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**MEMORIAL MIDDLE SCHOOL**  
**United States Department of Education**  
**National Exemplary School**  
**STUDENT/PARENT HANDBOOK AND**  
**PLANNER**

Jennifer Murphy  
Principal

Jennifer Bourque  
Assistant Principal

August 2018

Dear Parents,

**Welcome to Memorial Middle School. We look forward to working with you and your child to make this a rewarding and successful year. This Student/Parent Handbook and Planner provides valuable information including schedules, directories, and guidelines to help you understand middle school life at Memorial. The planner provides a convenient location for students to record their assignments as well as other important information.** Descriptions of our academic and co-curricular programs are published in the Memorial Middle School Program of Studies, which is available through the main office.

At Memorial, we believe that parental involvement is essential for a successful middle school experience. **Please be sure to read the handbook with your child in its entirety as it is updated each year.** We value continuing communication with parents regarding all aspects of our students' progress and encourage you to share with us any questions or concerns that you may have throughout the year. It is a pleasure to share the special years of middle school with you and your child.

To find out more information about our school, visit us online at: [www.region15.org/mms](http://www.region15.org/mms)

Sincerely,

Jennifer Murphy  
Principal

Jennifer Bourque  
Assistant Principal

**This Agenda Belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_

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### **MISSION STATEMENT**

Memorial Middle School has purposely crafted an instructional environment, which reflects the developing needs of our youngsters. Since middle school is distinct from elementary school and high school, we are proactive in planning for the transitions our students make as they progress through our educational system. We work to provide a positive school climate in which children find acceptance, support, and structure through clear expectations for high academic performance and behavior. To prepare students to become responsible citizens, we emphasize cooperation and concern for others, and respect for individual and cultural differences. These commitments are essential to preparing our students to become successful contributors within the global community.

## **I. General Information** Office Hours: 7:45 AM – 3:45 PM

<b><u>Important Phone Numbers</u></b>	
Main Office	758-2496
Guidance Office	758-8450
Nurse's Office	758-1912
Attendance	758-1912

\*Staff can be contacted through e-mail. Type the first initial last name@region15.org (ex: jbourque@region15.org ) or visit the MMS staff directory at <http://www.region15.org/mms/directory>

### **Book Bags and Backpacks**

Students may bring book bags and backpacks to and from school. However, they are not allowed in classes, with the exception of gym. Since each student has a locker space, students do not need to carry all of their books and notebooks during the school day.

### **Cell Phones**

Cell phones ARE NOT to be used during the school day unless 1. The student has a parent-signed Bring Your Own Device form recorded in the office, and 2. The student has been given permission by the classroom teacher for use that day. Cell phones cannot be used in the halls or at lunch/recess for any reason. Students cannot send text messages during school hours. If brought to school, phones must remain off unless given specific permission to turn it on from a staff member. If a student uses his/her phone without approvals #1 & 2 above, the phone will be confiscated and the student will have to serve a detention. On the first offense, the phone will be returned at the end of the day. On the second infraction of the rules above parents will be required to come and pick up the phone from the administration. The school is not responsible for lost, stolen, or damaged cell phones. Office phones are available to our students for all urgent phone calls to parents.

MMS Schedule  
Regular Days

6 <sup>th</sup> grade			7 <sup>th</sup> grade			8 <sup>th</sup> grade		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
HR	8:05	8:11	HR	8:05	8:11	HR	8:05	8:11
1	8:13	8:55	1	8:13	8:55	1	8:13	8:55
2	8:57	9:39	2	8:57	9:39	2	8:57	9:39
3	9:41	10:23	3	9:41	10:23	3	9:41	10:23
4	10:25	11:07	4	10:25	11:07	4	10:25	11:07
5	11:09	11:51	5	11:09	11:51	Lunch	11:09	11:49
6	11:53	12:35	Lunch	11:53	12:33	5	11:51	12:33
Lunch	12:37	1:17	6	12:35	1:17	6	12:35	1:17
7	1:19	2:01	7	1:19	2:01	7	1:19	2:01
8	2:03	2:45	8	2:03	2:45	8	2:03	2:45

Block Days


6 <sup>th</sup> grade Block A Days			7 <sup>th</sup> grade Block A Days			8 <sup>th</sup> grade Block A Days		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
HR	8:05	8:12	HR	8:05	8:12	HR	8:05	8:12
1	8:14	9:40	1	8:14	9:40	1	8:14	9:40
3	9:42	11:07	3	9:42	11:07	3	9:42	11:07
5	11:09	12:35	5a	11:09	11:51	Lunch	11:09	11:49
Lunch	12:37	1:17	Lunch	11:53	12:33	5	11:51	1:17
7	1:19	2:45	5b	12:35	1:17	7	1:19	2:45
			7	1:19	2:45			

6 <sup>th</sup> grade Block B Days			7 <sup>th</sup> grade Block B Days			8 <sup>th</sup> grade Block B Days		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
HR	8:05	8:12	HR	8:05	8:12	HR	8:05	8:12
2	8:14	9:40	2	8:14	9:40	2	8:14	9:40
4	9:42	11:07	4	9:42	11:07	4	9:42	11:07
6	11:09	12:35	6a	11:09	11:51	Lunch	11:09	11:49
Lunch	12:37	1:17	Lunch	11:53	12:33	6	11:51	1:17
8	1:19	2:45	6b	12:35	1:17	8	1:19	2:45
			8	1:19	2:45			

**Conduct/Behavioral Expectations**

Memorial Middle School is committed to fostering a safe, respectful, and engaging learning environment which promotes high academic achievement and a positive school climate. Through the teaching and reinforcement of positive behaviors and expectations, we strive to develop responsible citizens that take ownership and pride in their daily choices. The CARES matrix illustrates the behavior expectations for students at Memorial.

# Memorial Middle School CARES!

	CLASSROOM	CAFETERIA	RECESS	BATHROOMS/ LOCKER ROOMS	HALLWAYS	BUS
 <b>Character</b>	<ul style="list-style-type: none"> <li>-Do your best and don't give up</li> <li>-Accept constructive feedback</li> <li>-Help others</li> <li>-Be kind and caring</li> <li>-Come prepared</li> <li>-Arrive on time</li> <li>-Do your own work and complete all assignments on time</li> <li>-Organize notebooks</li> <li>-Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>-Welcome all</li> <li>-Be helpful and polite</li> <li>-Be tolerant of personal food choices</li> <li>-Wait your turn</li> <li>-Follow pass procedure</li> <li>-Stay in the seat you have chosen</li> <li>-Pay your own way</li> </ul>	<ul style="list-style-type: none"> <li>- Welcome all students and adults</li> <li>-Take turns</li> <li>-Seek help when needed</li> <li>-Take care of recess equipment</li> <li>-Stay in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>-Keep facilities clean</li> <li>-Clean up after yourself</li> <li>-Use pass procedure</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to adults</li> <li>-Be helpful</li> <li>-Be kind and caring</li> <li>-Follow pass procedure</li> <li>-Pass quickly</li> <li>-Put your personal property in your lockers</li> </ul>	<ul style="list-style-type: none"> <li>-Be kind to classmates and bus drivers</li> <li>-Share seats</li> <li>-Keep your body and belongings to yourself</li> <li>-Follow all bus rules</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use appropriate language</li> <li>-Respect individual ideas and differences</li> <li>-Maintain personal and classroom space and property</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Use good table manners</li> <li>-Use appropriate language and indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Follow directions</li> <li>-Listen to Recess Aides</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language and inside voice</li> <li>-Maintain privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>-Use inside voice</li> <li>-Use appropriate language</li> <li>-Maintain personal space and property</li> <li>-pass quietly in halls when classes are in session (after lunch, etc)</li> </ul>	<ul style="list-style-type: none"> <li>-Cooperate with the bus driver</li> <li>-Use appropriate language</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>-Actively Participate</li> <li>-Try all tasks first then ask for help</li> <li>-Offer your ideas</li> <li>-Help others</li> </ul>	<ul style="list-style-type: none"> <li>-Make healthy choices</li> <li>-Clean tables together</li> <li>-Be a good tablemate</li> <li>-Engage in appropriate conversations</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all game rules</li> <li>- Notify Recess Aides if you will be with another teacher</li> <li>-help others when needed</li> </ul>	<ul style="list-style-type: none"> <li>-Flush and Wash</li> <li>-Use facilities in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>-Secure locker</li> <li>-Keep locker and hall clean</li> <li>-Organize your locker on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>-Check your seat for personal belongings</li> <li>-Keep your area clean</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>-Keep hands and feet to self</li> <li>-Use school and personal materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Use designated entrances/exits</li> <li>-Report accidents and spills</li> <li>-No glass bottles or containers</li> </ul>	<ul style="list-style-type: none"> <li>-No pushing</li> <li>-Report accidents</li> <li>-Do not kick balls on the black top</li> <li>-Keep hands and feet to yourselves</li> </ul>	<ul style="list-style-type: none"> <li>-Report problems</li> <li>-Use facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet and other objects, to yourself</li> <li>-Walk</li> <li>-Stay to the right</li> <li>-Report Accidents</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in your seat and keep feet out of aisles</li> <li>-Enter and exit in an orderly manner</li> <li>-Report problems</li> <li>-Stay seated until bus stops completely</li> </ul>
<b>Safety</b>						

## Dances and Socials

The Student Government sponsors several dances and socials during the school year. Sixth grade socials are immediately after school. Seventh and eighth grade dances are in the evening. An adult must accompany students wishing to enter after the dance begins. Only **Memorial students may attend the dances and socials.** The school dress code applies during dances and socials. Each student must purchase a ticket in advance and have it signed by his/her parent/guardian. **Students may not attend a dance or social if they were absent the day of the event or if they were suspended during the week prior to the event.** It is very important that students be picked up promptly at the end of the socials and dances. No student will be allowed to walk home. In the event of an emergency and when parents cannot reach the chaperones at school, parents are advised to ask the Middlebury Police to relay a message.

