student’s absence from school is considered excused for the following reasons:
  - a. Student illness (must be verified by an appropriately licensed medical professional, regardless of the length of the absence).
  - b. Student’s observance of a religious holiday.
  - c. Death in the student’s family or other emergency beyond control of the student’s family.
  - d. Mandated court appearance (with written documentation).
  - e. The lack of transportation that is normally provided by a district other than the one student attends; or
  - f. Extraordinary educational opportunities pre-approved by the district’s administration and in accordance with Connecticut State Department of Education guidance.

Unexcused absences are considered to be any absence that does not meet the above definition or the appropriate documentation has not been submitted. Family vacations are also deemed to be unexcused absences. **Parents are expected to call the school before 8:15 a.m. to verify any absence. Our school has a voice mail system (860-667-5888) that you may call any time to verify an absence.** If your child is absent but you have not verified the absence, the school office will attempt to contact you at home or at work. **When a child returns to school after an absence, a note explaining the reason for the absence is required.** This means that a phone call with no written follow-up will automatically be coded as verified, which is considered *unexcused*.

Students are to plan to make up their work on their return to school and teachers will allow students to make up work in a reasonable amount of time, (2 days for each day absent). Parents may request teachers to send home missed classwork and/or homework after 2 consecutive days of absence. A student must be present in school for at least four hours in order to participate in and/or attend a club activity/performance/ school function that afternoon or evening. Further, if a student misses ten (10) or more days of school, then he or she will automatically become ineligible to attend any school field trips or special events unless a request for appeal is made in writing to the Principal and granted by the Principal.

**Awards and Recognitions** - Awards/recognitions are given to students for outstanding effort, academic achievement, and community service. Some awards are given to 8th graders in recognition of their performance over 4 years at Wallace, while other awards are presented at the grade level.

**Bicycle Safety** - Traffic regulations for bicycles are the same as those for cars both on/off school grounds. Riders must keep to the right and are not allowed to ride on sidewalks. Bikes are to be wheeled on the walks. By law students under the age of 12 must wear helmets.

**Bullying/Harassment** – The Board has established a policy on bullying. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that causes physical or emotional harm to such student or damage to such student’s property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the education process or the orderly operation of a school.” The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying, which may be made anonymously or directly through any school staff. The safe climate specialist shall investigate or supervise the investigation of all reports of bullying promptly. A copy of the Board policy and accompanying administrative regulations can be obtained from the principal and the school’s website under “Safe School Climate”.

**Bus Information** - the Board of Education, under Statute 10-186, will provide transportation to all eligible students. Students who live more than 1.25 miles from school are eligible to ride a school bus. At the beginning of each school year, all eligible students will be

assigned to a bus run by the Transportation Supervisor. Unless an exception is granted, all bus run assignments will be on a 5-day per week basis. Parents who wish to request, for day care purposes, a permanent change in bus transportation, must submit a written request in advance, while temporary changes need to be requested in writing at least five days in advance of the change, to the school office. Changes will only be granted for emergency circumstances. The school district may make modifications to bus run assignments or bus routes during the course of the school year. Reconfiguration of bus runs occurs to ensure that students arrive to school on time, recognizes changes in enrollment, or enhances the safety of student transportation. Concerns regarding transportation should be made to Mr. Alan Avery, Transportation Supervisor (860-666-2441).

**Bus Stops/Rules** – School bus stops are considered school/town property. All school rules are in effect at these locations and must be followed, namely:

- 1) Wait for the bus in a safe place that is well off the roadway
- 2) Board your bus and be seated in an orderly manner
- 3) Remain in your seat while the bus is in motion
- 4) Keep your head/arms inside the bus at all time
- 5) Keep the aisles clear
- 6) Remain quiet and orderly
- 7) Be alert to traffic when boarding or leaving the bus
- 8) Follow all directions given by the driver

**Cell Phones/Electronic Devices** – Once students enter the school building, students are to turn off these devices and store them in a safe location. Students are permitted to use these devices only under the direction of their teacher. When the school day is over and when they are dismissed from the building, only then are students permitted to use these devices. Students who do not comply with these guidelines and disrupt the educational process may have their electronic devices confiscated. Appropriate disciplinary action will be determined by the school administration.

