



# Amity Middle School Student Handbook 2021-2022

**AMITY MIDDLE SCHOOL - BETHANY CAMPUS**

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**AMITY MIDDLE SCHOOL - ORANGE CAMPUS**

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## **Middle School Mission Statement**

*Our mission is to provide a safe, healthy and caring environment that maximizes the social, emotional, physical and intellectual growth of the young adolescent.*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## WELCOME TO AMITY MIDDLE SCHOOL

The information contained in this guide is presented to help you to succeed in middle school. We encourage students to study, work hard, and get involved in school activities. The enjoyment and success of our students is directly related to the efforts they put in here. Amity encourages all parents to work closely with the school on their child's progress.

Keep this agenda with you at all times while you are at school. Your teachers will be monitoring your work through it and it will provide means of communication between home and school.

We hope you have a very good year, that you achieve academically, and that you grow toward reaching your full potential.

## ATTENDANCE PROCEDURES

Connecticut state law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an education loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school on the day of the absence by telephone. Please see BOE policy 5113.2.

### TARDY POLICY

Amity Middle School is open at 7:00 AM for students to enter the building. Students who arrive early should report to the designated area to wait until the beginning of school. Students who enter the building after 7:36 are considered tardy and should report to the Main Office. Excused tardies include illness, a doctor's appointment or other extenuating circumstances.

### ABSENTEEISM

The only excused absences from school are for illness, serious family emergency, funeral, religious holiday, school approved activity or a legal appointment. Parents must call the school on the day of their child's absence and send in a note within ten days of the student's return.

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-201 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves

such absence and submits appropriate documentation; and

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused from the following reasons:
  1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family;
  3. mandated court appearance (additional documentation required);
  4. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  5. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Please access this link for a complete explanation of excused and unexcused absences.

<https://portal.ct.gov/SDE/Chronic-Absence/Chronic-Absence/Documents>

## PARTICIPATION IN ACTIVITIES

A student must be in attendance for his/her full school day in order to participate in any program sponsored by the school (athletics, music, debate, dances, proms, etc.), held on that day. For any event scheduled on a non-school day, the student must attend a full scheduled day preceding the event.

## TRUANCY

State law requires Connecticut residents to attend school from the age of seven until the age of seventeen. Parents have a legal responsibility to ensure that their children attend school regularly. A truant is a student with four or more unexcused absences in a month and ten within a school year. A habitual truant is a student with twenty unexcused absences in one year. Parents will be notified of unexcused absences. Truancy or class cutting will be dealt with as a disciplinary matter and may result in extended detention or suspension. Please see BOE Policy 5113.2.

## EXTENDED VACATIONS

We strongly encourage your attendance at school each and every day. Therefore, please make every effort to plan vacations in accordance with the district calendar. Student absences for vacation are subject to the criteria for excused and unexcused absences outlined above. Parents must provide advance written notification to the

school administration of vacations which will result in a student being absent from school.

## **DISMISSAL**

Students must never leave school grounds prior to dismissal times without permission from the main office.

Early dismissal from school requires a written request from a student's parent or guardian. These requests should be brought to the office before first period in the morning. Dismissal is generally for doctor's appointments and family emergencies. Parents or guardians are required to come into the office and sign out their child before any student may leave the building. Early dismissal because of illness may only be granted by the school nurse. Parents will be notified and must provide transportation.

- **If anyone other than a parent or guardian is picking up the child, the parent must notify the school in writing.**

## **PARENT INFORMATION**

### **PARENT-TEACHER CONFERENCES**

The dates of regularly scheduled parent conferences are noted in the school calendar. Teachers are also available for conferences during the school day throughout the school year. Call the guidance counseling office for appointments.

### **PARENT ORGANIZATIONS**

Parent/Teacher Organizations promote special school programs. They also assist in providing community resources for school services. Parents are encouraged to support the local parent group. Meeting times are noted on our school calendar.

### **PARENTAL ABSENCES**

If parents are planning to be out of town, they are asked to call the school and leave a phone number where they can be reached in case of an emergency as well as the name and phone number of the person who is responsible for their child.

### **STUDENT INSURANCE PROGRAM**

It is the policy of the Board of Education to provide students with the opportunity to participate, at a low cost, in an accident insurance program. Two types of coverage are offered: one which includes all accidents during school time; and one which provides 24-hour coverage. Both coverages are voluntary.

### **PROCEDURE FOR REVIEWING PARENTAL COMPLAINTS**

We recognize that during the year, parents may wish to direct a complaint toward a teacher. Parents are encouraged to contact the teacher directly as a first step

in this process. After making this initial attempt, complaints should be directed to the building principal for review. In accordance with the Agreement between the Amity Board of Education and the Amity Education Association, and in compliance with due process, the following process is to be followed when a complaint is received:

*Any complaint directed toward a teacher by, including but not limited to, a student, parent, citizen, coworker, or administrator shall not be considered valid unless and until it is investigated by the Administration and determined to have merit. The results of the investigation shall be put in writing and include a particular description of the acts complained and the names of witnesses relied upon to verify the complaint, whose names shall remain confidential unless formal charges are filed against the teacher.*

*Any teacher against whom a complaint has been filed shall be notified in writing of said complaint and the results of the investigation thereof. If any formal charges are to be made against the teacher who is the subject of the complaint, the teacher will be given an opportunity for a hearing before the Superintendent. The Superintendent shall render his/her decision, in writing, within two weeks of the hearing.*

*Any discipline or reprimand imposed on a teacher shall be subject to challenge under the grievance procedure.*

## **ACADEMIC INFORMATION AND RESPONSIBILITY**

### **HOMEWORK**

A middle school student's ability to work successfully without supervision is very important. Homework is an extension of classroom work. It is given to challenge students and to reinforce what they have learned in class. Homework encourages self-discipline and organization. Keep up with your homework. (Please see BOE policy 6154.)

