

A MESSAGE FROM THE PRINCIPAL

Dear Students,

I am delighted to welcome you to the 2021-2022 school year on behalf of Dean Kawulicz, Dean Querz , Dean Whelan, and the entire Middlebrook staff!

Middlebrook is a community of learners focused on growing towards both academic and personal goals. Together we tackle new challenges, work hard, and have fun. As a member of the red, green, or yellow team, you will collaborate meaningfully with your peers and teachers. You will also have many chances to enjoy interdisciplinary projects and field trips with your teammates. Beyond your work within your team, you will participate in a robust exploratory program that includes I-STEM (Introduction to Science, Technology, Engineering and Math), culinary arts, music, health, art and physical education. Learning continues beyond the school day with afterschool opportunities to participate in clubs and intramural athletics on Monday, Tuesday, and Thursday afternoons. Of course you will have coaching and guidance from our stellar Middlebrook faculty and staff for each step of your journey. Empowered by this multifaceted school experience, our students contribute to their community both within and beyond Middlebrook School.

Middlebrook students take an active role in their own learning and in maintaining a positive school culture. This includes consistent attention to our Five Beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

By making personal choices aligned with these shared beliefs and respecting yourself, you can make a positive impact each day. The staff members of Middlebrook are here to support your efforts and celebrate your achievements. If you ever have a question or a concern, do not hesitate to ask. We are here for you.

Looking forward to a wonderful year at Middlebrook!

All the best, always and all ways,

Jory Higgins, Principal

GENERAL INFORMATION AND GUIDELINES

Please read this information carefully with your parents.

ACADEMIC HONESTY POLICY: All students are expected to:

- Submit their own work (assessments and assignments) without unauthorized help;
- Cite ideas and writing of others properly;
- Not provide unauthorized help to others;
- Represent their accomplishments accurately;
- Present accurate documents and forms.

Cheating is a violation of the academic honesty policy. Examples of cheating include but are not limited to:

- Copying or allowing someone to copy homework, essay, project, quiz or test;

- Unauthorized use of notes;
- Collaborating on an assignment without permission;
- Falsifying a document such as an absence excuse or falsifying a parent signature;
- Obtaining copies of tests, quizzes, or answer sheets without permission;
- Completing an assignment or writing a paper for someone else;
- Unauthorized use of electronics during assessments.

Plagiarism is the unauthorized use of the language or thoughts of another and the representation of them as one's own. If you copy more than **five words in a row** right from the text, you must use quotation marks and identify the source. Examples of plagiarism include, but are not limited to:

- Word-for-word copying without proper citation;
- Copying and pasting text or information from the Internet or databases without proper citation;
- Knowingly taking others' ideas and presenting them in your own words without proper citation;
- Falsely citing source information.

If a student is unsure whether his or her work constitutes plagiarism, he or she should consult the teacher. Acts of academic dishonesty will not be tolerated at Middlebrook School. Incidents may result in the following steps:

1. Teacher will meet with the student to discuss the incident.
2. Teacher will notify administration and school counselor and contact a parent to discuss the incident.
3. A grade of zero will be assigned, the student still must demonstrate an understanding of the goals of the assignment, and further disciplinary action may be taken.

ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES: Recognizing the need for our students to demonstrate digital citizenship and information and technology literacy skills as expressed in the *Wilton Public Schools: A Vision of Teaching and Learning*, Middlebrook School will continue to provide a variety of technology resources in support of 21st century skills. Students may, at times, use their own personal electronic devices for educational purposes in the classroom. It will not be mandatory or expected that students provide their own personal electronic devices. These technologies include (but are not limited to) laptops, cell phones, cameras and video recorders, tablets, and e-readers. Use of personal electronic devices in school is a privilege and not a right. To ensure that student owned technology is used responsibly, ethically, and safely, the following standards are set:

- Students are responsible for abiding by the **Student Responsible Use Policy and Regulation for Use of District Technology** Policy while accessing the Internet through their own personal electronic device network. All conditions and disciplinary proceedings expressed in the **Student Responsible Use Policy and Regulation for Use of District Technology** Policy remain in effect for the use of personal electronic devices in school.
- Without explicit permission from a school official, the taking of any photographs or video while on school grounds is prohibited. Any photograph or video taken as part of a school related assignment may only be used for that assignment.
- The school is not responsible for lost, broken, or stolen items. The school is not responsible for the repair, maintenance, or general IT support of personal electronic devices. The school is not responsible for monetary charges applied to personal device plans when the devices are used in school.

ADMINISTRATION: The administrators of Middlebrook School consist of a principal and three deans. Their main duties are to facilitate the successful operation of the school and to ensure that your years at Middlebrook are happy and enriching. The administrators will be happy to meet with you if you need to meet in person. Please ask one of our school secretaries to schedule an appointment.

AFTER SCHOOL AND EVENING ACTIVITIES: We offer a variety of after-school co-curricular and intramural activities for our students until 4:15 p.m. on Monday, Tuesday, and Thursday afternoons. **Pick-up time is promptly at 4:15 each of these days.** A \$25 annual fee is required for after school activities and intramurals. This fee covers unlimited activities for the school year. You can pay using PayPal or by check made out to the MB Activity Fund. Activities and intramurals can be joined at any time during the school year.

Students may also make arrangements to meet their teacher in the morning before school. Since the school doors are locked, drop-offs for extra help should be in the front of the building, not the typical drop-off area. Teachers will meet students at the door provided the student is on time..