**Child Abuse** – Child abuse is defined as any physical injury inflicted by other than accidental means or injuries, which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered as forms of child abuse. Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff including school counselors, social workers, school psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child placed in imminent danger of serious harm to the CT State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect and staff receive yearly training in their use. Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about whether or not a report should be filed with a case of suspected abuse or neglect, the decision will be made to report. The school will work with the parents and appropriate social agencies in all cases.

**Chromebooks** - With the district's technology initiative, Chromebooks have become an important part of your child's learning. It is expected that students come to school each day with a charged chromebook. Students who do not have a charged chromebook can ask to have it charged up to 3 times in a month. Also, if the chromebook is forgotten at home, they can borrow a loaner up to 3 times a month.

**Clubs/Extra-Curricular Activities** - We encourage all students to join an after-school club. Information on clubs will be issued shortly after school starts with a description and purpose of each club. ***A student must be present in school in order to participate in and/or attend a club activity, performance, or other school function that afternoon or evening.***

**Conduct** – Students are responsible for conducting themselves properly and in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation and while walking to/from school. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct regardless of time or location. The district also has authority over students' off-campus when conduct is a violation of Board policy and is seriously disruptive to the learning environment. Students are responsible for attending all classes regularly and on time, being prepared for each class with appropriate materials and assignments, being dressed appropriately, showing respect towards others, behaving responsibly, paying required fines/fees, abiding by the code of conduct, adhering to all school rules, seeking change in school policies and regulations in an orderly and responsible manner, and cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense. Please refer to the "Code of Discipline" (pages 6 & 7) for more details.

**Dangerous Weapons/Instruments** – No guns (including pellet/soft pellet, BB, and gun facsimiles), knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may ever be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to suspension, arrest, prosecution, and possible expulsion.

**Discrimination** – Discrimination on the basis of race, color, natural origin, religion, sex, sexual orientation, marital status, or handicap is a violation of Board policy and will be addressed according to terms of the school discipline code under "harassment".

**Dismissals** - If your child becomes ill, if a serious incident arises requiring dismissal, or if a note has been brought in for an early dismissal, the responsible adult is expected to pick up your child in the main office. Students will sign out in the main office before leaving. The nurse/designee is the only person who can call home and authorize early dismissal for medical reasons.

**District Policies** – All district policies can be found on the district website. If you do not have access to the district policies online, please contact the principal for a copy.

**Dress Code** - The middle school dress code is intended to enhance the self-image of students, reduce peer pressure, and promote a healthy, safe and professional learning environment. The items listed below are deemed as inappropriate for wear at the middle school level:

1. Clothing should be neat, clean and in good repair.
2. For health reasons, shoes must be worn at all times.
3. Skirts and shorts should be of appropriate length. Undergarments must be appropriately covered at all times. All shirts and blouses should reach the waistline and no midriff is to be exposed. The following are not allowed: spaghetti straps, halter tops, tube tops, and any see-through shirts or blouses without undergarments.
4. Attire or accessories which depict logos or emblems that represent drugs, tobacco, alcohol, sexual references, weapons or inappropriate statements are not allowed.
5. Headware, such as hats, are not allowed. Exceptions will be made due to religious/medical reasons.
6. Attire or accessories which are in violation of the school district's sexual harassment or bullying policy are not allowed.
7. Wearing of outerwear is not allowed. Outerwear is considered to be coats, parkas, jackets, etc.
8. Accessories which may be a danger to self or others are not allowed.
9. Attire which conveys a message which is vulgar, hateful, conveys gang affiliation, or promotes discrimination is prohibited. (A message which is distasteful and carries a double meaning, regardless of its presentation, is not allowed.)
10. Pajamas and/or slippers are not permissible.
11. Safe shoes must be worn throughout the day.