### **TESTS AND EXAMS**

Students will have tests promptly returned. Students are allowed to retain all tests or assignments other than those that cannot be duplicated without destroying their validity and reliability. Materials which are not returned permanently are kept on file for parental conferences of the particular marking period.

### **MAKE-UP WORK**

Students are required to make up their work within two weeks of their return to school from an absence. If a student's return to school is near the end of a grading period, all incomplete work must be completed within two weeks after the grading period closes or the student's grade will be calculated with an "F" for any

assessment/test not made up. Exceptions to this rule may only be made by administrators.

When a student misses school for a family vacation, the student should plan to keep up with regular assignments posted online and check with his/her teachers on the first day back in school to obtain any missed work. Teachers cannot provide all assignments ahead of time, but if long-term assignments are available, teachers may provide them before the vacation. Be aware that when a student is out of class for an extended time such as a family vacation, the student will miss important class discussion, demonstrations, or activities that may not be possible to make up. Parents, please give this serious consideration when planning to take your child out of school for a vacation at times other than those scheduled in the school calendar.

## PHYSICAL EDUCATION

Physical education is required of all students. A written parental excuse for a particular reason will be honored by PE teachers for one day. If needed, the school nurse may excuse a student for a maximum of three consecutive class periods. Excuses beyond this time must be confirmed by a doctor's certificate stating the nature of the illness or injury and the length of reduced participation. The certificate must be given to the school nurse prior to the PE class, preferably before homeroom period.

The only acceptable dress for physical education class is approved gym clothing.

## LIMITED ENGLISH PROFICIENT STUDENTS

Parents of limited English proficient students / English language learners participating in a language instruction program will be notified within 30 days of their child's placement in the program.

## GRADING SYSTEM

Amity report cards are issued four times a year and the letter grades earned represent the following achievement percentages:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	BELOW 60
C+	77-79		

## OTHER GRADES

1. Grade of "P" (pass) or grade of "F" (fail). A student may be graded on a pass/fail basis for some courses.
2. Grade of "I" (incomplete). A student receives an incomplete when he/she fails to complete coursework for the marking period. This would include any and all class

work, including exams. All grades of "I" will normally be made up within two weeks after the grading period closes or a grade of "F" will be recorded.

3. Grade of "NG" (no grade). No grade is intended.

## CITIZENSHIP

Citizenship is indicated on the report card as a 1, 2, 3 or 4. The categories are listed below.

1. **Needs Improvement.** *Examples include the following:* inappropriate behavior in class; often unprepared for class; infrequent positive comments and responses in class; sometimes disrespectful to peers and/or teacher.
2. **Satisfactory.** *Examples include the following:* behavior is acceptable; comments and responds positively in class; preparation for class may be inconsistent.
3. **Good.** *Examples include the following:* behavior is good; demonstrates a commitment to the learning process; often comments and responds positively in class; often prepared for class.
4. **Excellent.** *Examples include the following:* consistently demonstrates a positive attitude towards learning and a commitment to the learning process; preparation is excellent; consistently makes positive comments and responses in class; is a role model for other students in class and throughout the school.

## SCHEDULING

The Amity Regional School District has established the following regulations for student level placement. Parents are asked to review these regulations carefully.

- 1) At the end of the first semester teachers shall make level placement designations for students based on the established criteria.
- 2) Using the teachers' level designations and other data the student and his/her parents shall select the courses for the following year.

If the student and parents do not agree with the teacher level designations, they shall notify the student's counselor. The counselor will then set up a conference with the teacher, the student's parents, and the student to discuss the level designation. If agreement about placement cannot be resolved at the conference, parents will be asked to sign a waiver request. Waiver requests will be honored when possible and if space permits.

## RECORDS

The Board of Education supports the need for student records that will reflect the academic, physical, emotional, and social development of the student. 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. This record moves with a student from school to school. Please see BOE policy 5125.

## PROMOTION, RETENTION AND PLACEMENT

Students being recommended for grade level acceleration, retention, or other adjustment to regular yearly grade level promotion must be referred to the Principal by the appropriate professional team not later than March 1<sup>st</sup> of the school year preceding the proposed change.

The final decision regarding acceleration, retention, promotion, or other grade level adjustment progressions shall be made by the Principal after consultation with parents and certified staff. Please see BOE policy 5123.

## MASTERY FITNESS TESTING

Mastery fitness testing is administered to all eighth grade students. It is intended to give baseline fitness data for our students and give us a basis for local and state comparison.

## HONORS AND AWARDS

Amity makes every attempt to provide students with a challenging learning program. The curriculum is designed to build upon elementary school experience, to provide for the academic needs of middle school students, and to prepare students for success in high school.

## ACADEMIC & CITIZENSHIP HONORS

Amity Middle School recognizes outstanding academic achievement with first and second honors. Criteria are in Board of Education policy and on our web site. In order to achieve Citizenship Honors, a student must receive five (5) fours and the remainder of the citizenship ratings must not be below a three.

## AWARDS

Students receive recognition throughout the year through a number of academic awards. The following awards are designated for academic excellence, strong citizenship, and high character.

- **Connecticut Association of Public School Superintendents'(CAPSS)**  
Superintendent/ Student Recognition award in the fall for leadership service to the school, academic prowess relative to ability, and service to others.
- **"Superintendent's Award" sponsored by the South Central Area Superintendent's Association (SCASA).**  
This award is based on academic success, leadership to the school community, community service, and service to others in March.