## Dress Code

**Middle school students are expected to take pride in their personal appearance.** Clothing should be neat, clean, and in good repair. Clothing or grooming which is distracting, disruptive, or dangerous to others is not allowed. Please see Student Dress and Grooming Policy #5132 of the Board of Education Policies. To promote a positive, safe and non-disruptive learning environment, proper attire is required. Students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, unsafe, or contrary to law. The following are examples of attire that may and may not be worn at Memorial Middle School during the academic school day or at school activities:

### DRESS CODE

**This Dress Code applies to the school day and at all school functions including bus routes.**

- Clothing that is **overly-revealing** considering the age and gender of the student, may not be worn.
- **Shorts** (including sports types) may be worn, but must be an appropriate length.
- **Skirts** must be an appropriate length. The general rule is fingertip length when standing straight up.
- **Jeans** with rips, holes, or tears should not be excessive or overly revealing.
- **Shirts** must cover undergarments and the top of the pants, and must not be overly revealing. Bareback, halter, low cut, midriff, tight, or spaghetti strap shirts are not allowed.
- **Pants** must fit appropriately so as to completely cover undergarments.
- **Tight fitting pants (regardless of fabric type, ie., yoga/exercise pants, Jeggings, skinny jeans, etc.)** must not be overly revealing. If so, they must be appropriately covered by other clothing.
- **Sleepwear** is not appropriate for school and may not be worn. **Transparent, mesh, spiked or torn clothing, as well as garments with loose straps or chains** are not allowed in school.
- **Clothing, T-shirts, jewelry, or other items** that advertise or promote drugs, alcohol, violence, gangs, sex, or profane language could contribute to a hostile learning environment for students and are not permitted.
- **Hats, bandanas, and sunglasses** (unless required by a doctor's order) are not allowed to be worn in the building. Headwear for bona fide religious reasons may be worn.
- **Outdoor clothing** including heavy jackets, coats, and hats are not to be worn in the building.
- **Chains or spikes** of any kind are prohibited at school.
- **Footwear**-high heels, heeled (wheeled shoes) are not allowed. Shoes should be safe and appropriate for the season.
- **Deodorant Sprays and Aerosols**-Students are not to bring any type of aerosol (deodorant spray, perfume, body mist, etc.) to school due to possible allergic reactions.
- **PE clothing**- Students are required to have a full change of appropriate exercise clothing for every physical education class. Failure to change clothes will result in a loss of participation points for that class.

## Electronic Devices

All electronic music/gaming/cameras/e-readers/internet communication devices, etc. are to **ONLY** be used in class when approved by that teacher. Students and parents must sign the bring your own device (BYOD) permission form **PRIOR** to any student bringing a personal device to school. Use of any device outside the classroom is prohibited unless authorized by an administrator. All electronic devices must be left in the student's school locker when not in use. Unauthorized or inappropriate use will lead to automatic confiscation. Additional consequences may apply. The

school is not responsible for lost, stolen, or damaged devices. Students may appropriately use their devices once they have exited the school building.

## Field Trips

Throughout the year, the teachers at Memorial schedule various field trips to enhance the educational program. These trips are closely aligned with units of study in the classroom.

- **Permission Slips** - Written permission slips are required for all field trips. Permission slips and letters explaining the purpose and details of the trip are sent home to parents prior to the excursion and must be returned to the student's teacher in order for the student to participate. If there is a need for financial assistance the parents/guardian should discuss this with their child's guidance counselor.
- **Expectations for Student Behavior** - Taking students out of the building is a tremendous responsibility, which we take very seriously. We reserve the right not to accept responsibility for students who have been involved in serious or consistent behavioral difficulties. In order to help the students understand our expectations; we have developed a set of guidelines for student behavior. We expect our students to represent our school and the towns of Middlebury and Southbury in a mature and responsible manner by:
  - Cooperating with requests of adults.
  - Respecting others in their group.
  - Using appropriate manners.
  - Dressing appropriately as per the school and Board of Education policies.
  - Having appropriate social interactions with others.
  - Showing respect for people, places, and property.

**If we have any doubt of a student's ability to meet these expectations, we will request that the student remain at school where a planned program of activities will be provided.** Determination of a student's eligibility will be made by the administration and the grade level teaching team. Concerns will be communicated to parents on an individual basis.

School rules must be observed while on field trips. In addition, students should not bring any valuable personal items while on a field trip, since our school cannot be responsible for their loss. The regulations regarding medication at school (see the Health Services section) also apply to field trips. **On days when whole teams or grades are going on a trip, students who are not going are legally required to attend school. A planned program of activities will be provided for any student not going on a field trip.**

## Food Allergy Management Plan and Guidelines

Region 15 has established a plan for the management of students with life-threatening food allergies. It may be found in its entirety at: [www.region15.org/filestorage/158/1585/13380/foodallergyplan.pdf](http://www.region15.org/filestorage/158/1585/13380/foodallergyplan.pdf)

## Food, Candy, and Drink

Food, candy, and drink are not to be brought to school by students for consumption during class periods, unless given permission by a staff member. Students are encouraged to eat healthy lunches and snacks. **Gum is not permitted** because it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpets. Repeat offenders may receive disciplinary consequences.

## Food Services

Free or reduced-price lunches are available for qualifying students. Applications may be obtained from the child's homeroom teacher or in our main office. During the 2018-2019 academic year, the cost of a full hot lunch is TBA. A la carte items are priced individually. All students have lunch accounts which are accessed through 4 digit pin #. This individual pin # is sent to the student during the summer by the Food Services Department. Students are asked to memorize that pin # as this is the number they will use through the 12<sup>th</sup> grade. It is the parents' responsibility to be sure that there are adequate funds available for their child's use. Students may put money into their accounts prior to the start of the school day, or parents may add money via online access. Charging will not be permitted. **Positive and negative balances on the student's accounts carry over from school to school.** A student **MUST** report to the cafeteria during their assigned 20-minute lunch. If a student has been invited to have lunch with a faculty member, the student must first present a signed pass to one of the supervisors on duty. If a student is serving a teacher recess restriction, he or she needs to bring a signed pass to one of the supervisors on duty.



**Cafeteria** - Specific expectations regarding cafeteria behavior are listed in the Behavioral Expectation Matrix on page 5. The purpose of these expectations is to allow the school to provide a safe, pleasant, and orderly dining experience for all of our students. Failure to meet these expectations may result in consequences to be determined by the administration.

**Recess** - Students have an opportunity to exercise and socialize during their twenty minute recess period. **Recess is a privilege, which can be revoked for a variety of reasons.** Since safety considerations must always temper recess activities, we ask that our students use the school facilities in a reasonable manner. Roughhousing or other excessively physical activities, profanity, snowballs, or potentially dangerous actions are not permitted. We also expect that each child will act with respect toward the recess supervisors and observe their directions while on the playground. Specific expectations regarding recess behavior are listed in the Behavioral Expectation Matrix on page 5.

