

Mrs. Charmaine Davis
Principal

Mr. Christopher Knight
Assistant Principal

Mr. Thomas Agosto
Assistant Principal

“Take Care of Yourself, Take Care of Each Other, Take Care of This Place”

Dear Dolan Students and Parents:

Welcome! The Dolan community is here to help our students get the best education possible and to develop into responsible, caring, competent young adults.

Our school strives to create an atmosphere for learning where each child can have the opportunity to grow as an individual and reach an optimal level of academic and personal achievement. At Dolan, we believe in Efficacy! If students **Think They Can** and **Work Hard**, they will **Get Smart!** Further, we encourage parents to be active participants during the middle school years in a partnership to foster student success.

This handbook was designed to help you understand some of the expectations we have of all Dolan Scholars. It also describes some of the activities and special opportunities students will have in order to make their middle school years more productive and enjoyable. Students should take advantage of these opportunities by getting involved and being an active member of our school community. Finally, there are loads of helpful facts and organizational tools to help you along the way. Remember, students are here to study hard, learn and be the Scholars who shine brightly.

If you have any questions, concerns, or great ideas, please ask for assistance. We are here to help you succeed.

Sincerely,

Dolan Administration

Remember our mission...
To realize your potential
On this day that you've been given
Have a good time and smile throughout your stay...
As you

“HAVE A DOLAN DAY”

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For Parents and Guardians . . .

Administrative Information

In this section, you will find information that is vital to the success of your child at Dolan Middle School. Please review information in the entire handbook, with your child, to ensure a year of optimal learning, fun, and success!

Staying Connected!

The Dolan staff and the Parent-Faculty Organization (PFO) work hard to keep you informed about events and news from Dolan. Look for the PFO Weekly EBlas, via email, for updates about fundraisers, special events, and other important information. Dolan Staff and the PFO often send flyers via School messenger & Remind. Dolan information can also be found on our website: stamfordpublicschools.org/dolan-middle-school. You can find additional district information about Stamford Schools at: stamfordpublicschools.org

Attendance and Appointments

Absences: Unfortunately, sniffles and sneezes are a part of life. If your child is going to be absent from school, please call the Absence Reporting Line at [203-977-4441](tel:203-977-4441). WHEN YOUR CHILD RETURNS TO SCHOOL, THEY MUST HAVE A SIGNED NOTE— CAN BE EMAILED TO THE MAIN OFFICE INCLUDING THE DATES OF AND REASON FOR THE ABSENCE.

Frequent or Lengthy Absence: When a child misses school, they miss important time with their teachers and peers. As such, the State of Connecticut considers four days absent in a month (10 in one year) to be excessive and therefore, “Truancy.” If your child must be out of school for more than three consecutive days, please contact our Parent Facilitator who handles attendance: 203-977-4449. Please contact your child’s school counselor or social worker if you have any questions related to absences.

Early dismissal for Appointments: Because instructional time is so valuable, we ask that you schedule appointments for your child outside of school hours. In the event that you cannot do so, your child must:

- 1) ***Send an email or call stating time of and reason for early dismissal***
- 2) ***Only parents/guardians/emergency contacts may sign a student out for early dismissal—no exceptions.***

Tardiness: School begins promptly at 7:50am daily. All students are expected to arrive on time and be seated in their class by 8:00 am. Students arriving late must have a note or parent call and sign in with the Main Office.

Changes of Address, Withdrawals and Transfers

CHANGES IN ADDRESS

If your family is moving ***within the Dolan District***, please inform the main office of your

change of address. This is necessary to assist in the addressing of school letters, and health clinic papers. Please contact the main office

with the correct documentation to change your information. Additionally, families must provide current, working phone numbers in case the school needs to contact you during the day.

If your family is moving **out of the Dolan District**, it will be necessary to complete withdrawal or transfer procedures so that your child may continue being successful in his/her new school. Please contact the main office or call 977-4441 to begin this process

WITHDRAWALS AND TRANSFERS

Health Services and Insurance

Health Records: In order to best serve the health needs of your child, we will need all required medical information from you. Please make sure that your child is up to date on all vaccinations and physicals. (State Law requires 6th grade students to have a physical in order to register for school).

*When completing your, Health Emergency Card and listing emergency contact numbers—Please be sure to list people who can be reached during school hours.

***School Nurse:** If your child should feel ill, they should ask permission to go to the nurse's office. Any injury or accident outside of school should be reported immediately to school staff and medical attention will be given. If your child takes medication, please contact the nurse with a copy of the doctor's orders and she will keep and administer their medication.