Also, teachers are available for extra help. Extra help hours are posted in each classroom. We encourage you to participate in all of these activities and extra help sessions, but we want you to know that students are expected to be in an area supervised by a staff member. Once a student exits the building, he or she will not be permitted to return without a parent. Parents will be required to provide transportation for all before-school or after-school activities. All after-school activities, including PTA sponsored evening events, are for Middlebrook School students only. Students must be present for school the day of an after school or evening activity to participate in the activity.

Students are not permitted to be on school grounds without supervision. The facilities inside the building at Middlebrook, including the gymnasiums, are not supervised after hours other than for scheduled intramurals.

Students are not permitted to be in the gymnasiums without the proper and approved supervision. Students left to play on the school grounds outside unsupervised is akin to leaving your child at a public park and is forbidden.

ANNOUNCEMENTS: Unless there is an urgent need, we only make announcements during teambase or at the end of the day. This practice gives us an uninterrupted day which is most important to everyone.

ASSEMBLIES: Middlebrook students have a reputation for being courteous and polite at school assemblies. We expect to maintain this tradition. Our assemblies include performances by professional groups, students, and various school- sponsored programs. These assemblies are well received for the following reasons:

1. Students take their assigned seats quickly and quietly.
2. Students come promptly to attention when asked to do so.
3. Students are courteous to those responsible for the program.
4. Students take pride in their auditorium and its facilities.
5. Students respond in an appropriate manner during and after the assembly.

Please keep these five points in mind whenever assemblies are scheduled. Remember, you are responsible for your actions.

ATTENDANCE AND ABSENCE: Students - Policy # 5113 [Board Policies](#)

Regular attendance is the best way for you to keep up with your schoolwork and all other activities in our program. When you are not well, however, please stay at home. This will better ensure your rapid recovery and help to protect the health of your classmates. Attendance will be taken in your

teambase. *Your parent/guardian must call our Absentee Hotline (834-4963) before 8:00 a.m. or send an email to MBattend@wiltonps.org to report your absence or expected tardiness. On the day that you return to school, you are required to bring a note from home explaining your absence, even when your absence has been called into the hotline. These notes are to be given to your teambase teacher on the first day of your return.* When you are absent, you may check your assignments on Schoology. If you are absent for three days or more due to illness, please call the counseling office to request homework materials. (Please see the "Make-up Work" section of this handbook).

If a parent /guardian decides to enroll his/her child in a program that requires the student to be absent from school for an extended period of time, then the parent will be required to officially withdraw the student from school and re-enroll the student upon the completion of the program.

Please see Board Policy 5113 [Board Policies](#) for complete information including explanations for excused absences, unexcused absences, and disciplinary absences.

BOOKS, SUPPLIES, EQUIPMENT: You will need several things in order to be prepared for your classes. Please plan to have with you daily the following items: fully-charged Chromebook, pencils, blue or black pens, a three-ring notebook supplied with paper. These items should be with you every day and in every class, and your teachers may ask you to bring additional supplies and books for specific classes.

We are fortunate that the town of Wilton provides us with the necessary "tools" to conduct an excellent school program. Most of the materials needed will be supplied to you at no extra cost; however, lost or damaged supplies and books will be charged to the student at full replacement cost.

BULLYING PREVENTION AND INTERVENTION - STUDENTS - Policy 5131.911 [Board Policies](#)

The Wilton Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and thus free from bullying, cyberbullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board. Please see Board Policy STUDENTS 5131.911 for complete information. [Board Policies](#)

BULLYING PREVENTION AND INTERVENTION SAFE SCHOOL CLIMATE PLAN - STUDENTS REGULATION R131.911 [Board Policies](#)

The Wilton School District and the Board of Education are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, cyberbullying, harassment, discrimination, and teen dating violence. In order to foster an atmosphere conducive to learning, the Board has developed the Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff. Please see Board Regulation STUDENTS R131.911 for complete information. [Board Policies](#)

CAFETERIA: Since many students are eating at the same time, you are expected to exercise the following good manners:

- ◇ Please allow any student to be seated at your table. Seats may not be reserved, and students may not move from table to table.
- ◇ For 2021-2022: We have temporary lunch seating in the gymnasiums and the cafeteria. Students are expected to sit at least six feet from each other while eating
- ◇ Please speak in a quiet voice. Shouting and loud behavior are not acceptable.
- ◇ Students may not bring any dessert and/or treat for any kind of celebration.
- ◇ Please clean up your own area when you leave. Clean-up is a cooperative effort.
- ◇ Please wait for the teacher or lunchroom supervisor to dismiss your table after it has been checked.
- ◇ Students may not leave the cafeteria during lunch without a pass.

CIVILITY: STUDENTS - Policy 1316.2 [Board Policies](#)

It is the intent of the Board to promote mutual respect, civility, and orderly conduct among district employees, students, parents/guardians, and the public.

CO-CURRICULAR CLUBS: The \$25 annual fee will permit your child to participate in all clubs and activities. The fee is payable by check to the MB Activity Fund, or you can use PayPal. Please see [MB Clubs and Activities](#) for club details.

COMMUNICATION: This communication chart is designed to guide you to the first point of contact in order for you to share your concerns and deliver feedback. Our secretarial staff will gladly direct your questions or feedback to the right person(s).