## Lockers

Every student is assigned a locker and a lock. Students should not leave valuable items in lockers as security is not guaranteed. **The school cannot assume responsibility for the loss of items stored in lockers. Students are expected to keep their lockers locked at all times.** Students in 7<sup>th</sup> and 8<sup>th</sup> grades may opt out of using locks with parental permission. Lockers should be kept clean and organized so that the doors can open and close correctly. Students should not spend a great deal of time at their lockers. **Unauthorized entry to any other student's locker is not allowed under any circumstance and will result in an office referral and possible in-school suspension.**

**SCHOOL ADMINISTRATORS MAY CONDUCT RANDOM PERIODIC INSPECTIONS OF STUDENT LOCKERS WHICH ARE CONSIDERED SCHOOL PROPERTY.**

## Lost and Found

There is a "Lost and Found" table in the cafeteria, as well as a container in the gym. All items found in our school are placed there for retrieval by students and parents. **Valuable items such as jewelry, glasses, and electronics are kept in the office.** In the interest of returning these to their owners, we encourage parents to mark clothing with their child's name, especially expensive items such as sweaters and jackets. **An astonishing number of items remain unclaimed, and are donated monthly to charity.**

## Parent Information

Being informed is essential for parents. To provide both scheduling information and updates on programs and staff, a number of parent communication formats are used throughout the year, such as School Messenger . An excellent resource is the Memorial website [www.region15.org/mms](http://www.region15.org/mms).

It is the student's responsibility to see that any notices are promptly delivered to parents/guardians. Copies of notices are available in the main office. Parents may also check the school website.

## Parent Portal

Each student will have a unique User Name and Password assigned to their records. Please keep your password(s) confidential so only you can access the information. Grades will be posted on the Parent Portal by the teachers. Keep in mind that larger projects may require additional time to post. Please note that grades fluctuate until the close of the marking period, teachers complete all input of grades, and all student work is completed. Use the information on the Parent Portal to talk with your child about their progress at school. If you have any issues accessing the Parent Portal or you feel your password has been compromised, please contact the School Office.

## Parent Teacher Organization (PTO)

Many of the dynamic enrichment programs scheduled throughout the school year are the result of the efforts of our MMS PTO. Because of their contributions, Memorial students enjoy special assemblies, equipment, computers, celebration events, and other "extras" which are beyond the capacity of the regular instructional budget. Beyond the tangible, the contributions of time and energy by PTO members brighten our school throughout the year. Parents are encouraged to attend PTO meetings. The Memorial PTO meetings are listed on the Region 15 website. The MMS PTO also sponsors cultural arts programs, which are listed on the district calendar.

**Fundraising** - In accordance with the Board of Education policy on fund raising, the sale of any merchandise in or on school grounds or on school buses is prohibited except when specific approval has been given by the administration in writing.

**Volunteer Services** - Because of the generous involvement of our parents and community members, the school welcomes many volunteers to the building each year. Services contributed include office, media, reading and computer lab assistance, special activity set-up and service, classroom contributions, guest speakers, etc. The enrichment provided by our volunteers is an invaluable extension of the total school program and an excellent example of the collaborative spirit of our "Region #15 family." Every parent of a MMS student is automatically a member of the PTO. We invite you to become actively involved in PTO in any capacity. To honor our volunteers, a special recognition and appreciation event is held each spring. Anyone wishing to become involved as a Memorial



volunteer may call the office at any time to make arrangements or contact a member of the PTO Executive Board. Please see the visitation policy on page 12 for access to the school.

## School Life

### **After-School Activity Guidelines:**

At all school-sponsored activities, students should conduct themselves with positive behavior, good sportsmanship and appropriate dress as they would during normal school hours.

**Announcements** - Announcements for the benefit of students and staff are read during homeroom and at the end of the school day. Homeroom will include the Pledge of Allegiance, a moment of silence, and the reading of the morning announcements. **All students should listen carefully** during announcements for reminders about school procedures, club meetings, and most other happenings at Memorial which are important to students. Parents can find daily announcements on the MMS home page.

**Assemblies** - Assemblies are designed to be educational as well as entertaining experiences. They also provide an opportunity to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative. Good assembly manners include giving complete attention, showing appreciation for what is presented, and behaving like young adults throughout the assembly program. **Students are expected to sit with their class during assemblies.**

**Behavior** - The staff at Memorial is committed to providing a safe, academically stimulating and nurturing environment for all our students. To assist us in this mission, it is imperative that our students behave respectfully towards themselves, others and all property. All students are responsible for their behavior and the choices they make. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. Please see the chart on page 5 for specific behavioral expectations.

**Hall Courtesy** -. Students should keep to the right of the hall and pass quietly to their destination. Students should not block traffic by standing in groups and must be considerate of others in the halls and classrooms. **Running in the halls is not permitted.**

**Passes** - Students traveling the halls during class time must have a pass. All students should be in class or in a supervised area at the beginning of each period. Arriving late without a pass may result in a consequence. Four tardy notifications for the same class will result in an office referral.

**Student Government** -The Student Government is an organization through which students may express their opinions and participate in the management of school activities, projects, and community service. Each homeroom has representatives.

**Yearbook** -Yearbook orders are taken in the fall. It is important that students place an order early to avoid being disappointed at the end of the year. Since the yearbook is an official publication of Memorial, the administration reserves the right to edit and delete inappropriate material. The yearbook serves as a special "memory book," therefore; students must be respectful and mature in autographing friends' books. **Students who write profane or inappropriate comments will be required to pay the replacement cost of the yearbook.**



## School Health Office Information

**Physical Exams** – In accordance with the State of CT requirements, all 6<sup>th</sup> grade students must have a complete physical. This physical must be performed after July 1, 2018 and be submitted to the Health Office before 6/19. The results of this physical must be recorded on the blue State of CT Health Assessment Record form and all **"starred" (\*)** items must be completed by the physician. This form is available on the Region 15 website. This physical may be used to meet the sports physical requirements as long as the physician has checked off the box indicating that the student may participate fully in physical education activities. If a student qualifies for a free lunch, a free physical will be provided by the school physician or his/her designee. Students who do not qualify for a free lunch, but who need the names of clinics that determine charges on a sliding scale or have a deferred payment plan, may call the health office to obtain this information. Questions or concerns should be directed to Mrs. Robinson in the Health Office at 203-758-1912.

**First Aid** - The Health Office is supervised by a registered nurse and is equipped to provide emergency care for injuries and illness which occur in school. If further care or treatment is required, the parents will be notified and should provide immediate transportation.

**Emergency Information Forms** - Students are given emergency information forms at the beginning of each school year. It is important that these forms be reviewed filled out completely. All forms, with or without changes, must be returned promptly and updated with changes as they occur. Two adult emergency contacts should be listed other

than the parents. These contacts should be readily accessible and able to pick up a student in your absence. **If any change in information occurs during the school year, please notify the school nurse immediately.**

**Exclusion From P.E.** - Parents may exclude a student from physical education for two days. Longer exclusions from P.E. require a doctor's note. All notes should be brought to the Health Office.

**Health Records** - A cumulative health record is maintained in a secure location in the Health Office for each student. The school nurse provides pertinent information to appropriate school personnel.

**Illness during the school day** - All students who become ill at school and request to go home must report first to the Nurse's Office before leaving school. Students will be allowed to contact parents from the Nurse's Office. The emergency contact(s) will be contacted if we feel your child needs to go home and we are unable to reach a parent/guardian. If a child becomes ill at school, parents will be notified and should provide immediate transportation.

**Returning to School After Illness**- Below are some common illnesses and the District policies for when the student can return to school following such illnesses.

- Fever 100° or Above: Student must be fever-free for 24 hours (without the use of Tylenol) before returning to school.
- Vomiting and/or Diarrhea: No further incidence for 24 hours.
- Strep Throat: 24 hours after the first dose of antibiotic; fever-free for 24 hours, and feeling well enough to participate in school.
- Conjunctivitis (aka Pink Eye): Antibiotic treatment for 24 hours or three doses and no drainage from the eye.

**Immunization** - Immunizations must be current for all students. **Students will be excluded from school if their immunizations are not current.**

#### **IMPORTANT INFORMATION ON TUBERCULOSIS POLICY** –

Students entering the Region from high risk countries outside the United States are allowed to return to school after traveling. For a current list of High Risk Countries noted by the State, please contact the Health Office at 203-758-1912.

Upon return, parents must supply to the school nurse, the date that the Mantoux/PPD will be done. This needs to occur between 6 to 8 weeks after the return to the United States. If the PPD is not planted during this time frame, the student will be excluded from school. For complete information, see Board Policy # 2477.

**Medications** - Medications may only be administered in school with the written order of a physician or dentist, and written authorization of the parent/guardian. Doctor's orders are needed for all medications, including over-the-counter medications. Medications must be brought to the school nurse by the parent or other responsible adult and must be in the original container. Students are not permitted to transport or carry medication with them during the school day. However, some students may carry and self-administer Epi-pens and asthma inhalers with written orders from both their physician and parents, as well as permission from the school nurse. Please call the nurse to make arrangements for this. New medication orders must be written for every school year. **When students need medication during field trips or other activities that take place off the school grounds and/or outside the hours of the regular school day, the parent/guardian must contact the school nurse two weeks in advance to make arrangements.**

**Screenings** - The school nurse (or her designee) conducts screenings of vision, hearing, and posture. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines. Vision screenings are conducted annually in grades K through 6 and grade 9. Audiometric screenings are conducted in grades 1,2,3,5,6 and 8. Postural screenings are conducted in grades 5 through 9 inclusive.