FOOD ALLERGIES

Food allergies can cause severe reactions in some people and Dolan Middle School is committed to protecting those who suffer from them.

While health records are maintained throughout a child's attendance at Dolan, parents should still inform the school nurse if their child has a serious food allergy. In turn, staff will be informed when a student's food allergy is on file and they will make every effort to assure their safety.

Students should be encouraged to speak up and let people know of their allergy as well. They should also feel comfortable asking for assistance in the event they encounter a food at school that they are allergic to. Students have the right to request special arrangements to protect themselves. All school personnel should be available to help these students in such cases.

Be proactive. We need to work together to create a safe environment at Dolan for everyone. If you know a student, or anyone for that matter, who is allergic to a type of food, avoid having that food around them and do your part to make others aware of the situation to minimize the chances of an accident.

**DOLAN IS A
NUT FREE SCHOOL**

Report Cards and Mid-Quarter Reports

Students at Dolan Middle School receive a **report card** four times a year. Report cards are posted every 10 weeks. All Mid Quarter Reports and all Report Cards will be available on the Parent Portal.

Mid-Quarter Progress Reports are given in the middle of each marking period. These are mailed home and will inform you of your child's progress, including if your child is near failing or failing a subject.

Parent Portal

Student success is a shared responsibility and parent engagement is a key factor in that success. In an effort to help you become more engaged, SPS has provided families with a useful tool--Parent Portal. The Parent Portal will give you access to your children's grades and attendance. If not already registered, please contact our Parent Facilitator at

203-977-4449 to receive your family's Access ID, then visit:
sis.stamfordpublicschools.org and select "Create Account".

Please consider using the Parent Portal regularly to monitor your child's achievement. Together, we can support, and engage our students to help them in their daily and future success.

Report Cards, Progress Reports, and regular visits to Parent Portal are excellent ways for parents and teachers to partner in helping students who are having difficulty in certain subjects. You are encouraged to contact your child's school counselor if there are concerns about your child's status.

**PLEASE REFER TO SCHOOL CALENDAR FOR
REPORT CARD/PROGRESS REPORT DATES!**

Transportation to and from School

School bus transportation is provided if you live at least 1.5 miles from Dolan Middle School.

Information about bus routes, stops and time schedules is available on our website. Students will

also be given bus information on the first day of school. **Bus riders will only be allowed to ride their assigned buses.**

Students may also ride their bicycles, have parent/guardian transportation, or walk to Dolan Middle School. Bus and bicycle information is in the **student** portion of the handbook. Please go over them carefully with your child

Weather Conditions – Cancellations and Delays

In case of bad weather – snow, sleet, freezing conditions, ice, hurricanes etc... – the Superintendent of Schools may cancel/delay school for the day. All “delays” are two hours.

NO NEED TO CONTACT THE SCHOOL DIRECTLY.

Here’s how you will know...

School Messenger: School Messenger is an automated call-out service that will notify you in the event of a school cancellation, delay, emergency, or important reminder. In the event of early morning emergencies, such as school cancellations or delays, School Messenger will call your home phone number. If an emergency takes place during the school day, School Messenger will call ALL emergency numbers you provided. Please be sure your phone numbers are up to date at all times. Report any changes in writing to your school’s main office.

Website (www.stamfordpublicschools.org): For a message in English and Spanish, available by 6:00 a.m. on the district website’s home page, stamfordpublicschools.org, or go to, www.ctweather.com, click on IAN cancellations, then click on “Schools”.

Sign Up for Automatic Alerts: For the earliest notification, parents and staff should register for closing alert notifications from select on-line or broadcast media outlets. These outlets will automatically send a notification directly to your preferred number or e-mail address. This eliminates the need for you to watch a TV screen waiting for the name of our school district to scroll across or for the automated ParentLink message to be delivered

WTNH-TV Channel 8 at: http://www.wtnh.com/generic/about_us/mobile/mobile-text-alerts

WCVT-TV Channel 30 at: <http://www.nbcconnecticut.com/weather/school-closings/>

WFSB-TV Channel 3 at: <http://www.wfsb.com/weather>

<http://twitter.com/SPSSUPER>: Sign up to receive an early-morning tweet!

Radio and Television Stations: available by 6:00 a.m.