If your concern is:

Specific academic performance
 General team performance
 Social, emotional issues
 Discipline beyond the classroom
 School policy
 Special Education
 Co-curriculars. PowerSchool, Standardized Testing
 Student Schedules

Then contact:

the subject area teacher
 the team leader
 the school counselor
 the team dean of students
 the principal
 the special education case manager
 Dean Kawulicz
 School Counselor

CONDUCT: You are now part of the Middlebrook community, and members of communities take care of each other. Our community is guided by the following five beliefs:

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

Students treat each other with respect at Middlebrook School at all times. This includes respect toward others during the school day, at school dances, activity nights, and/or school sponsored activities, programs, and events. Students are not permitted to hold hands, to hug each other, or to display any inappropriate physical contact. Students displaying any form of inappropriate physical contact will be subject to disciplinary action. Middlebrook is a wonderful school because our school community of staff and students has made it this way. Only you can continue this tradition of pride in our school.

COUNSELORS: Middlebrook School Counselors are interested in getting to know all of their students. They are ready to assist students with their academic as well as social and emotional growth. One of the goals of the counseling staff is to help students maximize their own abilities in order to experience success in school. Students are offered the opportunity to join lunch groups as well as participate in individual counseling.

Through the developmental guidance programs at each level, the counselors lay the groundwork for assisting students. The objective is to strengthen life skills such as making decisions, getting along with others, managing stress, and dealing with change. Parents are encouraged to contact their child's counselor as the need arises. Students benefit when they know their education is a partnership between home and school.

DISCIPLINARY MEASURES: STUDENTS POLICY 5114 [Board Policies](#)

Because the behavioral problems of students vary in terms of frequency and degree of seriousness, the corrective action must be a matter of judgment by the appropriate administrator. Students may be provided an opportunity to engage in other forms of restorative practices, appropriate to the age of the students and nature of the behavior. Suspension, detention, denial of school privileges, a telephone call or written notice to the parent, sending the student home pending a parent conference, and counseling by the parent or appropriate staff member are disciplinary measures, among others, which may be employed as the administrator sees fit. Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom.

The principal or his/her designee shall have the authority to invoke suspension, for a period of up to ten (10) days of any student for one or more of the above reasons provided; however, the principal or the Superintendent of Schools shall have the authority to immediately suspend from school or from transportation services any student or pupil when an emergency exists. Students under suspension are prohibited from coming to school grounds for any purpose whatsoever. This includes school-sponsored evening functions during the period of suspension or probation.

Except in the case of an emergency, a pupil shall be afforded the opportunity to meet with the principal or his/her designee and to deny the charges against him/her prior to the effectuation of any period of suspensions or in-school suspension.

If the student is suspended, the parent(s) or guardian(s) shall be notified within twenty-four (24) hours by telephone, if possible, of the suspension and the reasons for the action.

The Superintendent of Schools may recommend to the Board of Education the expulsion of any student for one or more of the reasons stated under "Illegal Substances" and under "Standards of Conduct" if, in his/her judgment, such disciplinary action is in the best interest of the school system. The procedures for a hearing shall be provided prior to the effectuation of any expulsion unless an "emergency" exists. If an emergency situation does exist, such a hearing shall be held as soon after the expulsion as possible. See policy and regulation 5114, "Suspension and Expulsion" for further information. [Board Policies](#)

DRESS IN SCHOOL: STUDENTS POLICY 5132 [Board Policies](#)

The responsibility for the dress and grooming of a student rests primarily with the student and the student's parents or guardian. The district encourages students and parents to work together to ensure that students dress in a manner that is appropriate for the school day or any school-sponsored activity and respects the district's intent and responsibility to ensure the health, safety and social emotional wellbeing of all students. Ordinarily a student's dress or grooming shall not affect their participation in school classes, programs or school-related activities. If, however, the dress or grooming of a student disrupts the educational climate or process, is unclean, or poses a threat to the health or safety of the student or any other person, the principal or principal's designee may require the student to change their dress or grooming.

Book Wilton Board of Education Policies and Regulations Section Series 5000: Students

Title Copy of Policy: Student Dress & Grooming Code 5132

Status Adopted July 13, 1976 Last Revised January 19, 2021

Cross References Policy 5141, Health Services

DROP OFF PROCEDURES: *Please see the parking lot diagram below.*

Please share with all drivers in your family.

Students may be dropped off after 8:00 a.m. on the sidewalk in front of and to the right of the rear canopy. Students arriving to school early for a club or for extra help may be dropped off at 7:30 a.m. at the rear canopy entrance. Please use the entire length of the sidewalk for drop-off to enable all students to arrive at their classes on time. Please refer to the diagram.