## **Sports**

Students may try out for a variety of interscholastic sports during the announced times. Sixth graders may participate in cross-country only; however, they may serve as managers for other sports. The sports currently offered to 7<sup>th</sup> and 8<sup>th</sup> graders are soccer, field hockey, cross-country, basketball, softball, and baseball. Individual team coaches will explain tryouts at the start of each season.

**Sports Physical Examination** - Students who are trying out for or participating in any sport including intramurals must have a current sports physical, which cannot be more than 13 months old. **It is the responsibility of any student who wishes to try out for an interscholastic sport team to obtain a physical through his/her own physician and submit written proof of a physical examination. This must be submitted to the school nurse (not the coach) before participation in any school sponsored athletic clinic, tryout or practice** The sixth grade physical assessment **may** be used to meet the sport physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities. The results of the sports physical should be recorded on the Region #15 Sports Physical Form. **Forms are available in the office and on the Region 15 website.** Please submit the original. This physical is good for 13 months from the date of the examination. Students will not be able to continue to participate past the expiration date. All physicals must be

performed by a licensed physician of medicine or osteopathic physician or certified physician's assistant. Physical examinations performed by a certified, registered nurse practitioner or a certified physician's assistant shall be reviewed and signed by a licensed physician of medicine or osteopathic medicine. If your child qualifies for a free or reduced lunch, a free physical may be provided, by our school physician or his designee, upon parent request. If you have any questions about these physicals, please contact the health office at Memorial between 8:30 a.m. and 3:00 p.m. at 203-758-1912.

**Activity Fee** - Students who try out for sports are required to pay an activity fee, which is refunded if the student is not selected for the team.

**Athlete/Musician Contract** - Students who participate in both select music groups and sports teams will be requested to sign a contract. This ensures that all parties involved understand the challenges and consequences of meeting the requirements of multiple commitments.

**Eligibility for Interscholastic Sports** - The following eligibility rules will govern student participation in interscholastic sports at Memorial and are consistent with CIAC rules that are mandated for high school sports. Coaches have the authority to raise eligibility standards with appropriate communication to students and parents. In general **students who are presently failing one or more courses for the current marking period are ineligible to tryout or participate in interscholastic athletics.**

The following clarifies each season's definition of "failing":

- All students are eligible to participate at the onset of the school year. In order to maintain their eligibility, students must maintain passing grades in at least four of their academic classes.
- Any student who is failing more than one academic class at the end of a marking period will be "ineligible" until their grades are reviewed at the close of the next marking period.

**Students that are absent from school are not eligible to participate in sports that day.**

**Behavior** - In order to participate in interscholastic sports, students must maintain positive school behavior. As a team member, each athlete represents our school and carries the responsibility to be a positive role model for all Memorial students both at school and in athletic competition. **Students who receive a detention or more serious disciplinary consequence lose the privilege to participate in try-outs, practices, or games for the day of the consequence.** Detentions may not be rescheduled due to conflict with extra-curricular school activities. Disciplinary consequences involving interscholastic team members will be communicated to the coaches for their support and follow-through. Additional consequences may be assigned by the coach.

**Student Attendance at Home Games** - Since games traditionally don't start until 3:45 p.m., all students must go home after school. If they will be attending the game, parents must bring their children back to school. Supervision is not provided for non-team members. Students abusing this policy will be excluded from future games.

## Textbooks

All basic texts are loaned to students for use during the school year. Textbooks are to be kept clean and should be covered carefully. Name and homeroom number should be written on the book label in case the book is misplaced. Students will be responsible for lost or damaged books. Parents will be notified when this has occurred, and all payments should be made directly to the main office. If your child's fines have not been paid by the end of the year, a parent will need to come to school to pay the fine and receive the final report card. **Do not allow fines to accumulate. Students owing money at the end of eighth grade will not be issued tickets for Commencement.**

## Transportation

**Bus Conduct** - Bus stops are arranged at central points of pick-up. Students are expected to abide by all school rules while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the administration of the school and in each case parents will be informed. For proper bus safety, the driver needs to be able to concentrate on driving. There are several rules of conduct for all students to follow while on the bus:

- Always wait for the bus on the shoulder of the road or on the sidewalk.
- Stay in line when boarding the bus; **crowding is dangerous.**
- Board only the bus for which you have been issued a pass.
- Obey all instructions of the bus driver **immediately.**
- Remain properly and quietly seated while the bus is in motion.
- Keep head, arms, and hands inside the bus at all times.

- Do not throw objects, eat, drink, or yell at others.
- Students are permitted to use such devices when on school buses.

**Violation of the bus rules or rules of conduct will be strictly enforced. Violations can distract the driver and therefore be detrimental to the safe operation of the bus. Safety first! Please review bus infractions under discipline.**

#### **Consequences for Bus Infractions**

- Parents of students who damage or deface any bus will be held liable for such damage.
- School administration will be notified as soon as possible.
- Consequences for bus rule infractions are frequently more severe than school rule infractions because of safety issues.
- Suspension from riding the bus shall be determined by the administration, and parents/guardians will be notified.

**Bus Passes** - If the need to take a different bus arises, a student needs a dated note signed by a parent or guardian. The note should state which bus is to be taken along with the child's name and should be brought to the office by lunch time of that day.

**Alternative Transportation** - Students who ride to school via transportation other than the school bus should be dropped off at the front entrance to the school (the door by the flagpole). Since this is also the drop-off area for special service vehicles, we ask that drivers use caution in joining our morning traffic patterns. Because there are no sidewalks to and from Memorial, we encourage parents to consider their child's safety before allowing them to ride to school on bicycles and skateboards or to walk to and from school. **Bicycles and skateboards may not be ridden on school property, which means students must walk or carry them from the edge of the property to the bike rack. This rule also applies to after school activity time. Students riding bicycles must wear helmets in accordance with state law.**

**Visitors** - All visitor and non-student/staff traffic must access the building from the main entrance only and ring the doorbell for admittance.

**Visitation Policy** - All visitors must state their name and purpose before being allowed to enter. Parents must state the name of their child. Visitors will be asked to produce picture identification if unknown to the office staff. All Visitors must remain in the main office area unless escorted by a staff member. Visitors must leave any delivered items in the office and students can pick them during the day. If personal delivery is required, the appropriate staff member or child will be located and that person will come to the office area. Parents requiring access to the school nurse will be escorted by a staff member or the nurse will bring the child to the office area.

## **II. Attendance Information**

Both parents and students are urged to encourage timely and consistent attendance at school. Good attendance is essential for a positive and productive learning experience. Doctor and dentist appointments should be scheduled outside of the school day whenever possible.

**Early Arrival to School** - There is no supervision at school prior to 7:50 a.m. **No students should be dropped off before this time.** Due to traffic congestion in the morning, parents are encouraged to send their children to school on the bus. Students are not allowed in the building prior to this time unless special arrangements have been made with a teacher.

**Dismissal** - Students should remain quiet, listen for any announcements and await dismissal over the intercom. At that time they will proceed directly to the buses. Please remember that running in the halls is not permitted.

**Walking Passes** - Students who have parent notes for walking passes must abide by the following rules:

1. You must have a walking pass to leave school property. If you do not, you must stay on school property.
2. If you have a walking pass it gives you permission to walk home after school, but you must only cross the streets around the school where there are crosswalks and traffic signals. Any unsafe or inappropriate behaviors observed by Memorial staff will be reported to your parents.
3. No one has permission to leave Memorial school property in order to go into the woods or stream or drainage culvert area across the street. If you are observed doing so, the Middlebury Police will be called and your actions will be reported to your parents. Please realize this is for your health and safety – the drainage culvert is designed to carry street sewer runoff and often has broken glass and unsanitary water flowing in it.
4. All regular school rules and behavior expectations are in force when you stay after school.

**Picking up Students at Dismissal** - Students being picked up (rather than taking the bus) should bring a signed and dated note to the main office stating who will be picking them up. They must sign the green sheet in the office. After school, students report to the front entrance doors and a paraprofessional will have a list of names and will dismiss students. Parents should follow the posted signs and wait in their car at the parents' reserved spaces.

**Early Dismissal** - Early dismissal from school should be requested only when absolutely necessary. If it becomes necessary to ask for an early dismissal, a written request, signed and dated by a parent or guardian, must be presented to one of the secretaries in the school office **prior to the end of recess**. At the time of the dismissal, the student must report to the office to sign out before leaving the building. If an emergency arises, please call 203-758-2496 to arrange for early dismissal. **A parent/guardian must come into the main office when picking up for dismissal. Please refer to the visitation policy on page 12 for specific procedures.**

## Laws and Policies

**Laws Regarding School Attendance** - Each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school is in session in which provision for the instruction of such child is made according to Connecticut State Statute, Section 10-184.