AM Radio: WICC 600 • WGCH 1490

FM Radio: WEFX 95.9 • WRKI 95.1

WEZN 99.9 • WDBY 105.5

Television: WFSB Channel 3 * WTNH Channel 8

WVIT Channel 30 *Cablevision News Channel 12

Dolan Middle School

COMMUNICATION STRATEGIES

Our goal at Dolan Middle School is to build and foster positive, supportive, and productive relationships amongst all stakeholders as members of a dynamic and thriving learning environment. Our expectation is that Students, Parents, and Dolan Staff will work to support effective teaching and learning at all times. This requires full participation in a meaningful partnership as we support academic achievement and the development of essential life skills. Therefore, with regard to effective communication, the following strategies are outlined for all to review, support, and practice, on behalf of all Dolan students.

1. When school-related concerns arise, these concerns should be addressed promptly at the most-immediate level possible (Example: concerns about a math assignment should be raised with the math teacher).
2. Whenever reasonably possible, school-related concerns should be resolved directly by and/or between a student and a teacher. The school encourages each student to address concerns directly with the applicable teacher to allow for effective communication of the concern and to assist the student in the development of self-advocacy skills. Parents are also encouraged to contact the teacher directly to discuss their concerns, as necessary. All staff members are expected to use their professional judgment to determine whether other staff (guidance counselor, administrator, etc.) should be included in discussion of these concerns. Such decisions will need to be made on a case-by-case basis. Parents/Guardians are always encouraged to contact their child's guidance counselor to request a school conference as deemed necessary.
3. Students and parents are expected reasonably to support any instructions from the applicable teacher regarding the preferred time and/or manner for communicating concerns. (Example: Students and parents with internet access are expected to follow instructions by the teacher to use email communications, using the email address provided by the teacher, if deemed by the teacher as the best mode of communication).
4. The Mid-quarter Progress Reports will serve as official communication of academic standing for all students. The Report Card will note the cumulative grades for each quarter. The schedule for both documents is

included in this Handbook and should be available on our school web site. Parents are responsible for addressing any related concerns to the applicable teacher and/or guidance counselor in a timely manner. If Dolan staff has school-related concerns, they are expected to communicate them to parents in a timely manner.

5. Students, teachers and parents discussing concerns are expected to conduct themselves appropriately at all times. Raised voices and/or other inappropriate conduct will not be tolerated.
6. In the event of inappropriate conduct on the part of any involved party (students, Dolan staff, or parents) and/or failure to resolve an issue in a mutually agreed upon manner, and as outlined above, all are encouraged to involve building administration in an effort to support/reestablish effective communication. Additionally, students, parents, and staff should be aware of the option to inform/include building administration in any situation they deem this action most appropriate. In the unlikely event that staff and/or parents are addressing concerns in an inappropriate manner, it is further expected that the discussion will be stopped in a polite manner (ex: "I do not think that you are discussing this matter in an appropriate manner; therefore, I am going to have to end the discussion at this point."). Staff and/or parents may choose to try to resume the discussion at a later point in time, and may choose to involve building administration to facilitate the discussion. Dolan administration will continue to reserve the right to facilitate positive relations/communications between any and all members of the Dolan Middle School community.

We look forward to productive communications between and amongst all members of the Dolan Middle School community.

For Students . . .

Now that your parents have read through the important information in *their* section of the handbook with you, it's time to focus on your section – what's Dolan going to be like for you? Take the time to read this book carefully with your parent or guardian. In it, we will tell you about life at Dolan, what it means to have a Dolan Day, what YOU can do to be the best student you can possibly be!

Buckle up, and enjoy! Your time at Dolan will be three of the most exciting and successful years of your life!

Buses and Bicycles ... Getting to School

Bus Rules	Bicycle Rules and Procedures
1. Obey the driver courteously.	* Bicycle parking racks are provided for you in the back parking lot of the school. All bicycles should be parked and locked there for your protection.
2. Disruptive behavior is not allowed.	* For safety reasons, you must get off your bicycle at the entrance of the school property and walk alongside your bicycle to the parking racks. <i>Helmets should be worn for your own safety.</i>
3. Do not damage the bus in any way. Parents will be responsible for damages.	*Bike riders are dismissed with walkers.
4. Be on time. The driver cannot wait for tardy students.	
5. Bus students MUST take the bus to and from school. Children are not allowed to walk or carpool without a written request by their parents and the approval of an administrator, at least one day in advance.	
6. Ride the bus you have been assigned. If you need to ride a different bus, you must present a note from a parent or guardian to your administrator, at least one day in advance.	