If the student dress does not conform to the above guidelines or otherwise disrupts the educational process, students will be required to change their clothes. Students who do not follow the Dress Code will be required to notify a parent to bring a change of clothes to school. Dress code violations may result in disciplinary action. In any instance in which there appears to be a question, the administration reserves the right to make the final judgment.

**Early Dismissal**– Early dismissal is permitted to meet doctor's appointments, dental appointments, or other legitimate commitments. A parent's/guardian note that specifies the date/ time/ reason for the early dismissal must be presented to the main office secretary at the start of the school day. Parents/guardians are to report to the main office to sign out and pick up the child. Students will be dismissed from class at the designated time and report to the office. A student must attend school for at least half of the regular school day to be considered "in attendance".

**Early Release Days** - School will be closed at 1:20 p.m. on early release days with the exception of parent conference days, when school closes at 1:00 p.m.. Lunch will be served on all early release days except on the last day of school. There will be no late bus on these days, however.

**Emergencies** – Emergencies or last-minute appointments may require that a student be dismissed early without a note. Parents will be asked to fill out an early dismissal form upon arriving at the main office.

**Emergency Information**- At the start of the school year, parents/guardians are to update an emergency form that contains the name and phone numbers of an available, responsible adult should the parent/guardian be unavailable. Please notify the main office of any changes in information that may occur.

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

**Equal Opportunity** – Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources. The Assistant Superintendent of Schools is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973.

**Evacuations/Lockdown Drills** – Drills are held throughout the school year. Students are to remain silent during the drill and to follow all directions. Evacuation of special needs students from the area of refuge is carried out in accordance with public safety regulations.

**Field Trips** – Field Trips are excellent opportunities that are made available to all students. However, all trips are *privileges* that students will lose due to a record of inappropriate behavior (i.e. suspensions, excessive number of disciplinary referrals/detentions). Students who are removed from field trips will be required to attend school on the day of the trip and will be given class work under the supervision of a teacher. Students failing a class for a current marking period may be removed from special events. **Please ask an administrator for a copy of all details regarding field trip and special events eligibility.**

**Food, Drink, and Gum** – Students are not permitted to eat anywhere in the school except for the cafeteria. Students may not arrive to school with open containers of beverages. Because John Wallace Middle School promotes a "healthy school" environment, students are not permitted to bring in cupcakes, etc. for celebrations unless under the direct supervision of a teacher. Lunchtime celebrations in the cafeteria are prohibited due to the potential for serious disruption. Due to the large amount of carpeted areas in our school, gum chewing is not permitted at any time.

**Health Room** - The health room is located next to the guidance office and is open during school hours. Students must have a pass to see the nurse. To comply with state laws, posture screening is done on all students' yearly, vision screenings are done in grades five and six, and hearing screenings are done in grades five and eight. Physical exams are required of all seventh graders. Medication to be administered in school by the nurse must be accompanied by a signed statement from the physician stating dosage and frequency. The nurse may not administer medication without a physician's order.

**Homeless Students** – Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students have and may continue to attend the school of origin. The district liaison for homeless children is the Director of Student Services.

**Home-School Communication** - Parents/guardians wishing to visit the school should contact the principal or teacher to make arrangements. We ask that you report directly to the main office upon your arrival to sign in and receive a visitor's pass/badge. We also encourage parents/guardians to maintain on-going communication with your child's teacher/s/counselor/support staff. Parents may also use our voice mail system to leave messages for staff. All students are also provided with a daily planner that is used as a form of daily communication.

**Homework** – The purpose of homework is to introducing new content, practice a skill or process that students can do independently but not fluently, elaborate on information that has been addressed in class to deepen students' knowledge, and provide opportunities for students to explore topics of interest. Homework also serves to help all students reach their educational goals. Please reinforce with your child, the importance of homework completion, and establish a set time and a place at home where your child can complete homework.