- **"Scholar-Leaders Award" sponsored by the Connecticut Association of Schools (CAS).** This award program is designed to recognize one boy and one girl from each middle level school in Connecticut, who has distinguished herself/himself in scholarship and leadership in school and community in June.
- **"CABE Student Leadership Award" (CABE).** One boy and one girl from each middle level school in a CABE district is selected for this award. It acknowledges those students who exhibit exemplary leadership skills.

## SCHOOL SECURITY AND SAFETY

Each school year the District will develop, maintain and implement an emergency disaster preparedness and response plan. ("All Hazards School Security and Safety Plan"). The plan is based on the standards from the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

## EMERGENCY DRILLS

In case of any emergency, it is important that students know what action to take. Emergency drills will be scheduled during the school year. There are two general types of emergency drills. The following describes each of these types of emergency drills.

### a. Lockdown

In the event of a lock down or lockdown drill, an announcement will be made over the PA. If students hear the call for a lockdown they should pay close attention to teacher instructions. If a student is in the hallway, lavatory, or any common area and a lockdown is called, he/she should proceed immediately to the nearest supervised area or classroom.

### b. Fire

Fire drills are held regularly throughout the school year. When the fire alarm sounds, students are to stop all work immediately and follow the teacher's instructions for leaving the building. Signs indicating the appropriate exits are posted in each room. If there is a fire drill during your lunch period, you are to use the nearest exit and follow the instructions of staff. If there is a fire drill during passing time, you are to use the nearest exit and proceed to the area you would have reported to from your last class. Teachers will review with each class the procedures to be followed to exit the building in an emergency. If any exit is blocked, students are to follow the teacher's directions. If a corridor is smoke filled, students are to stay below the smoke. Once outside the building, classes are to remain with their

teachers. Students are to remain in their assigned area during the entire drill.

## **SERVICES AND FACILITIES**

### **LOCKERS**

Lockers are assigned to students for individual use. To protect personal property as well as school materials, all students must keep their lockers locked unless they are getting or putting away materials.

A student's locker may be inspected if the administration has reason to suspect it contains materials injurious to the best interests of the school.

Lockers remain the property of the school and are subject to search with reasonable cause. Students who thwart the security of the locker will lose locker use privilege. Locks are provided by the school. Students may not use other locks unless they have special permission from the office.

Public Laws have given local and regional boards of education the power to authorize law enforcement and school officials to search lockers and other school property. Such authorization may be granted to search for weapons/contraband, but only if the search is justified at its inception and as actually conducted is reasonably related in scope to the circumstances which justified it. A search will be conducted if there are reasonable grounds to believe that the search will reveal evidence that the student has violated school rules. (Please see BOE policy 5145.12)

### **THE CAFETERIA**

In order to promote safe, clean, efficient cafeteria facilities and a pleasant atmosphere for eating, you are expected to observe the following guidelines:

1. Eat your meal at a table, with one person to a seat.
2. You and the other students at your table are responsible for keeping the table and floor area clean. This is the responsibility which goes with the privilege of eating in the cafeteria.
3. Remain seated at your table until dismissed by supervising teacher.

### **LOST AND FOUND**

You must inquire about lost articles. Any valuable articles found by students should be brought to the office. Any clothing, books, shoes, backpacks, and jackets found in the building will be kept in the designated area.

Any physical education articles which have been found should be taken to the physical education teacher rather than to the office.

## **ANNOUNCEMENTS, NOTICES, AND DISTRIBUTION OF WRITTEN MATERIALS**

Announcements about school activities and other school-related information are made each morning via our Student News Broadcast.

All notices must be approved by the administration. This is to guarantee that what is announced or posted is school-sponsored or a school-approved event. The school is not permitted to act as a sponsoring agent for commercial enterprises or for special interest groups.

All written materials, handbills, or petitions must be submitted to a school administrator during regular school hours for review prior to distribution. The administrator will approve or disapprove the distribution. The time, place, and manner of conducting such activities shall be established by the administrator. (Please see BOE policy 5145.2(a))

### **TEXTBOOKS**

All textbooks issued to students are numbered. Students are responsible for the care of their books. A fee will be charged for lost or damaged books and for books not handed in by students.

### **TECHNOLOGY**

Amity has an Acceptable Use of Technology Policy. As the use of technology grows, it is important that students understand the need to use technology appropriately. In our effort to ensure appropriate use, students and a parent/guardian must sign the Acceptable Use of Technology Agreement prior to using the computers in our building. The Acceptable Use of Technology Policy is on our web site at [www.amityregion5.org](http://www.amityregion5.org).

### **VISITORS**

Parents/guardians are encouraged to visit the school. However, in consideration of safety, and to ensure that you can learn without unnecessary distraction, the administration reserves the right to restrict all visitors. For these same important reasons, visits by students from other schools are not encouraged, especially during regular school hours. Please see BOE policy 1250.

NOTE: All visitors must report to the main office and sign in upon entering the school. Unauthorized entry in a public school building or public school grounds at any time is subject to prosecution. (General Statutes of Connecticut, Sec. 53-177)

### **ASBESTOS**

In accordance with requirements of the Federal Government, you are hereby notified that all known Friable Asbestos Material (friable material may be crumbled, pulverized, or reduced to powder by hand pressure) has been removed from the Amity Regional School District buildings. All non-friable asbestos

containing material remaining in the school has been identified and inspected semiannually by an accredited inspector. The Asbestos Management Plan and inspection reports are available from the Amity Regional School District Director of Facilities.

## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Please see BOE policy 3524.1.

## **WATER TESTING**

In accordance with the Federal Lead Contamination Control Act of 1988 (PL100-572) the drinking water of Amity Regional Middle Schools is tested annually for lead. The results indicate that lead levels are below the EPA's recommended level of 0.02 mg/L.