What to Wear . . . Dolan's Dress Code

All students should take pride in their personal appearance. Please come to school well-groomed and wearing clothing that is neat, clean and in good taste. Here are a few guidelines to follow:

- * Book bags **must** be kept in student lockers. (no lockers 21-22)
- * No attire that creates a distraction from the learning process will be permitted. **Wearing "sagging pants", pajamas or any other items not school-appropriate, is not acceptable.**
- * Shorts and skirts must fall at/below student's fingertips. Shirts should cover chest and mid-section.
- * Shoes or sneakers should be worn. **No flip flops, slippers, or athletic "slides", etc. please.**
- * Hats are not allowed inside the building.
- * **Outerwear (coats etc.) may not be worn inside the classroom.** They must be stored in lockers upon student's arrival. (no lockers 21-22)
- * **See Board Policy 5147—for full details.**
- * Parents of students who are not dressed appropriately for school (as determined by school administration), will be contacted. Students will remain supervised, but may be removed from class, until their parents arrive with appropriate attire.

A Typical Dolan Day!

Rules and Procedures

Getting Started

Dolan Middle School opens for students at 7:50 a.m. Please arrive at that time. School ends at 2:40 p.m. Every student is expected to participate in a full day at Dolan, unless they have a note excusing them. For your safety, you are not allowed to leave the building at any time during school hours without your parent or guardian. If you do so for your safety, we will need to notify your parents and possibly the police. All students must have written permission in advance of staying for any after school activity. Permission slips for all activities are available on our website.

Announcements ... First Class begins at 8:00 a.m.—SHARP!

Each morning we begin our Dolan Day by saying the Pledge of Allegiance and observing a moment of silence. This is the time for you to collect your thoughts and get ready for a great day.

Announcements about sports, clubs and other information you won't want to miss will be made every morning by your teacher and over the school's public address system.

If you come to school after 8:00 a.m., please come to the Main Office where you will sign in and receive a late pass.

Classes

While you are passing from class to class, or in the stairwell, please walk quietly and stay to the right. Treat others in the hall with respect and courtesy. Go quickly to your next class. Teachers will be in the hallway to make sure that passing time is organized and timely.

Your classroom teacher will take attendance, and they expect all students to arrive in a timely manner. It's also vital for you to attend every class so that you do not miss important information and lessons. If you are absent from class without an acceptable reason, you are considered cutting class and there may be a consequence.

Lunch Time!

Lunchtime Expectations:

Dolan is a Nut-Free school. Please do not include any food items containing nuts in your lunch from home.

At Dolan, we eat lunch with our assigned groups in the cafeteria. Menus are available each month so you'll know what is being served. Of course, you may also bring your lunch from home.

Lunchtime is a time to relax and enjoy our meals. That's why we expect good manners and excellent behavior – just as you would have at your dinner table at home. Follow these rules and everyone is sure to have a great lunch!

All students are expected to find their seats quickly and remain seated unless given permission by a teacher or administrator.

An adult dismisses you from your lunch table.

Leave the table and the area around your chair clean.

Place your tray or garbage in the trash cans provided.

Do not eat or carry food outside of the cafeteria.

Breakfast and lunch will be provided to all students, free of charge.

Emergency Drills

State and local fire regulations require that an emergency drill be held ten times a year (approximately once a month), including Lockdown, Evacuation and Shelter in Place Drills.

Dolan Middle School, staff and students, work to be prepared for emergencies at all times. The fire drill procedures are listed in every room, and your teachers will review the evacuation plans and procedures of each classroom. Staff will review directions for the three other required safety drills annually.

When the fire alarm rings, or an evacuation is announced, it is essential that you respond in an orderly and prompt manner by leaving the building under the supervision of your teacher. Your teacher will lead you to the designated area for your class.

It is important for you to remain SILENT and follow all directions given during all drills. In the event of an actual emergency, we may need to get important information to you; we need all students to cooperate so that we can continue to have a safe school.

Assemblies

During assemblies, Dolan students enjoy performances by fellow students and prominent speakers as well as experience exciting cultural and artistic presentations. At these assemblies, we expect nothing less than the best behavior from you. This means that you must remain quiet and courteous. **Rude behavior such as whistling, unnecessary clapping, calling out or talking is not acceptable. Please be a good Dolan Raider and supportive audience member**

Your behavior leaves an impression on the visitors to Dolan. When Dolan students shine, our school's image does too.