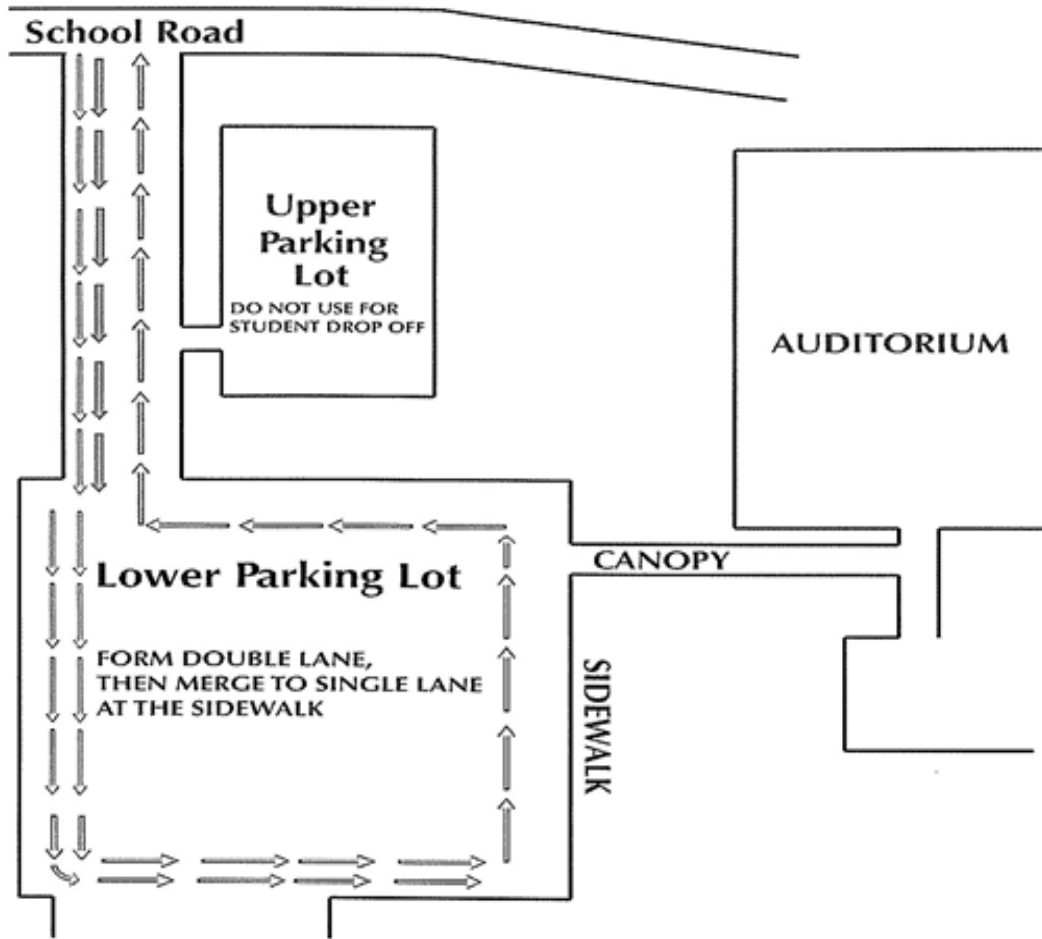
1. **DO NOT** drop off students: in the lower parking lot, other than at the designated sidewalk
 anywhere in the upper parking lot
 at the front entrance of the school

If your child has a physical disability, he/she may be dropped off and picked up at the front entrance ONLY if you have a pass from the nurse or the main office.

PICK-UP PROCEDURES: *Please share this information with all the drivers in your family.*

1. The procedure for NORMAL student pick-up is similar to the drop-off procedures for students not taking the bus. Students will be released from classes after the bell rings at 2:55 p.m. They will leave the building through the rear canopy exit and can be picked up along the sidewalk in front of and to the right of the canopy. Please use the entire length of the sidewalk for pick-up. **DO NOT** attempt to drive through the lower parking lot aisles to pick up your child - ***it is not safe***, blocks traffic flow, and blocks in cars that are following instructions!
2. **Please DO NOT double park in the parking lot!** Drive through pick up is ONLY to be done at the designated sidewalk area!

Do not pick up students from the front entrance of the school unless you are making an **office pick-up prior to 2:55 p.m.**



EARLY DISMISSAL: Early dismissal should be for serious reasons such as a medical appointment that could not be made at any other time. It should not be used for shopping, baby-sitting, etc. If you must leave before the end of the school day, please do the following:

- ◇ Before classes begin in the morning, students must bring a note from home to the main office or parents can email this note to MBAttend@wiltonps.org. The student's name will be added on the attendance list with the early dismissal time. The student will be given a pass excusing him/her from class at the specified time. Telephone calls from parents are not acceptable.
- ◇ When it is time for you to leave, show your teacher your pass and bring the pass to the front booth.
- ◇ You must come to the front booth at the appointed time where you may meet the adult picking you up.
- ◇ If you do not bring a note or your parents unexpectedly take you out of school during the day, your parent must bring a note to the front booth stating that you are leaving school before the end of the normal school day. Anyone other than your parent who comes to pick you up must have a note from your parents.
- ◇ Make-up work is the student's responsibility.

EMAIL GUIDELINES: INSTRUCTION Policy Student Responsible Use Policy and Regulation for Use of District Technology C19 6141.321 C19 [Board Policies](#)

The Wilton Public Schools ("District") provides electronic resources for students in grades 3-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. The District's expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards. *The guidelines listed below are intended to govern the use of District-provided Gmail accounts and Google Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers. See INSTRUCTION Policy Student Responsible Use Policy and Regulation for Use of District Technology C19 6141.321 C19 for complete information.* [Board Policies](#)

Proper Use of District-Provided Gmail

- Students should use their email accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- While students can email teachers throughout the District, they should not expect teachers to email assignments to them or to provide private tutoring through email.
- Students should not ask for or respond to emails requesting personal information not related to a school project.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community. Parents should use the @wiltonps.org email account to communicate with a teacher or school staff member.

The Superintendent reserves the right to terminate any individual's use of the District's computer systems. ***Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures and the Board policies.***

- *Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so **despite** the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.*

EVACUATION DRILLS: When the fire alarm sounds in the school, you have no way of knowing whether it is a real fire or merely a drill. It is important, then, to follow your teacher's instructions without question. Each room has a sign showing the proper exit procedure for that particular location.

Because of the serious nature of this matter, students are to line up in a single file. Absolutely no talking will be permitted during any drill procedure. Students are to move quickly and quietly to the proper door and then leave the building and report to their designated areas.

GAMBLING: Students are not permitted to participate in any form of gambling while in school. There will be consequences for students who are caught gambling, and parents will be contacted.