## **NON-DISCRIMINATION / EQUAL EMPLOYMENT / EQUAL OPPORTUNITY**

In compliance with regulations of the Office of Civil Rights and the Equal Opportunity practices as determined by state and federal legislation, the Amity Board of Education, as a matter of Policy, does not knowingly condone discrimination in employment, assignment, program of services, on the basis of race, gender, gender identity or expression, creed, color, religion, national origin, age, sexual orientation, disability, or other protected class status to perform the duties of the position.

Each student is encouraged to develop and achieve individual education goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, 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. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. The Director of Pupil Personnel Services 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. Please see BOE policy 5145.4.

## **SEXUAL OR OTHER FORMS OF HARASSMENT**

The Board of Education prohibits harassment or intimidation of its students and employees.

Any student or employee who believes he or she has been the subject of discrimination/sexual harassment should contact the district's Equity/Title IX Coordinator or an administrator.

Each student may receive a book outlining the sexual harassment policy. Please see BOE policy 5145.5.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualification of their child's teacher(s). 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 a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

## **TITLE I COMPARABILITY OF SERVICES**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools. Please BOE policy 6161.3.

## **TRANSPORTATION**

### **BUSES**

Your safety is the guiding rule. You ride the bus to which you have been assigned. Before you can be permitted to ride another bus or get off at another stop, a **written request** from your parents must be brought to the office. If parents will not be home, and you must ride a different bus due to extenuating circumstances, the school will verify via parent contact.

**The driver is in charge of your bus and has a teacher's authority and responsibility over all persons riding his/her bus. He/she is required to enforce all rules and regulations adopted by school authorities for your safety.**

Upon arrival at school and at any time before boarding your bus for home, you are not permitted to leave school grounds. Improper behavior on a bus endangers your safety and the safety of others. Please see BOE policy 5131.1.

### **LATE BUSES Available on Tuesday and Thursday**

Late buses are available for those who remain after school for scheduled school activities. Late bus routes are posted outside the main office.

## TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the District Director of Finance & Administration. A written record of all complaints will be maintained and an investigation of the allegations will take place. Please see BOE policy 3541.5.

## WALKING/BICYCLING TO SCHOOL

Transportation by school bus is provided for all students. Students are not allowed to walk/bicycle to or from school without written permission from a parent/guardian. This note must be presented to the office prior to walking/bicycling to or from school. Loitering along the roads or areas bordering the school grounds is not permitted because it may be a safety risk and may interfere with automobile and bus traffic.

## STUDENT INVOLVEMENT

### STUDENT COUNCIL PROGRAM

The basic objectives of your Student Council are to provide a forum for student expression and to promote the general welfare of the school.

Your Student Council is the student organization responsible for planning and running student social activities, such as dances and recreational trips, and has a major responsibility in organizing and running many student-centered activities. It needs your active support.

The Student Council is composed of student representatives. If you wish to qualify for a leadership role during your high school years, participate now. Students don't usually elect strangers. They vote for people who demonstrate leadership ability.

Your Student Council welcomes ideas for activities. It is possible for students to request new clubs or activities if enough interest exists, a faculty sponsor is available, and if facilities can be provided.

### AFTER SCHOOL ACTIVITIES

School activities occurring after the normal school day, such as concerts, evening athletic events, dances, etc., are sponsored for your enjoyment. Rules are necessary for the success of the activity.

1. All activities are under the supervision of one or more faculty advisors.
2. Once you enter, you cannot leave until the end of the activity or without permission from the persons in charge.
3. No loitering is permitted on the school premises, especially the parking lot.
4. If you were absent on the day of the activity, you will not be admitted.

5. If you are under suspension, you are not allowed to participate in any activities for the duration of the suspension.
6. You are expected to follow the prescribed rules and guidelines for the specific social events.

## FIELD TRIPS

Trips away from school for educational, cultural, or extra-curricular purposes are occasionally sponsored by various school departments. Field trips are an extension of the classroom and therefore all school rules apply. An important thing to remember is that your participation in field trip activities is a privilege which you earn by actively demonstrating to your teachers that you are a person with enough self-discipline or control to benefit from the trip. Students who have failed to exhibit good behavior or attendance and/or have a poor academic record may be excluded. Parents are required to sign permission forms for each field trip.

## FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a school counselor, advisor or administrator to request confidential help.

## ON-CAMPUS RECRUITMENT

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and education centers. Please see BOE policy 5145.14.

## SUPPORT SERVICES

The Support Service Department plays a very important role in the total educational program. Its counselors work to help you get the greatest educational benefit from your school experience. They review your progress revealed by your records and reports, your teachers' appraisals, and the results of your tests. Through counseling sessions they try to help you with questions or problems that may trouble you during the year. These may concern your classes, your educational plans, your future career, or they may involve personal problems. As a regular part of guidance services, support personnel lead student groups which address a wide variety of adolescent issues, including substance abuse. **If you do not want your child to participate in such groups, please notify his/her counselor.**

Your discussions with a member of the support staff are held in strict confidence. You can be sure that what you say will not be passed on without your permission, unless it involves issues of health and safety.

To make an appointment with your guidance counselor, go to the guidance counseling office and sign up for an appointment. Shortly after, usually the next day, you will receive, through your homeroom teacher, your pass listing the time for your appointment. Follow the procedure printed on your pass.

## **NOTICE REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the policy of the Amity Regional School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with a free and appropriate public education, regardless of the nature and severity of the disability. It is the policy of the Amity Regional School District to ensure that disabled students have opportunities to participate in academic, nonacademic and extracurricular activities. Students who are disabled have the right to receive accommodations, modifications and related services that will enable such students to be educated with their non-disabled peers to the greatest extent possible.