Smoking/Alcohol/Other Controlled Substances

We want our students to be the healthiest that they can be, so, in support of the law, our school policy prohibits you, your parents, staff, and other guests from smoking on school grounds, on school busses or in any part of the school building.

Smoking is a serious offense to your lungs and a serious offense at Dolan. We take this policy very seriously. Do not bring smoking items to school. If you are carrying smoking items, they will be confiscated and your parents will be notified. Consequences may result for any controlled/illegal substance found on school property, including, but not limited, to cigarettes, alcohol, drugs/drug paraphernalia, vaporizers and hookahs.

Vandalism

Please take part in preserving the Dolan community. If you damage school or other people's property accidentally, you may have to pay for the damage. However, if you intentionally damage school or other people's property, the Board of Education will be notified and you, along with your parents/guardians, and you will be responsible for the damage. Let's all work together to keep Dolan great!

Lost and Found

Books, clothing, and other items that are found in the building will be brought to our Lost & Found in the office. Dolan Middle School Staff cannot be responsible for valuable items brought into school. Therefore, we suggest that you leave sums of money, jewelry, electronic devices, etc. at home. Unclaimed Lost and Found items will be donated or discarded on a monthly basis.

Be Safe, Focused, Active Learners

Our most important concerns for Dolan students is **Be safe, focused, active learners!** Please adhere to the following rules:

- ✚ **Cell phones, air pods, and all other non-school related electronic equipment *ARE NOT PERMITTED TO BE VISIBLE OR TURNED ON IN SCHOOL.*** If you bring these or other valuable items to school and they are misplaced or damaged, the school cannot be held responsible in any way. *It is safest to leave these items AT HOME. If ANY of these items are found to be out and/or "on" they May BE confiscated by school personnel. Your parent will need to make an appointment and meet with your administrator in order for the item to be returned.*

- ✚ Rubber bands, white out, and permanent markers are not allowed for student use in the building.

The expectations at Dolan have been explained here in the handbook and will be explained again by your teachers. They are easy to follow, so be sure to respect them, your teachers, your fellow classmates, and most importantly, yourself.

(Please see Dolan's Behavior Plan outlined on the following page.) Following the rules means you are taking pride in yourself and in Dolan!

How to Succeed at Dolan!

Academics

Your years in middle school are very important. Here at Dolan, you will learn the skills you will need to succeed in high school, college and beyond. In this section, we will talk a little bit about how to build a great academic career here at Dolan.

Cornell Notes: In support of our school Improvement Plan, all courses taught at Dolan Middle School will practice and encourage the use of Cornell Notes. This is a proven AVID strategy, in support of good study skills and preparation for ongoing comprehension and assessment. AVID is a program that helps to prepare students for high school and college. We use various AVID strategies throughout the school.

Homework

Completing all homework is the responsibility of all Dolan students and is an important part of all grades. It's a good idea to set aside a specific time each day for homework and other studies, so you can plan to do your work thoughtfully.

In order to learn a lot and earn high grades, homework must be completed and returned on time. Remember to write all homework assignments in your **Agenda Book** during each class. Also, please review the district policy (enclosed) on homework with your parents!

Failure to remain in "good-standing" with homework assignments may impact a student's opportunity to participate in various special activities, including sports and field trips.

Textbooks

Your basic textbooks and any classroom novels are loaned to you, without charge, for the entire school year. Paperbacks, hardcover, workbooks, media materials, etc. may also be provided. You should take good care of your textbooks. If you lose your textbook, or any school resources, you are expected to pay for a replacement.

Eighth graders will only be invited to the Promotion Ceremony once all required fees are paid, and/or borrowed materials are returned.

Final report cards will only be issued to students in "good-standing" with all obligations.

FIELD TRIPS

Various field trips will continue to be a fun part of your educational experience in middle school. Outstanding behavior and good classwork habits have always been the expectation in order that students be invited to participate in field trips. Further, students' appropriate behavior while on a field trip will determine their eligibility to fully-participate in ongoing and future events. Parents may be asked to chaperone their child if behaviors present any safety concerns.

STUDENTS ARE NOT ALLOWED TO USE CELL PHONES AT ANY TIME DURING A FIELD TRIP.

EXTRA CURRICULAR ACTIVITIES

One of the more exciting aspects of middle school is the opportunity to participate in a host of extra-curricular activities. Our offerings include academic support, various clubs, sports, and enrichment programs. Please keep in mind, however, that your grades, as well as your conduct, must meet the requirements set by the school in order for you to fully participate.