**Penalty, Section 10-185** - Each day's failure on the part of a person to comply with any provision of Section 10-184 of the Connecticut State Statutes (see Duties above) shall be a distinct offense, punishable by a fine not exceeding twenty-five dollars per day.

**Absent from School** - It is essential that we keep track of excused and unexcused absences. Per Region 15 policy, a student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Therefore, on a full day of school, students must arrive by 11:25 a.m. to be considered present. A student who is serving an out-of-school suspension or expulsion should always be considered absent. **If your child is going to be absent or tardy for any reason, please call our school health office at 203-758-1912 by 8:30 a.m. and leave a message on the answering machine. Please include the reason for the absence or tardiness. If parents do not contact the school when a child is out, the absence will be recorded as "unexcused"**. We are required to monitor attendance carefully. Any pattern of excess absences and/or tardies whether excused or not, may result in a referral to the Region 15 Attendance Review Board.

CT State Legislation, Public Act 11-136 provides definitions of excused and unexcused absences. Excused absences must adhere to the following criteria:

- For the first nine (9) absences in a school year any reason approved by the parent or guardian is accepted by the school as an excused absence
- For the tenth absence and above students are considered excused for the following reasons:
  - Student illness which MUST be verified by an appropriately licensed medical professional
  - Student observance of a religious holiday
  - Death in the student's family or other emergency beyond the control of the student's family
  - Mandated court appearance which is verified by written court document
  - Lack of transportation that is normally provided by a district other than the one the student attends
  - Extraordinary educational opportunity which is educational in nature and related to the student's course work, an opportunity not ordinarily available, is grade and developmentally appropriate, and relevant to the student which has been pre-approved by district administrators.

**Region # 15 Truancy Policy** - The Region #15 Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance for the following purpose: to identify students who are truant/habitually truant, or excessively absent; to enlist the cooperation of parents/guardians and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed. , CT General Statutes 10-198a define a truant student as one who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school. **A "habitual" truant means a child who has twenty unexcused absences.**

### Procedures for Monitoring Truancy

1. Parents/guardians have a statutory obligation to ensure that their child attends school.
2. Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.
3. It is the responsibility of the parents/guardians to contact the school health office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence. **(The absence will stand as unexcused.)**
4. When a student is identified as a truant or habitual truant, the Superintendent or designee will conduct a meeting with the parent/guardian, student, and Student Assistance Team members. The meeting will occur not later than

ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.

5. If the Superintendent determines that further assistance is required for a truant child and the child's family, the Superintendent may file a written complaint with the Superior Court pursuant to Connecticut General Statutes S46b-149 alleging that this is a family with service needs. **The Superintendent is required to file with the Superior Court in cases where parents fail to cooperate with school efforts to remedy the truancy issue.** All Policies and regulations are available on the Region 15 web site under General Information.

**IF A STUDENT IS ABSENT, HE/SHE IS NOT ALLOWED TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITIES ON THAT DAY. Examples of these activities include dances, trips, and sporting events**

## Tardiness

**Late to School** - It is very important for students to arrive on time to school. In addition to missing information and instruction, arriving late to class is disruptive to teachers and to their classmates. Please call the Health Office at 203-758-1912 if your child is going to be late. All students who are late (after 8:05 AM) must report to the Main Office with a dated and signed note from a parent indicating the cause of the tardiness. MMS has two categories of tardy: excused and unexcused. Examples of an excused tardy are doctor's appointments with a doctor's note and family emergencies. Examples of an unexcused tardy include oversleeping and missing the bus. Please note that a bus arriving late to school does not count as a tardy against any student who is on that bus. However, any student late to homeroom when the bus is on time will be charged for an unexcused tardy. A warning letter will be sent when a student accumulates three unexcused tardies in a semester. A recess restriction will be issued for each additional tardy throughout the semester. **Memorial Middle School, based on past state practices, considers three hours and twenty minutes a "minimum day". If a student arrives to school after, or leaves before 11:25 am, the student is also considered absent. Students not in school for at least three hours and twenty minute will be considered absent for the purpose of eligibility to participate in extra curricular activities on that day. Failure to sign in or out may result in a detention.**

**Late to class** - It is equally important to be on time for each class attended. If a student is delayed because of a conference with a teacher, the student should ask for a pass to his or her next class. If a student is tardy due to his or her own actions, he or she will have to abide by the school's procedures regarding "late to class" situations. A student with **four tardy notices** to the same class in a marking period will meet with an administrator and be given an office detention as a consequence.

**Vacations** - We strongly suggest that families plan vacations during the scheduled school vacations. Occasionally, parents ask that students be excused from school for a family vacation. Although make-up work may be provided, the student will not be able to benefit fully from classroom presentations and interactions while away. **However, if it is unavoidable that your child misses school during scheduled academic days, please be sure to notify the teachers and the Main Office in writing at least one week before the vacation.** Upon return, students will be responsible for completing all assignments missed within a week. **Teachers are not expected to provide materials prior to your vacation, and/or re-teach material covered during the student's vacation.**

**Withdrawal From Region #15** - If a family is planning to move out of the Region #15 school system, the parent/guardian must send a note to the school so that we can make the necessary arrangements for students to transfer. When it is time for the transfer, a parent/guardian must come to the school to sign important transfer papers.

## III. Academic Information

**The following programs are all graded programs:**

**Art Enrichment** - Students who qualify for special programs in art will be recommended by their teachers. These classes meet during the school day to provide extended opportunities for growth and challenge in the art programs.

**Band** - Students are offered the opportunity to play in the band, and Jazz Ensemble by audition. Students are able to study a band instrument at the beginner, intermediate, and advanced levels. Instrumental lessons are scheduled throughout the school day on a rotation basis. **As these lessons occur during the school day, students are responsible for getting any and all assignments that they have missed.**

**Orchestra** - Students are offered the opportunity to play in the orchestra, and Chamber Orchestra by audition. Students are able to study a string instrument at the beginner, intermediate, and advanced levels. Instrumental lessons for specific instruments are scheduled throughout the school day on a rotation basis. **As these lessons occur during the school day, students are responsible for getting any and all assignments that they have missed.**

**Chorus** - Students are offered the opportunity to participate in chorus, and chorale by audition. **Band and Chorus meet during the extended learning time.. These groups perform at least two concerts (winter and spring) each year. Many of our groups give extra concerts throughout the school year and often participate in adjudicated events. Concert attendance is an important part of the student's grade for each group.**

**Chorale, Chamber Orchestra, and Jazz Ensemble Activity Fee** - Students who tryout for select music groups must pay an activity fee. If the student is unsuccessful in making the group, the fee will be refunded.

**Musician/Athlete Contract** - Students who participate in **both** select after school music groups and sports teams will be requested to sign a contract. This ensures that all parties involved understand the challenges of meeting the requirements of multiple commitments.

## Computers

### Computer Use Policy

1. Students must have permission to use computers and be supervised by a staff member at all times. If a student reports to an unsupervised area for computer use during study hall or class and there is not a staff member present, they are to return to class.
2. All students must have permission from a staff member before accessing the Internet. Internet usage is for school related projects only unless a staff member grants special permission.
3. Students at Memorial are assigned an account on the network. They will be the sole user on said account. The sharing of accounts or passwords is not permitted.
4. No user of technology resources shall knowingly degrade or disrupt the equipment, services, or electrical information resources; this includes but is not limited to, tampering with computer viruses, or attempting to gain access to restricted or unauthorized networks or network services. Students may not change folders or delete data outside of their personal network folder without permission.
5. Technology users must respect copyright regarding software, information, and attributions of authorship. The transmission, reception, or duplication of any copyrighted or other legally protected material is prohibited.
6. Students who use electronic information resources should not give out any personal information about themselves or others, while using these resources.
7. Under no circumstance is any student to enter any "chat room," instant messaging, social networking site, or similar Internet site.
8. The transmission of any harassing, threatening, or intimidating message is prohibited. Further, the transmission of any legal message, or the transmission of any message for an illegal purpose or in an illegal manner, is prohibited.
9. No person shall use, create, transmit, or download any images that are pornographic or defamatory.
10. Students are expected to abide by the Board of Education Policy "The Acceptable use of Technology Resources." Students must report improper use of Internet to a teacher immediately.
11. For use of personal devices, please see the electronic devices policy on page 5.

NOTE: Any student who violates the above policies governing the use of technology may have his/her account or user privilege denied, and any such violation may result in disciplinary and/or legal action up to and including possible suspension and/or expulsion.