The Amity Regional School District does not discriminate against any individual, including students, staff and parents, with a disability within the meaning of Section 504 in any of its employment practices, programs or activities.

The Director of Pupil Personnel Services is designated as the Section 504 Coordinator:

Director of Pupil Personnel Services  
Amity Regional School District  
25 Newton Road  
Woodbridge, CT 06525  
(203)397-4820

Parents of students with disabilities under Section 504 have the right to participate in the decision-making process concerning the referral, evaluation and programming of their children. Parents have the right to review and obtain copies of the education records of their children. Parents also have the right to an impartial hearing.

Parents may request a Section 504 impartial hearing concerning the identification, evaluation or education placement of their child with disability under Section 504. The hearing officer may only review issues related to the identification, evaluation or program of the student with a disability. The hearing office does not have jurisdiction to hear claims alleging harassment, discrimination or retaliation unless such claim is directly related to the identification, evaluation or placement of the student. Complaints alleging harassment, discrimination or retaliation should be submitted to the Director of Pupil Personnel Services pursuant to the grievance procedure set forth in the Nondiscrimination Statement in this handbook.

Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Pupil Personnel Services. Additionally, such individual may file a

complaint with the Boston Regional Office of the Office of Civil Rights (OCR). Please see BOE policy 5145.42.

## **HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Pupil Personnel Services. Please see BOE policy 5118.1.

## **MIGRANT STUDENTS**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

## **SENSITIVE TOPICS/ISSUES**

As part of the educational process, certain topics or issues may be discussed under the guidance of a classroom teacher. Teachers are asked to notify students and parents in advance of any discussions or materials that may be considered sensitive topics. This includes books, magazines, videos, films, or other instructional materials. If, at any time, parents do not want their child to take part in such an activity, they are asked to contact the teacher. To share concerns in advance, please contact the guidance counselor.

## **PSYCHOTROPIC DRUG USE**

School personnel is prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. The school nurse, nurse practitioners, district medical advisor, school psychologists, school social workers or school counselors may recommend that a student be evaluated by an appropriate medical practitioner. Further, the district is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education. Please see BOE policy 4118.234.

## **SUSPECTED ABUSE OR NEGLECT**

School personnel are a critical component of early identification of cases of suspected abuse or neglect. All school employees are mandated reporters of students suspected of any physical injury or neglect. Board of Education procedures will be followed. Please see BOE policy 5141.4.

## **SUICIDE/SELF MUTILATION PREVENTION**

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize a

potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling but must recommend the youth to the appropriate place for such assessment and counseling.

The Board directs all school personnel to be alert to the student who exhibits signs of potential self-destruction or who threatens or attempts suicide.

Any school employee who may have knowledge of a suicide threat or attempt must take the proper steps to notify the building Principal or his/her designee who will, in turn, notify the appropriate school officials, student's family, and appropriate resource services.

## SEXUAL ABUSE PREVENTION & EDUCATION

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request. Please see BOE policy 5145.511.

## TREATMENT FACILITIES

### Bridges Mobile Crisis Unit

Emergency Mobile Psychiatric Services and Care Coordination  
211

### Clifford Beers Clinic ([www.cliffordbeers.org](http://www.cliffordbeers.org))

98 Elm St.	93 Edwards St.
West Haven, CT	New Haven, CT
203-933-8050	203-772-1270

### St. Francis Hospital and Medical Center ([www.stfranciscare.org](http://www.stfranciscare.org))

For referrals and consultation 800-251-6474

### BRIDGES ([www.bridgesct.org](http://www.bridgesct.org))

Adolescent addiction/prevention services  
949 Bridgeport Avenue Milford, CT 06460  
203-878-6365

## HEALTH

According to Amity policy and Connecticut state guidelines, the following are **mandatory** immunization requirements for entry into the seventh grade:

1. Proof of immunity to varicella (chicken pox), which would include a statement signed and dated by a physician indicating the child has had the disease or proof of 2 doses of vaccine.
2. Proof of 3 doses of Hepatitis B vaccine.
3. Proof of 2 doses of Hepatitis A vaccine.
4. Proof of 2 doses of Measles, Mumps, and Rubella vaccine.
5. 1 dose of adolescent Tdap vaccine.
6. 1 dose of Meningococcal vaccine.

A health assessment is required to be submitted during the seventh grade year. **This health assessment must include the following:**

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4.
3. Vision, hearing, postural, and gross dental screenings;
4. If required by the current medical standard, testing for tuberculosis and sickle cell anemia or Cooley's anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

Failure to comply with above requirements/regulations will lead to exclusion from school. Please see BOE policy 5141(b).

## SPORTS PHYSICAL AND PRE-PARTICIPATION EXAMINATIONS

If you will be participating in an inter-scholastic sport, a physical will be required annually. Physicals are valid for one (1) calendar year and must be on file in the health office. Physical dates must be reviewed by the nurse prior to team try-outs and must be valid for the **entire playing season**. Please refer to the Amity web site, [www.amityregion5.org](http://www.amityregion5.org) for the detailed Athletic Department policy regarding sports physicals.

There are no exceptions to this policy, and students will not be allowed to try out if valid physicals are not on file. Please see BOE policy 5141.

## FIRST AID EMERGENCY CARE

Accidents on school property must be reported to the teacher in charge. The school nurse will file a report and notify parents. A complete list of toxic substances present in the building is on file in the main office.

## INJURIES

Any student sustaining an injury in school or on school grounds must report that injury to the school nurse within twenty-four hours of the sustained injury. The school cannot verify injuries that have not been reported to the school nurse or administration.