GRADE PLACEMENT: POLICY 5122 STUDENT PLACEMENT AND CLASS ASSIGNMENT
POLICY 5123 GRADE PLACEMENT (Promotion/Retention) [Board Policies](#)

The Board of Education is dedicated to the academic development of each student enrolled in its schools. Therefore, the District will establish and maintain standards required for each grade and monitor student performance in a continuous and systematic manner.

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met.

The decision to promote a student to the next grade level or to have access to instructional programs shall be based on successful completion of the curriculum, attendance, maturity, performance on the statewide testing program and on standardized tests, academic potential and student aptitude. A student shall not be promoted based upon age or any other social reason not related to academic performance.

A recommendation for retention will be based on the professional judgment of the classroom teacher(s) after discussion with parents, the principal and instructional support personnel. The principal, in consultation with school personnel and parents, will be responsible, to the extent permissible by law, for the final decision. Each case will be decided on an individual basis after all factors noted above are carefully examined.

The school administration shall inform all parents and students of this policy at the beginning of each school year.

GYM CLOTHES AND LOCKERS: Students are required to change into and out of gym uniforms for class. The uniform consists of shorts, leggings or sweatpants, and t-shirts or sweatshirts. Students are encouraged to label all gym clothes. Sneakers are also mandatory. In addition, locks are needed for the locker room (preferably combination locks). Students are required to keep their gym lockers locked at all times.

HOLIDAY AND END-OF-YEAR GIFTS: Through the years, the most appreciated gifts to staff have been those made by the students themselves. Cards, holiday breads, sweets, and cookies are a few examples. Monetary collections/gifts will not be accepted. The best gift of all is the continuing cooperation and mutual respect shown to each other throughout the year.

HOMEWORK: INSTRUCTION POLICY 6154 [Board Policies](#)

The amount of homework at Middlebrook varies by grade level and by subject, but an average amount is 60 minutes per night for grade 6 and grades 7 and 8 is 70-80 minutes per night. Both average times include reading time but not instrument practice. Homework can be assigned five nights per week. These numbers *include* 120 minutes of Sustained Silent Reading per week—30

minutes per night, four nights per week. In our quest to develop independent learners, we expect students to assume this responsibility. They should take the necessary materials home, budget time to complete the work in thoughtful and neat ways that reflect effort, and return the work to school on the due dates. Parents may wish to occasionally check that the above process is being used to help develop a successful pattern for homework that will sustain their children for as long as they are students. Parents are encouraged to contact the individual teacher if a concern arises regarding homework. When absent from school, please see the "make-up work due to absence" section of this handbook. For absences from class due to involvement in band, chorus, or other school activities, students are responsible for all work missed, for turning in any assignments due that day before the end of that school day, and for obtaining any assignments given out during the class or classes missed.

ILLEGAL SUBSTANCES: STUDENTS POLICY 5131.6 [Board Policies](#)

The use or possession of cigarettes, e-cigarettes, vape products, chewing tobacco, or drugs, which includes alcohol, is not permitted by any student, at any time, in the school building, on school grounds, or in the school buses. Violation of this rule will result in suspension of the student from school. The police department will need to be informed.

No alcoholic beverages or controlled drugs, as defined by Connecticut law, may be possessed, used, sold, distributed, or brought onto school property, school buses, or activities. Also, students may not carry or distribute drug paraphernalia, and they may not be under the influence of any illegal drug while on school property or at school-related activities. Further, knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind is a violation of school regulations. Sanctions for violations of these regulations will include, but shall not be limited to suspension and expulsion (See Policy and Regulation 5114, "Suspension & Expulsion" located on the Middlebrook website.), co-curricular suspension (e.g. participation in all activities beyond the normal school day), or referral to authorities.

Students who violate these regulations may be at risk for physical and psychological harm. The use of drugs may also be indicative of serious, underlying problems. With this recognition, the school provides assessment and supportive services beyond the disciplinary action. Intervention, monitoring, and/or referral follow identification of the drug-involved student to an appropriate community agency. These services offer the student and family assistance in dealing with substance abuse.

LIBRARY LEARNING COMMONS (LLC): The Library Learning Commons is open daily. Student hours are from 8:05 – 3:15. The lending period for regular circulation materials is three weeks and overnight for classroom resources. Students are encouraged to renew materials if they believe they will need an item beyond the lending period. Students may renew materials within their Destiny Discover accounts. If an item becomes overdue, overdue notices are sent to the student's teambase teacher for distribution to students. Notification of overdue material(s) will continue until the overdue material(s) is returned. Chromebooks and chargers are circulated through the LLC. Students may visit a help station in the LLC if problems arise with their Chromebook or charger. Students are encouraged to notify the Library Media Specialists if items are lost or damaged. (Fines & Fees pertaining to devices may be viewed online at the [WPS website](#); please navigate to: Departments - Digital Learning & Information Technology - Chromebook Care & Replacement)

LOCKS AND LOCKERS: You will have a locker for books and personal belongings. You are responsible for your own possessions. The safest way to protect your things is always to lock your locker. You may use a combination lock. Do not tell anyone else the combination to your lock. The school cannot

assume responsibility for items left in lockers without secured locks. Lockers may be opened at any time, without student knowledge or permission, under the supervision of the school administrator for reasonable cause. Get into the habit of going to your locker as soon as you arrive at school to collect the appropriate materials. Teachers allow for necessary locker visits throughout the school day. Do not keep large amounts of money or valuable personal belongings in your lockers. Please come to the front office if you have any locker problems. Please keep the area in front of your locker clean. There are trash cans conveniently located in the halls for your use.