**Incomplete Grades** - Under certain circumstances such as a lengthy excused absence, a student may receive an incomplete for one or more of his/her grades. If this should occur, the student has three weeks from the close of the marking period to make up any missed work. At the end of three weeks, the incomplete will be converted to a permanent letter grade.

**Late Bus** - Bus students, who remain after school, are eligible to take the late bus home for that afternoon. The late bus leaves the school at approximately 3:50 p.m., Monday through Thursday. Walkers are not eligible to ride the late bus.

**Lockers** - Students in grades 5-8 are assigned a locker in the classroom wing for storing books/outside clothing. All students are assigned a combination lock by the school for which they are responsible. School lockers are under the joint control of students and the administration, and the school principal/designee has the right to inspect a locker at any time without student permission. According to Board of Education policy, desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students. The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker randomly or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband materials poses a serious threat to the maintenance of discipline, order, safety, and health in the school.
3. The student/s have been informed in advance that Board policy allows desks/lockers to be inspected if the administration has reason to believe that materials injurious to the best interest of students and the school are contained therein.

**Lunch Program** - Lunch and snack items are available in the cafeteria for purchase. Students that do not bring a lunch or have inadequate money will not be allowed to charge a school meal. Free and reduced priced meals are available for eligible families.

**Materials Brought to School** - Students are discouraged to bring any items to school that are disruptive to the educational process and/or are valuable to the student in case the item is lost.

**Migrant Students** – The district has a program that addresses the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted/talented education, vocational education, language programs, counseling programs, and elective classes (high school). Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of migrant programs.

**Pesticide Application:** Please refer to the John Wallace Middle School website for information for details.

**Physical Education (now part of Wellness)** - Combination locks and lockers are provided in the locker rooms for storage of P.E. clothes/personal needs. To be excused from physical education, a student will need a note from the parent. After that, a form must be filled out and signed by a physician stating the nature of disability and degree of participation. Forms listing activities the physician may feel your child can participate in during the recuperation period can be obtained from the school nurse. A note from your physician is also acceptable. For short-term problems such as fractures, sprains, illnesses, etc., a physician must sign two (2) forms; one to be excused from P.E. during recuperation and the other stating the student is well enough to resume full activity. If your child has a chronic problem such as asthma, bronchitis, etc., let the school nurse know. A form will be sent home in June to fill out and return in September, covering the next school year, stating that you need limited physical education at the time these problems are active. Please call the school nurse if you have questions.

**Psychotropic Drug Use** – School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school social workers, and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner.

**Rapid Notification System (School Messenger)**: Newington Public Schools has a Rapid Notification System which allows the school district or individual school to quickly connect with parents of students to inform parents of a delayed opening, early dismissal, or cancellation of school. It may also be used to communicate major school-wide activities such as Open House. It will not be used to communicate with an entire school about minor activities that do not generally impact the individuals being contacted. The Rapid Notification System is designed to deliver a recorded message when someone answers the phone or to leave a message if it reaches a voicemail system or answering machine. The system is set up to call the primary number that you provided to the main office this year. If you did not submit a request to change the primary number, Rapid Notification is automatically set to call the child's home phone number. In the event of an emergency, the system will also call the second number that you provided. Please be sure to provide the school office with updated contact information to ensure effective use of this new system.

**Release of Information** - The following information listed below is found in the education record of students enrolled at John Wallace Middle School and is designated as directory information. This information may be disclosed by school officials without the prior consent of a parent unless the parent has stated his/her refusal to allow the release of any or all information in writing to the school principal no later than September 15<sup>th</sup>:

1. Student's name, address, place and date of birth, dates of school attendance, grade level, participation in officially recognized activities and sports, honors and awards received by the student may be disclosed.
2. Photographs or pictures of students may be taken throughout the school year and submitted to local newspapers for publication.
3. Videos of school events and activities that are open to the public may be shown on Channel 14, Public Access Television.
4. Children's images, projects, and voices may be shared through a variety of media, both print and electronic, for the purpose of celebrating their accomplishments at school or among staff only for the purpose of improving teaching practices.