## MEDICATION

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse and on our school web site. All medication must be in its original container with proper labels. Students who must take medication during school hours are to leave the medication and required authorization with the nurse and go to the Health Office to take the medication. The nurse may dispense Tylenol and/or Calagel as needed to students whose parents/guardians indicate their approval via the annual online registration process. The nurse will not dispense aspirin to students. Please see BOE policy 5141.21.

## **ENERGY DRINKS/CANDY/FOOD PRODUCTS**

Energy drinks/products are not allowed at Amity. There are not enough statistics on how children may react and there is the potential for dangerous reaction and interactions if children are taking medication. These products will be confiscated if brought to school.

No selling of food, candy or other materials is allowed without permission from school authorities.

Borrowing money in the cafeteria is not permitted. If someone pesters you or threatens you for money, inform the supervising teacher, an administrator or your counselor.

## **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines from the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

## **STUDENT CONDUCT CODE**

### **STANDARD OF CONDUCT (Please see BOE policy 5131)**

School rules help to identify standards of conduct which are necessary for the orderly operation of the school. Discipline refers to the control necessary to maintain this order.

Self-control, self-discipline, and common sense tell us that the student who is honest in his or her intent to do a good day's work, who has a reasonable amount of self-control, and who tries to be considerate of other people's rights will rarely have to worry about discipline imposed by others. Should you be concerned? Please use your common sense.

The Amity Middle School student conduct code is intended to foster constructive, positive character traits, enhance self-esteem, and promote academic success. Appropriate and safe behavior is expected of all students during school, on school buses, and at all school activities taking place on or off school grounds.

## **THREATENING COMMENTS**

It is important that we are cognizant of the potential implications of comments. Any comment or statement made by a student of a threatening nature will be taken seriously and acted upon immediately. After a thorough investigation by the administration in consultation with

guidance personnel, school psychologist, and the police, appropriate action will be taken.

## **LANGUAGE CODE**

Some language is offensive to other people. Using offensive language to shock others or to show off demonstrates a lack of maturity at any age. The words you use reflect your character, your personality, and your self-respect. Everyone has the right to attend school without being subjected to crude and offensive language.

## **APPROPRIATE ATTIRE FOR SCHOOL**

Students are encouraged to dress and groom themselves for the business of school so they do not distract other students, disrupt the educational process, or pose a health or safety threat to anyone.

- Clothing should be clean and in good condition.
- Clothing should be free of obscenities, slogans, name, titles, or the like, which are defamatory toward person(s), group(s), the school, or other organizations.
- Attire or accessories that display lewd or vulgar language or pictures or sexual references or which depict logos or emblems that advertise or encourage the use of drugs, tobacco products, alcoholic beverages, or acts of violence are prohibited. In addition, derogatory language or pictures, where such language or pictures are likely to cause substantial disruption of the school also are prohibited.
- Revealing and distracting clothing (equal for both genders) that is disruptive to the educational environment is prohibited. Clothing should cover backs, stomachs, and undergarments at all times. Low-cut necklines are not acceptable. Shoulder straps must be at least 2" wide to be worn without something under or over it. Transparent (see-through) clothing is unacceptable. Shorts and skirts must allow the student to walk safely, sit, bend, ascend and descend stairs without unintended exposure.
- Apparel or accessories that damage property or create a safety hazard are prohibited.
- Articles of clothing such as headgear (hats), sunglasses or heavy outerwear must be removed at a teacher's request.

## **BOOKBAGS**

Students may use book bags to bring belongings to and from school. Book bags should remain in a student's locker throughout the school day.

## ELECTRONIC DEVICES

While certain electronic communication devices are allowed in school, the following regulations apply.

Teachers may allow student use of personal electronic devices, including mobile phones, for appropriate educational purposes. Otherwise all devices must be powered off and stored.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities may be contacted.

Any inappropriate use will result in confiscation. Please see BOE policy 5131.81.

## VALUABLES

Students are asked to leave large sums of money and other items of personal value at home. If this is not possible, all valuables should be left in the office.

**Teachers and the school administration cannot accept responsibility for lost money, clothing or valuables left in lockers or carried from class to class. Students are to keep their lockers locked at all times.**

## GAMBLING

No gambling is permitted in school or at any school-sponsored function. Playing cards is not permitted in school.

## FIGHTING / ASSAULT AND BATTERY

Playful fighting often leads to real fighting and, therefore, will not be tolerated. Counselors or other school personnel are available to help settle arguments. Fighting and any other forms of physical assault will lead to suspension.

## BULLYING POLICY

Hazing, bullying, menacing and abuse of students, in any form or format, on school property or at any school-sponsored or school-related activity is prohibited and will not be tolerated.

Any student who engages in a repeated act that causes physical or emotional harm to another student or such

student's property, places a 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 educational process shall be subject to appropriate disciplinary action.

Bullying is prohibited on school grounds, at any school-sponsored or school-related activity, function or program, whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education.

Bullying occurring outside of the school setting is also prohibited and will not be tolerated, if such bullying creates a hostile environment at school for the victim, infringes on the victim's rights at school, or substantially disrupts the educational process or the orderly operation of school.

Appropriate disciplinary action in response to bullying may include suspension or expulsion.

### **DEFINITION:**

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, 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:

- a) Causes physical or emotional harm to such student or damage to such student's property,
- b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- c) Creates a hostile environment at school for such student,
- d) Infringes on the rights of such student at school, or
- e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying may take many forms, such as but not limited to:

1. physical violence and attacks;
2. taunts, name-calling or discriminatory slurs, including but not limited to insulting,

disparaging or derogatory comments regarding a person's race, religion, sex, sexual orientation, gender identity or expression, religion, national or ethnic background, disability, physical appearance, socioeconomic status, or a student's association with a person or group who has or is perceived to have one or more of such characteristics;

3. threats and intimidation;
4. extortion or stealing of money and possessions;
5. Cyber bullying.