LOST AND FOUND: Clothing, sneakers, etc. that are found in the building should be placed in the lost and found area located in the cafeteria. Unclaimed clothing is given to *The Wilton Turnover Shop* at various times during the school year. Watches, eyeglasses, jewelry, and other articles of value should be handed in to the front office. We encourage students to put their names and phone numbers on clothing and other personal items.

LOST OR DAMAGED BOOKS/EQUIPMENT: Students will be charged the full cost of replacement or repair for books, Chromebooks, or other equipment either damaged or lost. Participation in end-of-year activities may be limited. (Fines & Fees pertaining to devices may be viewed online at the [WPS website](#); please navigate to: Departments - Digital Learning & Information Technology - Chromebook Care & Replacement)

MAKE-UP WORK DUE TO ABSENCE: If you are absent, you may check your assignments in Schoology. If you are absent for three days or more due to illness, please call the counseling office to request homework materials. If you anticipate an absence in excess of ten consecutive days due to illness, please call the counseling office for consideration of homebound tutoring. We at Middlebrook believe that school attendance is important because of the interaction between student and teacher, as well as the consistency of the instruction provided.

Learning which takes place outside these surroundings cannot be substituted for the learning which occurs under the capable direction of a teacher. This is not to say that students do not also gain from experiences that take place beyond the school setting. You must recognize, though, that it is impossible for us to accommodate the many assignment requests for students whose absence is due to parental choice, as opposed to unforeseen illness. We will, of course, continue to provide requested assignments for students who are ill at home. With this in mind, we ask that you not request assignments from our staff prior to your vacation or for absences other than those pertaining to medical reasons. When you return to school, your teachers will make a reasonable effort to assist you. You should understand, however, that make-up work will have to be handled on a basis other than individual tutoring on the part of the classroom teacher, who is responsible for many other students.

MEDICATION: STUDENTS POLICY 5141.21 [Board Policies](#)

In order to protect the best interests of the student body, and so that no student will be suspected or falsely accused of taking drugs in school, the following rules have been established at Middlebrook:

No student is to have in his possession any habit-forming drugs, hallucinogen, prescription medicine, or

instrument for administering drugs in school.

Medications prescribed by a doctor must be left with the nurse and must be taken in the nurse's office according to the doctor's recommendation.

The school nurse is the only person authorized to return medication to parents at any time during the school year.

Any infraction of these rules may lead to suspension or other disciplinary action. Please refer to the BOE website for Policy and Regulation 5114, "Suspension and Expulsion", for a detailed description of district policy on these serious matters.

MIDDLEBROOK MESSAGE CENTER: There is a message center for parents to call to leave a message for their child during the course of the school day. Messages will be distributed to students either during their lunch break or at the end of the day. Students will be called to the main office at the end of the day for any messages received after their lunch begins until 2:50 p.m. In the event of an emergency, always call the office.

The student message center telephone number is 834-4967.

NURSE: Nursing and Home Care provides the school with a nurse during the school day. If you do not feel well, ask your teacher for permission to see the nurse. Never stay alone in a lavatory for more than a few moments if you do not feel well. Medication prescribed by a doctor must be left with the school nurse and must be taken in the nurse's office according to the doctor's recommendation. A doctor's note presented to the nurse is required for a student to be excused from gym class for more than one day. Students are not to call or text a message to his/her parent from a classroom when they do not feel well. They must go to the health office and call.

PASSES: During the school day all students who are out of class during scheduled periods must carry a pass explaining their presence in the halls. Students who wish to receive help or report to another teacher must secure a pass from that teacher before leaving class, the cafeteria, or other area within the building.

POLICIES AND REGULATIONS OF WILTON PUBLIC SCHOOLS: The Wilton School District posts on its website a publication entitled "*Students Rights and Responsibilities, Grades PreK-12,*" [Students Rights and Responsibilities](#) describing policies and regulations involving students. If you need a paper copy of this publication, you should contact the Superintendent's office and request a copy. The telephone number is 762-3381. You may also access all Wilton Public Schools [Board Policies](#) on the Wilton Public Schools District website.

POWERSCHOOL PARENT PORTAL: The PowerSchool Parent Portal offers a "window" into your student's attendance and grades. The website to access PowerSchool is "wilton.powerschool.com" When you visit the website, you will be asked for your username and password. This information remains the same from year to year. Please keep your username and password secure. If you forget your username/password, use the password reset on the Middlebrook website www.middlebrookschoool.org under the link "I want to" , then select MB Course Registration.

RECOMMENDATIONS FOR PRIVATE SCHOOLS: A procedure is in place for Middlebrook staff members to complete individual recommendations or write letters on behalf of students for private secondary schools. Parents are required to complete a "Parental Release Form for School Personnel to Provide Recommendations/Cumulative Records to Private Secondary Schools" for each application. [Authorization to Release Student Records](#) This form and other application materials must be presented to the school counselor in the Counseling Office before the materials will be given to staff members. Students are not to give applications directly to individual staff members. The parental release form is available on the Middlebrook website at www.middlebrookschoool.org.

REPORT CARDS: You will receive electronic report cards four times a year. They do not have to be signed or returned. Any questions about your individual report card should be immediately reported to your school counselor. Report periods end on **November 8, 2021; January 24, 2022; March 28, 2022; and June 10, 2022.**

The work of each student in academic classes is rated each marking period. The grading scale is:

A+ 97 → 100	B+ 87 → 89	C+ 77 → 79	D+ 67 → 69	F <60
A 93 → 96	B 83 → 86	C 73 → 76	D 63 → 66	Inc Incomplete
A- 90 → 92	B- 80 → 82	C- 70 → 72	D- 60 → 62	Med Medical
				N No Grade

REPORTING OF STUDENT PROGRESS: Parents are expected to check the PowerSchool Parent Portal for information on their student’s academic progress. Report cards are issued quarterly and posted in PowerSchool. Teachers will communicate their grading practices at the beginning of the school year.