Technology Policy - Videotapes, CDs\DVDs, photographs, websites, and audiotapes are sometimes made of students and staff involved in some school sponsored curricular and extracurricular activities. These videotapes, CDs\DVDs, photographs, websites and audiotapes, in whole or in part, along with instructional materials and products of instruction, are used to produce multimedia presentations shown in the Region #15 schools. They may also be shown to educators in Connecticut and other states and put on cable channel 17 in Southbury, cable channel 16 in Middlebury or the Internet. In some cases, Region #15 sells educational materials, including multimedia materials, to other educators and uses the money received for Region #15 instructional programs. If you have a question or a concern about this procedure, please contact the principal. If you do not want your child or your child's work photographed or filmed on these occasions, you must notify the principal's office, in writing, at the beginning of school. Please indicate the name and grade of the student.

## Guidance and Counseling

**Counselors** - Counseling services are available for **every** student at Memorial Middle School. School Counselors divide the student body alphabetically by last name and service those same students for their 3 years in the middle school. Counselors work with students individually or in a group setting discussing such topics as self-esteem, academics, family or social concerns, high school planning or any other pertinent topic. Students are encouraged to stop in the guidance office to make an appointment. Please check in with the guidance secretary upon arrival. Parent involvement is always encouraged.

**School Psychologist** - Our school psychologist is available for counseling, and additionally provides psychological evaluations for students to determine their educational needs and consults with parents, teachers, and

administrators. The counselors and school psychologist are participants in the PPT process and coordinate group testing, high school placement, and community assistance.

## Media Center

The Media Center welcomes students for quiet study, research, and reading. During class periods, students are admitted only with passes issued by their teachers. Upon arrival, students are to present their passes, sign in and state their purpose for coming to the Media Center that period. **Students wishing to use the Media Center must obtain a period 9 pass from the Media specialist prior to period 9.** Students are expected to be quiet, courteous and use library materials in a responsible manner. Students will be held responsible for damaged or lost materials. Food and drink are not permitted at any time. The overdue policy is to keep track of all library books and to keep the books circulating for other students to use. The Media Center is very flexible with overdue books for special classroom projects, teacher independent reading and student requests. When a book is two weeks overdue a slip is sent to student. When special classroom projects and independent readings are deemed complete, overdue notices are issued. Another slip is sent after three weeks. A call to parents is made after four weeks.

## Program of Studies

Memorial offers comprehensive academic and unified arts programs to all students. The courses are described fully in the Memorial Program of Studies. In grades 6-8, all students take language arts, math, social studies, science and reading or world languages. In addition, students have the opportunity to experience many unified arts classes throughout their years at Memorial. Offerings vary depending on grade level. Copies of the Memorial Program of Studies are available in the main office during the school year.

**Student Assessment** - Assessment of each student's progress is an ongoing process, which requires maximum communication between family and school. Specific grading rationales can be obtained at Open House or from the teacher.

**Report Cards and Progress Reports** - The faculty at Memorial strongly believes in continuing communication between home and school. If students have questions about their progress, we encourage them to talk with their teachers. If parents have questions regarding their child's progress, we encourage them to talk with their child. **Parents are then encouraged to contact** their child's teacher whenever the need arises. Report cards are sent home at the end of each quarter. Report card envelopes must be returned to school with a parent signature. Students have two weeks from the time grades close to make up work when they receive an incomplete on their report card. Failure to do so will result in a failing grade. At progress report time, parents will receive an email prompting them to review their child's grades and work completion. We encourage parents to review this information within 24 hours and contact their child's teachers with any questions or concerns. Please remember that you may view your child's progress at any time on the Parent Portal.

**Honor Roll** - At Memorial, students are eligible for the Honor Roll. The standards are as follows:

**High Honors:** B+ or above in academics. **Honors:** All B's or above in academics. One C+ may be offset by an A. To be eligible for the honor roll a student must achieve a grade of C or better in all Unified Arts Courses and may not receive an "Unsatisfactory effort," or "Disruptive in class" comment, or receive an "Incomplete".

**Dealing with Academic Issues** - We at Memorial promote clear communication between students, parents, and the community. One of our goals is to help Memorial students be their own advocate and attempt to resolve their conflicts by themselves. Therefore, **if your son or daughter has an issue or problem with his/her education program, we encourage you to have your child approach his/her teacher and discuss it in person.** If the issue is not resolved to your child's or your satisfaction, you are asked to contact the teacher and address the issue by phone or set up an appointment to discuss it in person. Should you still feel the issue is not resolved your next step is to contact your child's school (guidance) counselor for discussion and mediation. Contacting the school administrator is strongly discouraged unless all of the steps mentioned above have been attempted, since the administrator is the person with the least amount of information regarding specific academic or behavioral matters.

**Promotion** - Promotion to the next grade level is a serious decision made on an individual basis for each child. Whenever there is any consideration of retention, the student's teachers work together with parents to examine all aspects of the child's progress and to support academic success. The decision for promotion to the next grade is based on each student's academic performance and readiness for the next grade level. Such decisions will be made following conferences involving the parents, teachers, guidance counselor and principal.

**Homework Policy** - The careful completion of homework is very important as it helps students review what has been learned in class and practice skills that have been introduced. Both students and parents are urged to assign the highest priority to the successful completion of all homework. Every teacher will explain his/her homework policy. The school follows the Board of Education Policy # 6154. Additionally, we offer homework support in an afternoon homework club, Monday through Thursday afternoons, from 2:45 until 4:15 P.M. Parents must make arrangements through the office.



**Guidelines For Make-Up Work** - When students are absent due to illness, teachers will provide a reasonable amount of time to complete the assignments, depending on the length and nature of the absence. For absences due to illness of three days or more, parents must call the office **before 9:00 a.m.** to make arrangements to pick up assignments prepared by the student's teachers. **Work will be available at 3:30 p.m.** If the request is made after 9:00 a.m. the assignments will not be available until 3:30 on the following day. **If a student misses class work for any reason (such as instrumental lessons, doctor's appointment), it is the student's responsibility to obtain assignments missed, and hand in the assignments by the due date.**

## Study Hall

Students may be assigned to a study hall during period 8. Study halls are an opportunity for students to study, read, or to get started on their homework. They are to work quietly and keep the study area neat. Study halls are not for talking and playing games or cards. Students should report to study hall with the materials necessary for work. It is important that if students have little or no homework, they have appropriate material to read or study.

## IV. Procedures and Policies

### Disciplinary Information

**Note: The complete Board of Education Discipline Policy No. 5114 may now be accessed on the Region 15 website, located at (provide link) or available upon request at the Main Office. This policy includes more detailed information about school rules and general disciplinary procedures.**

[http://www.region15.org/filestorage/158/2563/2266/2419/7418/Policy\\_5114\\_Student\\_Discipline.pdf](http://www.region15.org/filestorage/158/2563/2266/2419/7418/Policy_5114_Student_Discipline.pdf)

Region 15 values positive character attributes. There is an emphasis on core values: Respect, responsibility, honesty, and kindness. "Restorative Practices represent a philosophy that recognizes the importance of prioritizing the relationships and connections between and among all people within a school community and provides a framework for creating positive school climate and culture." In line with restorative philosophy, the school responds to inappropriate behavior in order to repair harm and restore relationships. Consequences are meant to help students reflect on their behavior in order to make positive choices moving forward.

**The Discipline Process** – At Memorial disciplinary records are maintained through electronic discipline referral process. In this procedure, any event deemed noteworthy by a staff member will be processed with an electronic referral form. Administrators will then process the form, investigate if necessary and assign appropriate consequences. A copy of the completed form, including consequence, will be mailed home. Parents will be notified by telephone of serious matters. Referral forms will be held for one year. They do serve as a reference to help guide administrators in appropriate consequences over the year

### Definitions of Consequences

**Teacher consequences** - consist of a variety of activities that are determined by the teacher. These may include, but not be limited to, teacher detention, recess restriction, "time-out", guidance referral or parent phone call.

**Recess restriction** - suspends the privilege of recess for various lengths of time. Students are expected to report to the main office.

**Lunch restriction** - Students are required to eat lunch in either the office or conference room away from the other students as a result of behavioral difficulties in the lunchroom.

**Office detentions** - Students are expected to report to the office by 2:50 p.m. Students in detention are expected to accurately complete an assignment related to their behavior. This writing assignment asks the student to respond to questions about behavior in order to reflect on what has happened. Students will describe the situation and how it could have been handled differently. Talking in detention is not allowed. Detention ends at 3:45 p.m. **Students MUST be picked up by 3:45 p.m.**

**In-school suspension (ISS)** - provides an isolated environment in which a suspended student is assigned a reflective writing assignment and class work commensurate with current curricular studies. ISS students are evaluated on cooperation and work production while in ISS to earn the privilege of returning to a regular school program. Prior to returning to normal classroom activities after serving an in-school suspension, parents and students may be asked to attend a conference with an administrator.

**Out-of school suspension (OSS)** - is used for instances when students pose a serious disruption to their own educational program or that of their classmates, or in any way presents a threat to themselves, others or school

property. Prior to returning to school from suspension, a conference may be held with an administrator, parent(s), and student.