Cyber bullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

#### **OTHER APPLICABLE DEFINITIONS:**

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

"Gender identity or expression" means a person's gender related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth"

#### **REPORTING OF BULLYING**

Students may anonymously report acts of bullying to school employees. Each school shall annually notify students and the parents or guardians of students, in writing, of the process which exists for them to make reports of bullying. School employees who witness acts of bullying, or receive student reports of bullying, shall orally notify the safe school climate specialist or other school administrator, if the school climate specialist is unavailable or has yet to be appointed, within one school day after the school employee witnesses or receives a report of bullying. School employees must file a written report no later than two days after making an oral report of bullying. The safe school climate specialist shall investigate any written reports of bullying and review any anonymous reports; however, no disciplinary action shall be taken based solely on an anonymous report. Each school shall identify and assign duties to a safe school climate specialist in compliance with state law.

#### **RESPONSE TO BULLYING**

Each school shall notify the parents or guardians of students who commit any verified act of bullying and the parents or guardians of students against whom such acts were directed within 48 hours after the completion of an investigation, and invite them to attend at least one meeting. Such notification shall be consistent with all legal requirements and will include a description of the response of school employees to the bullying acts and any consequences that may result for the commission of further acts of bullying. In the event that the school principal or school principal's designee believes that the bullying conduct constitutes a crime, the appropriate law enforcement agency will be notified.

Each school shall maintain a list of the number of verified acts of bullying in such school and make that list available for public inspection. Reports of those numbers shall be reported to the Department of Education as required by law.

A school shall develop case-by-case interventions to address repeated incidents of bullying against a single individual, or recurrently perpetrated bullying incidents by the same individual, which may include counseling and discipline.

#### **SCHOOL CLIMATE PLAN**

The District will develop and implement a Safe School Climate Plan in compliance with state law. The Safe School Climate Plan will be adopted in accordance with C.G.S. 10-222d, as amended by PA 11-232, and will be available on the Amity Regional District # 5 Board of Education's website and each individual school in the District, within 30 days after being approved by the Amity Regional District # 5 Board of Education.

#### **Non-Discrimination Policy:**

It is the policy of the Amity Regional District # 5 School District that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment,

because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, **gender identity or expression**, or disability.

Please note that the phrase “gender identity or expression” has now been included in the District’s Non-Discrimination Policy in accordance with state law. Please see BOE policy 5131.911.

## **SEARCH OF PROPERTY AND STUDENTS**

Students are subject to reasonable search and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search.

Public laws have given local and regional boards of education the power to authorize law enforcement and school officials to search lockers and other school property. Such authorization may be granted to search for weapons and contraband, but only if the search is justified at its inception and, as actually conducted, is reasonably related in scope to the circumstances which justified it. A search will be conducted if there are reasonable grounds to believe that the search will reveal evidence that the student has violated or is violating either school rules or the law.

## **SEIZURE**

Administrators reserve the right to turn over evidence of violations of the law to law enforcement authorities for use in court proceedings, if they so choose.

When the Superintendent determines that the existence of illegal substances is creating a disruption of the educational environment, the Superintendent may invite the appropriate police authority to search school property with dogs trained for the purpose of detecting the presence of illegal substances. The purpose of such a search shall be to protect the health and safety of students, employees or property and to detect the presence of illegal substances. (Please see BOE policy 5145.12).

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Board of Education (hereinafter referred to as “Board”) is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason the Board prohibits student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building on school grounds, in any school vehicle, or at any school-sponsored activity with the exception of those in use for educational purposes with prior administrative approval.

Possession and/or use of any such dangerous weapon by a student in school or at a school-sponsored activity off school grounds, is cause for expulsion of the student for a calendar year if such conduct violates publicized Board policy or is seriously disruptive of the educational process. The period of expulsion may be modified by the Board or hearing panel on a case-by-case basis. Please see BOE policy 5131.7.

## **CONTROLLED SUBSTANCES, ALCOHOL, TOBACCO PRODUCTS (BOE Policy 5131.6)**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

The Amity Regional School District strongly believes that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. Therefore, a “no use” message is reflected in all our educational and prevention programs, as well as in our drug, tobacco, and alcohol policies.

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on school property, school buses, or at any school-related or school-sanctioned activity on or off school property as provided by state and federal law.

### **Students suspected of use of controlled drugs or alcohol**

The administrator, upon establishing reason to suspect that a student is engaged in the use of controlled drugs or alcohol, shall discuss this suspicion both with the student’s counselor and the student. The student will be advised of the school’s responsibility to share the suspicion with his/her parents or guardian. The administrator shall hold a conference with the parents to discuss the seriousness of the suspected behavior and information about any available drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

### **Students suspected to be under the influence of controlled drugs or alcohol on school property or at school-sponsored functions**

1. When a student is suspected to be under the active influence of controlled drugs or alcohol while on school property, or at a school-sponsored function, the student will be seen by the school nurse, when possible. An administrator and counselor shall be notified, advised of the abnormal behavior observed, and with the school nurse and other support staff determine a course of action. The parents or guardians will be notified of the incident and the determination.
2. If the symptoms are considered to be so severe as to present an emergency situation, the school nurse shall arrange to have the student immediately taken to the hospital by ambulance or the police, while