**Report Cards** - Report cards are issued in November, January, March, and June, and parent-teacher-student conferences are held in September, November, and March. Parents should contact their child's teacher(s) with any questions regarding academic performance and are encouraged to monitor their child's grades on PowerSchool.

**Retention** – There is a district policy governing retention. The policy is available for review from the main office.

**School Cancellation/Delayed Opening** - Should weather conditions prevent or delay the opening of school, local radio and television stations will broadcast the information between 5:30–8:00 a.m. You will also be notified by our Rapid Notification system (see above).

**School Store** - The bookstore is located across from the counseling office and is open every day before school for students to purchase such items as pens, pencils, notebooks, book covers, folders, and other school supplies at reduced rates.

**Smoking** - By action of the Board of Education, all students are forbidden to use or possess tobacco, tobacco materials, and/or smoking materials in the school building, on the school grounds, or while under supervision on trips.

**Student Records** – In accordance with Board policy, a student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. The principal is the custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. These records move with the student from school to school. The district, when a student moves to a new school or charter school, will send the student's records to the new district or charter school within 10 days of receiving notice of the move from the new district. Unless the parent/guardians of the student authorizes the record transfer in writing, the sending district is required to send a notice when the records are sent to the new district.

**Student Search** – A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objective of the search and the nature of the infraction.

**Substance Abuse** – The school prohibits the manufacture/distribution/dispensing/possession/use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to serious disciplinary action. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics, or alcoholic beverages are considered grounds for expulsion due to the fact that these materials are illegal and subject to criminal prosecution. Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies, and aftercare support.

**Substitute Teachers** - During the school year, your child's regular teacher/s may be absent due to illness or professional obligations. When this occurs, the class will be taught by a substitute. Students will be held responsible for all work covered by a substitute teacher. A substitute teacher deserves the same respect as the regular classroom teacher.

**Tardiness** - In addition to regular attendance, students are expected to arrive to school on time (by 8:05 am for attendance in homeroom). For students in grades 5-7, an after-school detention will be assigned for every ten (10) tardies to school. For students in Grade 8, an after-school detention will be assigned for every five (5) tardies to school.

**Teacher and other Educator Qualifications** – Parents/guardians may request information about the professional qualifications of their child’s teacher/s by notifying the Assistant Superintendent. The response will indicate whether the teacher is certified for the subject matter and grade taught, the teacher’s undergraduate major, and any graduate degrees or certifications the teacher may have. Parents will also be advised, if requested, as to whether or not the child is provided service by paraprofessionals and their qualifications.

**Telephone (Main Office)** - The office phone may be used before school, during lunch, or after school only. Grade 5 students may use the office phone whenever given a pass by their teachers. Before 8:05 a.m. and after 2:50 p.m., the office phone may be used to ask parents to bring in a forgotten item or inform parents that a student needs to remain after school. During lunch students may call parents to inform them that they must stay after school. Students are encouraged to be responsible in bringing needed items to school and to use the phones as little as possible by making prior arrangements.

**Textbooks & Supplies** - All textbooks are owned by the Town of Newington and are loaned to students free of charge. Normal wear is expected, but students will be required to pay for books excessively worn or lost during the school year. If a student loses a textbook, they are to notify their teacher immediately. All textbooks are to be covered at all times.

**Title I Parent Involvement** – Parents of a child in a Title I funded program will receive a copy of the district’s parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review, and implementation of Title I programs.

**Transportation Complaints** - All complaints regarding school transportation are to be made to the Transportation Supervisor (860-666-2441). A written record of all complaints will be maintained in the Transportation office and an investigation of the allegations will take place.