SAFE SCHOOL CLIMATE: Our Middlebrook School Mission Statement, Middlebrook philosophy, and “Our Five Beliefs” reflect our heartfelt commitment to fostering a positive school climate for all members of our school community.

Our mission statement declares that Middlebrook School is a safe and nurturing environment and that we provide our community of learners with the foundation necessary to contribute to a rapidly changing world. Restorative practices will be employed for resolving conflict and addressing student behavior issues. These practices may also be used as part of or lessening disciplinary infractions. The major shift in practice is not what happens in response to an infraction. Rather, the majority of the work in *Restorative Practices* is proactive steps to build relationships and a sense of community to prevent conflict and wrongdoing.

Our Middlebrook Philosophy further acknowledges that our middle school is designed to meet the needs of young adolescents who are making the transition from childhood to adulthood. We are dedicated to providing an interdisciplinary educational program focusing on the unique needs and interests of our students. It is our belief that a three-year teamed program establishes a community which fosters growth, self-discipline, and direction. Our educational process also emphasizes the continual development of basic educational skills and their application to new areas of study. Students are involved in a program of diversified academic and creative experiences that encourage independent learning and motivation. Our program provides an atmosphere that is intellectually challenging and addresses the students’ physical, emotional, social, and academic needs. It is our firm belief that our middle school philosophy can best be implemented through collaboration among school personnel, parents, students, and the community.

OUR FIVE BELIEFS

- We treat others as we want to be treated.
- We accept honesty as our only policy.
- We take pride in our work and in our school.
- We are responsible for our actions.
- We have a right to a safe and orderly environment.

Based upon our Middlebrook Philosophy and our Five Beliefs, our school provides an environment which enables students to:

INTELLECTUALLY

- Develop the competencies set forth in the Connecticut Standards.
- Develop skills in communication, computation, critical thinking, reasoning, and problem solving.
- Approach learning with enthusiasm, creativity, commitment, and critical judgment.
- Develop skills to become self-directed lifetime learners.
- Develop aesthetic appreciation and expression through the fine and performing arts.
- Develop an appreciation for an increased facility in life skills through the practical arts.
- Use technology to enhance learning.

EMOTIONALLY AND PHYSICALLY

Develop a healthy sense of self.

Learn to make decisions and be responsible for their actions.

Contribute to the development of an individual's physical potential as it relates to social, emotional, an intellectual growth.

Establish and maintain a high quality lifestyle through worthy use of leisure time.

Make effective choices related to their physical fitness and well-being.

SOCIALLY AND ETHICALLY

Work cooperatively, and in doing so, learn to respect others as well as themselves.

Develop individual honesty and integrity.

Develop a respect for the rights, beliefs, opinions, and property of others.

Approach all issues with an open mind and a positive attitude.

Develop an appreciation for the earth and a commitment to its preservation.

Participate in co-curricular and special interest activities.

Develop a sense of community and school pride.

Develop values and standards conducive to good citizenship.

Our commitment to providing a positive school climate is further reflected in our standards-based Developmental Guidance curriculum which is taught to every student in each grade by their school counselor. The sixth grade curriculum includes lessons on harassment, teasing and mean behavior, communication and relationships, friendships and peer pressure, and conflict resolution. The seventh grade curriculum includes lessons on harassment/bullying/cyberbullying, communication and relationships, self-awareness and understanding different perspectives, friendships and peer pressures, decision making and conflict resolution, and respecting self and others. The eighth grade curriculum includes lessons on harassment/bullying/cyberbullying, decision-making and conflict resolution skills, and respect for self and others. School counselors meet with individual and small groups of students on these and other topics of concern. The school social worker is trained to facilitate groups on the Owing Up Curriculum, a research-based curriculum designed to empower adolescents to confront social cruelty, bullying, and injustice. Furthermore, the standards-based Health curriculum offers lessons for every student at each grade level on 21st Century Technology, digital citizenship, and cyberbullying. These important lessons are taught by the school resource officer.

We demonstrate our belief in the importance of positive relationships and an educational environment that is physically, emotionally, and intellectually safe through our daily interactions with all members of our school community. We encourage our students to make a positive difference in the lives of others and to remember that "Character is what you say or do when no one else is looking..." "Our Five Beliefs" focuses on the discussions regarding inappropriate behavior in our school. These messages are woven into the fabric of our lives through our conversations, our student handbook, our website, our team and school-wide assemblies, our parent meetings and coffees, our staff committees, our Progress Review Team meetings, and other school activities. We welcome feedback from students, faculty, staff, parents, and all members of the school community to monitor our progress toward fostering a positive school climate.

SEXUAL HARASSMENT: It is the policy of the Board of Education to create and maintain a learning environment that is free from unlawful sexual harassment and discrimination on the basis of sex. Sexual harassment is prohibited whether on school grounds, school buses or at school-sponsored activities, programs and events. Sexual harassment can occur adult to student, student to student, student to adult, between members of the opposite sex, or between members of the same sex.

Please review the “*Students Rights and Responsibilities, Grades PreK-12,*” [Students Rights and Responsibilities](#), for complete information.