- other appropriate personnel inform the parents/guardians and the family physician.
3. The school nurse or other school official will also contact the receiving hospital, describe the symptoms, and notify them that the student is being sent there.
  4. Upon the student's re-entry to school, a conference with the student, his/her parents/guardians, counselor, and administrator must be held. At this conference, the student and his/her parents or guardians will be given information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

**Students suspected of possession of controlled drugs, alcohol**

1. The administrator, upon establishing reason to suspect that a student is carrying or has carried drugs, alcohol, or drug paraphernalia onto school property or to a school function, shall confront the student with the suspicion and supporting data. The student shall be advised of the administrator's obligation to inform his/her parents or guardians. All searches will be performed in accordance with Board Policy.
2. The administrator shall hold a conference with the parents or guardians to apprise them of all data which tends to support the suspicion, the known health and safety risks associated with alcohol and drug abuse, laws, and information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. The conference should be held as soon as possible after the incident(s) which gave rise to the suspicion.
3. If drug or alcohol use, or possession of drug paraphernalia, on school property or at a school function, is confirmed, disciplinary action, up to and including expulsion from school, may be imposed. The administrator shall notify the proper law enforcement officials. If the administrator seizes any material from the student involved, he/she will give to the student a signed, dated receipt and will obtain a signed, dated receipt from the police.

In all cases, the administrator shall hold a conference with the student, his/her parents or guardians, counselor and others deemed appropriate to discuss the problem and to provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

**Students suspected of selling or transferring controlled drugs or alcohol on school property or at school functions**

1. In instances when a student is suspected of selling or transferring controlled drugs or alcohol on school property or at a school function, the administrator has the dual responsibility of protecting the rest of the student body from potentially dangerous influences and exposures, and protecting the individual student's right to due process under the law.
2. When the administrator has substantial reason to suspect that a student is engaged in the selling and/or transferring of controlled drugs or alcohol, the student shall be confronted with the suspicion. The student shall be advised of the school's responsibility to share this suspicion with his/her parents or guardians. The parents/guardians shall be informed of the suspicion, and the administrator is compelled to share this suspicion with the proper law enforcement officials. When the administrator notifies the student's parents/guardians, he/she shall also inform them about any drug and alcohol counseling and rehabilitation and re-entry programs that are available.
3. When the administrator discovers any drug-like substance, the substance will be sealed, documented, and submitted to the police for analysis and possible use in further proceedings. The administrator will give to the student a signed/dated receipt and will obtain a signed, dated receipt from the police. In addition to this, disciplinary action, up to and including expulsion from school, may be imposed.

Further, students age 16 and over, who are expelled for offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, may not be offered an alternative educational opportunity during their expulsions.

In all cases, the administrator shall hold a conference with the student, his/her parents or guardians, counselor and others deemed appropriate to discuss the problem and to provide information about any available drug and alcohol counseling and rehabilitation and reentry programs that are available to students.

**Apprehension for alleged violation of drug abuse or alcohol statutes**

When a student is apprehended and charged with a violation of Federal or State drug abuse or alcohol laws outside of school, the student may be permitted to continue attending school pending the disposition of the case by the courts unless the school administration has decided that his/her presence in school constitutes a clear and present danger to other members of the school community. Board of Education Policy #5131.8 will be followed in this instance.

## Rehabilitation

The parents or guardians, with the aid and support of the school staff, should make every effort to involve the student in appropriate rehabilitative experiences. The administrator or counselor should provide interested parents with information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

The school administration has rules and administrative regulations addressing drugs, alcohol, weapons, and dangerous instruments. Violation of these policies can result in student discipline up to and including expulsion as well as referral to the police.

Parents who feel that their child might need help with drug or alcohol addiction should consult with the child's pediatrician. If necessary, call the info line at 211 or use the emergency room of the local hospital. In addition, consult with support staff at your child's school. Orange Youth Services (891-2157), Woodbridge Youth Services (389-3429), and Bethany Human Services (393-3648) can also provide information.

## DISCIPLINE PROCEDURES

### CLASSROOM DETENTIONS

Classroom teachers may require students to stay for discipline detention until 2:48 pm. Detention has priority over all other school activities including athletic commitments.

### GENERAL DETENTION

General detentions are assigned by an administrator for student misbehavior outside the regular classroom. General detention begins immediately after school and ends at 2:48 pm.

### EXTENDED DETENTION

The student is mandated to remain in school for 2-3 hours, to be determined by the administrator. Parents are required to provide transportation. Detention has priority over all other school activities, including athletic commitments.

## SUSPENSION

A student may be suspended from school privileges if his/her action endangers persons or property, seriously disrupts the education of other students, is openly defiant of school rules (insubordination), or violates established board policy. (Connecticut General Statutes, Sec. 10-233c.) A student must be given an informal hearing with an administrator prior to suspension unless an emergency exists. Suspensions may be in-school or out-of-school as determined by the administration. The period of suspension is determined by an administrator and is in accordance with the seriousness of the offense.

**Board of Education policy may be viewed online at [www.amityregion5.org](http://www.amityregion5.org)**

## EMERGENCY CLOSINGS

In the event of an emergency school closing, the most reliable way to obtain information is to sign up for alerts through PowerSchool / Unified Classroom. Information is also available on any of the following:

### District/School Social Media Outlets

**Facebook:** Amity Regional School District No.5

**Twitter:** @AmityRegion5

**Web:** [www.amityregion5.org](http://www.amityregion5.org)

### Local Radio and Television Stations

## MIDDLE SCHOOL HOURS

### Regular Day

7:34 – 2:18

### Early Dismissal Day

7:34 – 12:12

### Two-Hour Delayed Opening

9:34 – 2:18

### Emergency Closing (Inclement Weather)

7:34 – 11:45