**Suspension Records** - As stated in BOE 5114, suspensions will be part of the cumulative record and shall be expunged if the student graduates from high school or is not suspended or expelled during a two year period following the date of his or her return to school from the suspension.

**Expulsion** - is a long-term exclusion from school. The Board of Education is the only agency that can expel a student from school.

**Notification to Parents/Guardians** - of disciplinary action shall be given within 24 hours of the time of expulsion or suspension. Students who receive an in-school or out-of-school suspension in the week prior to a school dance will NOT be permitted to attend the dance. This rule may also apply to field trips and other school sponsored-events.

**Definitions of Some Inappropriate Behaviors:**

**Harassment** - Harassment or unkind behavior toward any student in any form is hurtful and will not be tolerated at MMS. All students have the right to a safe and comfortable learning environment. MMS does not allow students to make comments that might be hurtful, intimidating or threatening towards another person for any reason. Behavior that can be considered harassment based on certain characteristics, such as race, color, national origin, religion, disability, sex,, sexual orientation, gender identity or ethnic background may also violate the law in addition to school rules. Any kind of harassment including verbal or written racial slurs or threats will not be tolerated at Memorial and may result in disciplinary consequences in addition to other interventions. Additional information about district policies on harassment and nondiscrimination are included below.

**Bullying** – (Board Policy # 5131.2)

Bullying is defined as: (A) 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 (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Bullying is really about being mean to another student or students. Bullying complaints must be reported within 48 hours to complete an accurate and thorough investigation. Complaints older than 48 hours are frequently impossible to investigate and verify. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators.

**Reporting Procedures** - Students and parents (or guardians of Students) may file written reports of bullying with any building administrator and/or the Safe School Climate Specialist. Students may make anonymous reports of bullying to teachers and school administrators, except that no disciplinary action shall be taken solely on the basis of an anonymous report. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator

**The School Climate Specialist for Memorial Middle School is Jennifer Murphy**

For more information about Bullying and access to complaint forms refer to Safe School Climate Plan under "for parents" on the MMS webpage or Board of Education Policy #5131.2.

[http://www.region15.org/filestorage/158/2563/2266/2419/7418/pol\\_5131.2BullyingPreventionAndIntervention.pdf](http://www.region15.org/filestorage/158/2563/2266/2419/7418/pol_5131.2BullyingPreventionAndIntervention.pdf)

Reports can be filed online by going to MMS homepage. Any report of suspected bullying will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 5131.2 set forth his prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**Sex Discrimination** occurs when a person, because of his or her sex, is denied participation in, or the benefits of, any education program receiving federal financial assistance.

**Sexual Harassment** is a form of sex discrimination. While it is difficult to define sexual harassment precisely, it includes any unwelcome conduct of a sexual nature (whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions) when: (1) submission to, or rejection of, such conduct by a student is used and/or threatened to be used as basis for making any educational decision affecting a student; or (2) such conduct is sufficiently severe, pervasive or persistent such that it limits a student's ability to participate in, or benefit from, the educational program, or (3) it creates an intimidating, hostile, or offensive educational environment sexual harassment is prohibited regardless of the sex of the victim or the harasser.

**Although not an exhaustive list, the following examples of the type of conduct prohibited by this policy:**

1. Statements or other conduct indicating that a student's submission to or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive obscene comments, invitations, letters, e-mails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying e-mails or websites of a sexual nature.
6. Using computer systems, including e-mail, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Under federal and state law and policies, sexual harassment is illegal and prohibited in school settings. All such incidents reported shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, referral to the Board of Education, or to legal authorities.

### **Sexual Harassment Complaint Reporting/Procedures**

The Board of Education encourages all victims of sex discrimination or sexual harassment to promptly report complaints of sex discrimination or sexual harassment. Complaint procedures for reporting such claims are contained in Board Policy #5156 and are available online at <http://www.region15.org/policies> or upon request at the main office of the school.

[http://www.region15.org/filestorage/158/2563/2266/2419/7418/5156\\_Policy%2C\\_Regs\\_and\\_Form\\_for\\_Sex\\_Discrimination\\_and\\_Sexual\\_Harassment\\_\(Students\).pdf](http://www.region15.org/filestorage/158/2563/2266/2419/7418/5156_Policy%2C_Regs_and_Form_for_Sex_Discrimination_and_Sexual_Harassment_(Students).pdf)

If a complaint involves allegations of discrimination or harassment based on other reasons (e.g. disability, race, etc.) such complaints will be handled under other appropriate policies (e.g. Policy #5150 section 504: Policy 5155. Non-Discrimination Policy)

**Title IX Coordinators for Memorial Middle School are Heidi Szymanski and Jon Romeo.**

**REGION 15 NOTICE OF NONDISCRIMINATION:** The Pomperaug Regional School District 15 does not discriminate on the basis of race, religion, color, national origin, age, marital status, sex, sexual orientation, disability (including pregnancy), genetic information or gender identity or expression or any other characteristic protected by state or federal law except in the case of a bona fide occupational qualification in admission to, access to, treatment in, or employment in and of its programs or activities.

Region 15 is specifically required by Title IX not to discriminate on the basis of sex in its programs and activities. Any questions regarding the application of Title IX or concerning complaints involving allegations of sex discrimination or sexual harassment may be directed to the District's Title IX coordinators.

Mrs. Heidi Szymanski  
 Title IX Coordinator  
 Assistant Principal  
 Pomperaug High School  
 234 Judd Road  
 Southbury, CT 06488-1950  
[hszymanski@region15.org](mailto:hszymanski@region15.org)  
 Tel. (203) 262-3200

Mr. Jon Romeo  
 Title IX Romeo  
 Principal  
 Gainfield Elementary School  
 307 Old Field Road  
 Southbury, CT 06488  
[jromeo@region15.org](mailto:jromeo@region15.org)  
 Tel. (203) 264-5312

Individuals with questions or concerns regarding Title IX may also contact the Assistant Secretary for the Office for Civil Rights ('OCR') at:

U.S. Department of Education  
 Office for Civil Rights  
 Lyndon Baines Johnson Department of Education Bldg  
 400 Maryland Avenue, SW  
 Washington DC 20202-1100

Telephone 800-421-3481  
 Fax 202-453-6012  
 Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Or the Regional Office for OCR at,

Office for Civil Rights, Boston Office

U.S. Department of Education  
 8<sup>th</sup> Fl.  
 5 Post Office Square  
 Boston MA 02109-3921  
 Telephone: 617-289-0111  
[Ocr.boston@ed.gov](mailto:Ocr.boston@ed.gov)

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is:

Mrs. Jessica Sciattetto  
 Section 504 Coordinator  
 Director of Student Services  
 P.O. Box 395  
 Middlebury, CT  
 06762-0395  
 Tel. (203) 758-8259  
 Email: [jsciarretto@region15.org](mailto:jsciarretto@region15.org)

Region 15 policies and applicable regulations/procedures related to discrimination or harassment are available online at <http://www.region15.org/policies> or upon request at the main office of any district school.

All complaints will be promptly investigated in as confidential in manner.  
 If a student believes that he/she is being or has been harassed, the student should immediately inform a teacher, counselor, or administrator. A Sexual Harassment Complaint form is available in the Main Office.

**Complaint Procedures:** If the complaint involves an allegation of discrimination or harassment against a student based on disability or sex, the complaint should be referred to the Board's student policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ACA) (Policy#5150 for claims of discrimination and/or harassment based on disability) and Title IX/Sex Discrimination/Sexual Harassment (Policy #5156 for claims of discrimination and/or harassment based on sex).

All other complaints by a student or parents/guardians alleging discrimination against a student on the basis of the other protected characteristics listed herein should file a written complaint with the building principal for the student's school or the following individuals:

<p>Mrs. Heidi Szymanski          Assistant Principal          Title IX Coordinator          Pomperaug High School          234 Judd Road          Southbury, CT 06488-1950  <a href="mailto:hszymanski@region15.org">hszymanski@region15.org</a>          Tel: (203) 262-3200</p>	<p>Mr. Jon Romeo          Principal          Title IX Coordinator          Gainfield Elementary School          307 Old Field Road          Southbury, CT 06488  <a href="mailto:jromeo@region15.org">jromeo@region15.org</a>          Tel: (203) 264-5312</p>	<p>Regina L. Botsford          Office of the Superintendent of Schools          Region 15          P.O. Box 395          Middlebury, CT 06762-0395  <a href="mailto:rbotsford@region15.org">rbotsford@region15.org</a>          Tel: (203)758-8259 Ext. 110</p>
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At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone Number (617)289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (Telephone Number (800) 477-5737).