**Tuancy** – P.A.00-177–An Act Concerning Youth In Crisis – defines a youth in crisis as a student (age five to eighteen) with four unexcused absences in a month or 10 unexcused absences in a school year. This provides for Superior Court jurisdiction over the youth. Disciplinary action for truancy may include a one-day in-school suspension for each unexcused absence as well as a zero grade for all tests/quizzes. Parents/guardians have the responsibility to assist school officials in reporting and preventing truancy. The Superintendent will file a written complaint with Superior Court Juvenile Matters if a parent/guardian fails to cooperate with the school in this regard.

**Vacations During School Time** – Parents who are taking family vacations during school time are requested to send written notification to your child’s teacher, the guidance office, and the main office. Absences for the purposes of vacation are only considered “verified” and not “excused”. Though we strongly discourage this practice due to the loss of instructional time, we do understand that at times, these situations cannot be avoided. Upon returning to school, your child will need to make arrangements with his/her teachers to make up missed work in a timely fashion. **Teachers are not able to provide class work ahead of time for family vacations taken during school time.**

**Video Surveillance** – Please be advised that there is a district policy that allows for the use of video camera surveillance in its transportation vehicles and on school grounds for the purpose of maintaining order and discipline on school property and on school vehicles and for the protection, health, welfare, and safety of students and staff.

## **MIDDLE SCHOOL DISCIPLINE**

**Detentions** – Detentions for violation of school rules are held after school (2:50-3:50 p.m.), Monday-Thursday. Students who are given a detention must stay after school on the same day that the detention is given unless other arrangements are made. It is the student’s responsibility not to incur detentions, particularly if he/she has after-school commitments. Late buses are available to bus students Monday-Thursday. Detentions are served in a silent area either with a teacher or an administrator, depending on the circumstance. If a student fails to serve an assigned detention, the detention is automatically doubled and must be served on the following two consecutive detention days. Failure to do so will result in a referral to the assistant principal for administrative intervention. Teachers will notify parents about detentions.

**Office Referrals** - Any student displaying inappropriate behavior may be sent from class or other area of the school to the office. A staff member will complete a disciplinary referral form and the student will be seen by building administration. Building administration will take appropriate disciplinary action depending on the nature of the offense and the measures already attempted by the teacher. Excessive referrals in a given year will result in a suspension.

**In-School (Internal) Suspension** - A student will be assigned an in-school suspension (up to 10 days) for violation of school rules including but not limited to those listed in the handbook. Students will be removed from class and regular school activities to complete classwork and assignments (including tests/quizzes) in a supervised area. All privileges will be removed in an attempt to motivate the student’s return to regular classes and to follow school rules. Parents will receive written and verbal notification of the suspension by building administration. Students who are serving in-school suspension may not participate in after school activities.

**Out-of-School (External) Suspension** - Suspension from school will occur for incidents of a more serious nature (i.e. use or possession of drugs, gross misbehavior, failing to show improved behavior after a number of in-school suspensions, and other causes deemed necessary by administration). A student who is serving an out-of-school suspension or expulsion is not allowed to be on school property/school grounds, and cannot participate in school activities.

**Suspension for Ten Days or Less** - The Public School Laws of Connecticut authorize a principal to exclude a pupil for cause for a period of not more than ten school days. Please note the following conditions:

1. Except in the case of an emergency, a student shall be given the opportunity to meet with the administrator or his designee and to deny the charges against him prior to the beginning of any suspension.
2. No pupil shall be suspended more than 10 times (15 times for in-school suspension) or a total of 50 days in one school year without an informal hearing.
3. The parents or guardians of any student shall be given a notice of suspension within twenty-four hours of the beginning of the suspension.

**Excessive/Multiple Suspensions** – Students who earn excessive/multiple suspensions may be referred to the Superintendent for consideration for expulsion.

**Expulsion or Suspension for Longer than Ten Days** - Upon recommendation of exclusion from school privileges for a period of more than ten days, the Board of Education shall notify the pupil concerned and his/her parents that such exclusion from school is under consideration. Within five days of receipt of such notice, the student may request a hearing; such hearing will be held in accordance with the procedures outlined in Board of Education policy on "Removal/Suspension/Expulsion 5114 (a-k).