STANDARDS OF CONDUCT: STUDENTS POLICY 5114 [Board Policies](#)

In instances when the presence of the student disrupts the educational process or the student does not adhere to standards of conduct duly prescribed by the Superintendent, building principal, and/or other staff member, appropriate disciplinary action shall be taken, including but not limited to removal from class, suspension, and expulsion. Pupils may be suspended or expelled for one or more of the following reasons:

1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student;
2. Use of physical force against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property or material belonging to staff or other students (private property).
5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
9. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
10. Possession or transmission of any firearm, deadly weapon, dangerous instrument or martial arts weapon;
11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
12. Possessing or consuming tobacco products;
13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
14. Truancy or intentional and successful incitement of truancy by other students;
15. Violation of any federal or state law which would indicate that the violator presents danger to any person in the school community or to school property and;
16. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including standards of conduct in Student Handbooks and including that dealing with conduct on school buses and the use of school district equipment;
17. Use of telephones (including pay and personal telephones), beepers, copiers, facsimile devices, computers, networks, Internet connections, fire alarms, personal electronic devices or other communications technologies for other than legal, authorized, and appropriate uses;

18. Possession or use of laser pointers while on school property or while attending a school-sponsored activity on or off school property unless under the supervision of staff member and in the context of instruction;
19. Serious or ongoing disruption to the classroom or school which interferes with the learning of others;
20. Falsely reporting an incident (such as a bomb threat or fire alarm);
21. Repeated unauthorized absence from school.
22. Bullying as defined by Board of Education Policy 5131.2
23. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
24. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
25. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school district health and safety protocols, developed in connection with the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.
26. Using computer systems, including email, distance learning platforms, 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 and regulation.

STUDENT RESPONSIBLE USE POLICY AND REGULATION FOR USE OF DISTRICT TECHNOLOGY POLICY
6141.321 C19 [Board Policies](#)

One goal of the Wilton Public Schools is to ensure all students function as independent, competent, responsible and confident users of information and technology. In order to enhance learning, students use technology anywhere and anytime, including through the use of district-provided devices and resources that are educationally appropriate and aligned to student educational needs. The district's technology enables all students to communicate, learn, share, collaborate and create, to think and solve problems, and to personalize their learning. The district grants access to its district technology resources as a privilege for students who conform to behavioral expectations with respect to use of technological resources. Just as students are responsible for making good behavior decisions in a classroom or on school grounds, they are responsible for making good decisions when using district technology resources or personal technology in a manner that impacts the school environment.

TARDINESS: Students are expected to be in their teambase at 8:10 ready to learn at the beginning of the day. This is an important time during the day when morning announcements are read and the students prepare to learn. When the bell rings, it is expected that students will be in their assigned teambase. If students are tardy they must come to the front booth, sign in, and get a pass.

TEAMBASE (HOMEROOM): Each student will be assigned to a teambase group. The group will be facilitated by a team teacher and will meet for ten minutes each morning. The goal of the teambase group is to provide each student with a safe morning gathering place on his/her team in order to prepare for the day.

TELEPHONE CALLS: Please get in the habit of planning for the entire day before you leave home for school. Please refrain from making calls home to confirm appointments and/or social matters. In the

case of an emergency, staff will arrange for students to make phone calls. The front booth staff will notify students of important or emergency phone calls received from home.

TOLERANCE: Children in the Wilton Schools today will become adults in a period of unprecedented social and cultural change. The goals of public education must be directed toward helping individuals to be open, flexible, and adaptive enough to respond positively to a world of change in which interpersonal relations become paramount.

Tolerance – a fair and objective attitude toward those who are different or perceived to be different in any way – is essential for effective human relations. Tolerance helps us break down barriers, recognize our common needs, gain awareness of similarities among all people, and understand our interdependence.

The need to improve human relations, to deal with the problem of intolerance, to enlarge our understanding and appreciation of people we see as different from ourselves naturally centers a spotlight on the schools.

From a moral point of view and from the perspective of sound educational preparation, the Wilton Public Schools actively promote tolerance and work to improve human relations within the community.

TUTORS: Rather than communicating with tutors, the Middlebrook faculty communicates directly with parents/guardians regarding their child’s academic performance and achievement at Middlebrook School.

USE OF TOBACCO ON SCHOOL GROUNDS - POLICY 5131.7 [Board Policies](#)

Student use of tobacco products on school grounds or at school sponsored activities is prohibited. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery systems or vapor product, chemicals or devices that produce the same flavor or physical of nicotine substances; and any other tobacco or nicotine innovations.

When a student is found to be in violation of this policy, sanctions will be applied and may include, but shall not be limited to, detention and suspension.

The administration of each school is authorized to exclude a student from any or all co-curricular activities for all or part of a school year for failure to adhere to the standards of student conduct contained in Section III of Board Regulation 5114 or any other standards of conduct contained in student handbooks.

The principal in each school shall inform all parents and pupils of this regulation at least annually and shall set up procedures for enforcing it.

VISITORS/VOLUNTEERS: All visitors and volunteers must present their driver’s license, a COVID vaccination card as of September 27, 2021, and register in the Visitor’s Booth. Visitors must wear a visitor’s pass during their stay.

STUDENTS ARE NOT PERMITTED TO INVITE OR TO BRING VISITORS TO SCHOOL FOR ANY REASON AT ANY TIME. IN ADDITION, ONLY THOSE STUDENTS CURRENTLY ENROLLED AT MIDDLEBROOK SCHOOL ARE PERMITTED TO ATTEND SCHOOL-SPONSORED ACTIVITIES, INCLUDING CO-CURRICULAR CLUBS AND INTRAMURAL ACTIVITIES.