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is:

Mrs. Jessica Sciarretto  
 Director of Student Services  
 P.O. Box 395  
 Middlebury, CT 06762-0395  
 Tel: (203) 758-8259 Ext. 2  
 Email: [jsciarretto@region15.org](mailto:jsciarretto@region15.org)

**Substance Abuse** - Any student in the Pomperaug Regional School District who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined in Section 5151 of the Board of Education policy regarding discipline. Any student found to be in violation of this policy for the first time will receive a minimum of a three-day suspension or a referral for expulsion. In cases of distribution or sale, law enforcement officials will be notified for prosecution.

**Smoking Policy** - All Region #15 school buildings are smoke-free. Smoking, or the use or the possession of any tobacco products, is not allowed in buildings or on the school grounds, or at any **school event** on or off school property. (Board of Education policy 1331.) **Violation of the smoking policy will result in suspension and referral to the student's family and/or a substance abuse counselor.**

**Dangerous Play** - Memorial is a safe place and we expect it to stay that way. Any action that endangers a student or other students is not acceptable here. Examples of unacceptable acts include, but are not limited to, play fighting, throwing objects and snowballs, pulling chairs, tripping, pushing and shoving.

**Disruptive Items** - Memorial is primarily a place to learn. **Students should not bring the following to school:** safety pins, squirt guns, laser pens, video games, clothes and book covers with inappropriate messages, etc. These items will be confiscated.

**Weapons** - **State law requires that students be suspended or expelled for bringing knives, firearms, and facsimiles of firearms, explosive devices, and other dangerous items to school. Use of such devices to threaten or intimidate will result in immediate removal from school (Board of Education policy 5144).**

### **Cheating and Academic Dishonesty**

Cheating can be any of the following activities. Not every form of cheating is listed here, but this list should give you a good understanding of what a teacher means when they say you have cheated.

- **Copying:** This is the most common form of cheating. When you copy from another student's test paper, laboratory report, other report, or computer files and listings, you are cheating. Giving your work to another student to copy is also considered cheating.
- **Unauthorized materials:** If you have notebooks, calculators, cell phones, or any other material or electronic device that the teacher has not said that you may use during a test or assignment, you are cheating. You must only use what the teachers says is allowed.
- **Collaboration:** Working with another student on an assignment that was meant to be done individually is cheating. It is good to have help from your parents on homework and/or projects but not too much. Remember, your parents will not be taking the tests with you, so you need to know the information on your own.
- **Plagiarism:** Using the work of another person and calling it your own is plagiarism. For instance, if you quote or summarize another person's words without stating who had originally made the statements, you are plagiarizing their work.

### **Consequences of Academic Dishonesty**

When a student is in violation of the academic honesty policy for an assessment, assignment, or other activity, teachers will follow these steps:

1. The teacher will conference with the student to discuss the incident.
2. If an incident of cheating is verified, the student may receive a reduced grade or a grade of zero for the assessment at the discretion of the teacher.
3. If a grade of 0 is assigned, the student may be required to do a similar replacement assignment or exam to demonstrate accurate evidence of learning for reduced credit at the discretion of the teacher.
4. Parents will be notified of the academic dishonesty by the teacher.
5. An additional disciplinary consequence may be assigned by the teacher.
6. Additional incidents of academic dishonesty will be handled as detailed above and may include additional disciplinary consequences from the administration.

## Safety Procedures

Creating an environment that is safe for all students and staff is a primary objective of our school. To do so necessitates that the building is reasonably secured during optimum use, namely the hours that school is in session. **Without exception, any individual, including parents, guardians, and siblings entering the building must report to the main office** so that there is monitoring and accountability for the coming and going of the individuals within our building. There are procedures in place in the event of any potential risk to the student body and staff brought about by hazardous conditions or events which are delineated in the staff handbook as **Code Red, Code Blue, Code Yellow and Code Green**.

**Fire Drills** - Fire drills, at regular intervals, are required by law and are an important safety precaution. When the alarm sounds everyone must promptly clear the building by prescribed routes as quickly and quietly as possible. The teacher in each classroom or area will give instructions. Once outside, students should report to their homeroom teacher and stand quietly so that teachers may take attendance. Should a real emergency occur, this would be necessary to insure that everyone has safely left the building. No one should reenter the building until instructed to do so by an administrator.

**Alternate Emergency Drills** - Memorial Middle School has established a safety committee which will, periodically throughout the year, hold additional emergency drills for lockdowns, severe weather and additional crises.

**Release of students to non-custodial parents** – Occasionally, questions arise regarding parental permission for releasing a student. If a parent is divorced and has legal custody of the child, a copy of the legal decree must be sent to the principal. This will be kept in a confidential file. In this way we can ensure that this child is only released at the permission of the legal guardian. Without such a decree in our files, we must legally release a child to either parent.

**Green Cleaning Products Notification is available by request.**

## Emergency Closings

Sometimes school must be closed early due to weather conditions or emergency. Children should be instructed by their parents ahead of time as to the procedure they should follow in this situation. If possible announcements will be made via the Alert Now System. See region 15 website for special schedule information.

**School Cancellations** - If poor weather conditions require school cancellation or a delayed opening, the announcement regarding this decision will be made via the radio, television stations, School Messenger, and the school's website, [www.region15.org/mms](http://www.region15.org/mms). All of these resources are listed in the Region #15 Calendar.

## Legal Information

**School Records – Parents' Rights** - In accordance with federal law, Regional School District #15 has adopted procedures to maintain school records relating to individual students as confidential, except as to school officials with an educational need to know the information and except as otherwise provided in the law. In addition, parents and students eighteen years of age and older have the right to review educational records, and further to request correction of the records if they are claimed to be inaccurate or misleading. A more comprehensive description of these rights with regard to school records is available from the principal.

### NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Board Policy #5150)

[http://www.region15.org/filestorage/158/2563/2266/2419/7418/5150\\_Policy%2C\\_Regs\\_and\\_Forms\\_for\\_Students\\_and\\_Section\\_504\\_of\\_the\\_rehab\\_act\\_of\\_1973\\_and\\_Title\\_2\\_of\\_the\\_Americans\\_with\\_Disability\\_Act\\_of\\_1990.pdf](http://www.region15.org/filestorage/158/2563/2266/2419/7418/5150_Policy%2C_Regs_and_Forms_for_Students_and_Section_504_of_the_rehab_act_of_1973_and_Title_2_of_the_Americans_with_Disability_Act_of_1990.pdf)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Region 15 Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, student, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Region 15 Public School prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing.

In addition, any student and/or parent/guardian wishing to file a complaint on these issues or regarding any form of discrimination (including harassment) on procedures which are outlined in the Board's Administrative Regulations, Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act may do so. These regulations accompany Board policy #5150 and are available online at <http://www.region15.org/policies> or upon request from the main office of any district school. Any complaints of discrimination and/or harassment based on disability will be handled in accordance with these procedures. If a complaint involves allegations of discrimination or harassment based on other reasons, such complaints will be handled under other appropriate policies (e.g. Policy #5156, Sex Discrimination/Harassment; Policy #5155, Non-Discrimination Policy).

A student, parent, guardian or other individual may also file a complaint with the Office for Civil Rights, U.S. Department of Education, -("OCR"):

Office for Civil Right, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor,-  
5 Post Office Square  
Boston, MA 02109  
(617) 289-0111

Anyone who has questions or concerns about this policy, or would like a copy of the Board's grievance/complaint procedures related to claims involving a disability, may also contact Jessica J. Sciarretto, Director of Student Services, and Section 504/ADA Coordinator for the Region 15 Public Schools, P.O. Box 395, 286 Whittemore Road, Middlebury, CT at [jsciarretto@region15.org](mailto:jsciarretto@region15.org), Tel: (203) 758-8259 ext. 2.

The Section 504 Coordinator for this district is: Jessica Sciarretto, Director of Student Services  
[jsciarretto@region15.org](mailto:jsciarretto@region15.org). The school based se

#### **State Department of Education Complaint Resolution Procedure –**

There are procedures that have been developed by the Connecticut State Department of Education for resolving complaints alleging a violation of one of the 10 federal statutes and regulations pertaining to certain federally funded educational initiatives. 34 C.F.R. 299(10)(a). A copy of the full procedure is included in the first day packet for parents.

**Student Management Information** - The following items are designated as student management information: student name, address, telephone number, date and place of birth, homeroom lists, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school annual. **The school may disclose any of this information without prior written consent unless notified in writing to the contrary by September 1 of the school year.** Information protected under HIPAA laws will not be included. Students may not receive personal mail at the school.

#### **School Records and FERPA**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students ( *i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605
  
5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, homeroom, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The written objection to the disclosure of directory information shall be good for only one year.

School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

**Please Note: The Board of Education periodically revises policies. The administration therefore reserves the right to enforce changes in rules or policies not available at the time of publishing.**