**Required Recommendations for Expulsion** - One or more of the following infractions, if occurring on school property, school transportation vehicles, or at any school-sponsored activity, shall require the Superintendent of Schools to recommend expulsion:

1. Possession or transmission of any firearm/weapon/dangerous instrument, knife or explosive.
2. Sale or transfer of controlled substance.
3. Any student who threatens in any manner, including orally or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee or a fellow student, shall be subject to expulsion. In addition, the Superintendent of Schools shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community if the student returns to school.

**CODE OF DISCIPLINE** - the following is a list of *some* of the unacceptable forms of behavior and resulting consequences. Most students never become involved in such activities, yet it is important for all students to be aware of the consequences. ***These consequences are GUIDELINES ONLY and may be adapted to each individual situation and are at the discretion of the school administration.***

RULE VIOLATION	OFFICE DETENTION	IN-SCHOOL SUSPENSION	EXTERNAL SUSPENSION	POSSIBLE EXPULSION	POLICE CONTACTED
Alcohol - possession/use/sale or transfer			X (up to 10 days)	X	X
Assault- of another person (with or without cause)			X (up to 10 days)	X	X
Bullying - Verified Acts		X (up to 10 days)	X (up to 10 days)	X (if repeated)	
Bus Misconduct	X	X (or bus suspension)			
Cheating/Plagiarism	X (retake or reassessment)	X (retake or reassessment)			
Class-cutting	X	X (repeated)			
Controlled Drugs– use, sale, or possession			X (up to 10 days)	X	X
Dangerous Materials – being in possession of or use of a knife, firearm, or weapon (including BB/pellet/gun/facsimile)			X (up to 10 days)	X (mandatory)	X
Detention – failure to serve a teacher-assigned detention	X	X			
Disrespect – to persons in authority; written/verbal; includes obscene gestures		X	X (repeated)	X (repeated)	
Dress Code Violations (repeated)	X	X			
Extortion/Intimidation		X	X (repeated)		X
Explosives – possession/use/ sale of fireworks, Smoke/stink bombs, incendiary devices, etc.			X (up to 10 days)	X (mandatory)	X (mandatory)
False Reporting/Inciting – i.e. making a false 911 call, pulling the fire alarm, starting a food fight			X (up to 10 days)		X
Fighting (all students involved) - either within the school building, on grounds (includes the bus and at the bus stop)		X	X		X



Forgery of legal documents		X	X		
Hall Pass – abuse/misuse	X	X			
Harassment/Name-calling – via comments, notes, internet message, to convey ethnic, racial, sexual, or religious insults	X	X (repeated)	X (repeated)		X
Insubordination–refusal to follow a directive from a staff member	X	X	X (repeated)		
Leaving School Grounds Without Permission		X	X		
Loitering on School Grounds	X				
Lying – to a person of authority	X	X			
Misconduct – repeated acts of disruptive classroom behavior	X	X	X		
Office Referrals – excessive and repeated		X			
Restricted Areas – present in an unauthorized area		X	X (repeated)		
Smoking - within the building, or on school grounds (includes bus); in possession of smoking materials/tobacco		X (if on bus, loss of privileges)	X (repeated)		
Snowball Throwing – on school grounds, at the bus stop, at busses		X			
Tardies - to school or class	X	X (repeated)			
Theft – of school/personal property or in possession of stolen goods		X	X (repeated)		X
Threats – student to student, or student to staff, written/ verbal, or over the internet		X	X	X	X
Truancy – absent without permission of parent/guardian		X (no credit)			
Vandalism – defacing of bus, school, personal/ staff property		X (payment for damages)	X (payment for damages)		X
Vulgar/ Obscene Language – includes pornographic/suggestive gestures, comments, or drawings		X	X		