Also, as has always been our practice at Dolan, students must attend the regularly-scheduled school day in order to participate in any extended day programs (special exceptions will remain at the administrator's discretion but must be addressed by parents, in advance).

Media Center

The Media Center is a great resource for Dolan students! It is a very important part of your instruction and learning. Dolan students may use the Media Center, with their teachers, as part of a class or on their own, if they have a pass.

In the Media Center, you can select books to read or audiobooks to listen to, use the computers or iPads for research and to follow your own interests.

Students may borrow up to two books at a time for a period of two weeks. Though there is no fine for overdue books, any materials lost/not returned, must be paid for before the close of each school year.

Honor Roll

In the **Parent Section** of the handbook, we explained the grading system at Dolan. Please review it carefully with your parent or guardian, and ask any teacher about anything you don't understand. All students have the opportunity to earn high grades and a place on the Honor Roll at the end of each quarter.

"On-A-Roll" - We look forward to recognizing students who have worked hard to improve their grades. If you improve in two or more subjects, we believe you are "On-a-Roll" and are on your way to overall achievement. It is an honor to make this list and be recognized for your hard work. Families will be invited to Honors Ceremonies, planned quarterly, in celebration of our academic stars!

Student Support

If you wish / need to stay after school for extra help in a class – perhaps you received a mid-quarter warning – you can always ask your teachers for extra help before/after school. If your teacher plans to stay with you, please remember to have a signed note from your parent giving you permission. In addition, you may ask to speak to your School Counselor. Your School Counselor is always available to discuss your problems, your growth and your goals. School Counselors also meet with your parents to discuss your progress and your programs. They are a great source if you ever need someone to talk to or need some advice on school work and success!

Health Center

The School-Based Health Center is located on the ground floor, across from the gym, in the Health Suite. If you are sick, worried or have any questions about keeping well, we can assist you. Once your parents sign up for the service, you may come to the Health Center. Our Health Center is a wonderful resource, partnering with Dolan and our families to keep students informed about how best to take good care of themselves in support of overall health and wellness.

Curriculum Offerings

Dolan offers the very best for your education!

Language Arts	Art	Academic Enrichment
Social Studies	Science	Physical Education & Health
Mathematics	World Language-Spanish	General Music - Chorus, Band, Strings
ESL		Technology

English-Language Arts

The English/Language Arts program focuses on developing proficient readers, writers, and speakers. Through a wide range of activities, students will strengthen their skills in reading comprehension, written expression, and language usage.

Reading Instruction: Reading instruction is a vital part of the English/Language Arts program. Students will explore literature through short stories, core novel studies, Book Clubs, and independent reading. Students will also investigate nonfiction texts, such as articles and news stories. Reading will take place both in and out of the classroom.

Writing Instruction: Writing instruction is another major component of the English/Language Arts program. Teachers will reinforce and further develop students' knowledge of grammar conventions, vocabulary, and sentence fluency. Students will learn and practice the components many forms of writing, including: informative/explanatory, research, argument and narrative. Writing assignments will consist of formal, polished essays, as well as informal pieces done for practice.

Communication Instruction: A strong command of the English language is essential for effective communication, both in writing and speaking. Oral communication will be studied in a variety of ways in the English/Language Arts program. Students will learn protocols for talking about their reading and writing with peers, both formally (such as in the Book Club format) and informally. Additionally, teachers will develop students' speaking skills with occasional oral presentations.

Social Studies

In the 6th grade Social Studies program, the achievements and contributions of the Ancient Civilizations are explored, compared and contrasted. Concepts and skills will be developed through research, writing, dramatization and varied thinking skill strategies.

Our 7th grade Social Studies program is an exploration of world cultures. You will learn to recognize and appreciate the different ways in which people live. Fundamental geographical skills such as reading and interpreting maps will be taught and reinforced.

The 8th grade Social Studies program emphasizes American history and culture. Here you will sharpen reading, writing, research and thinking skills, as you investigate the development of U.S. institutions.

Mathematics

In 6th and 7th grade you will continue to refine your knowledge of computation, measurement, numbers and problem solving. Topics of study include: fractions, decimals, ratios, proportions, percent, measurements, geometry, statistics, probability and all areas addressed on the Smarter Balanced Assessment Consortium test. SBAC's will be given in the Spring for all students.

In 8th grade, the emphasis on basic skills will be continued. Pre-Algebra and Algebra are offered and all students will practice the components of SBAC and the Connecticut Academic Performance Test (CAPT).

Science

The science program will provide all students with a rigorous, engaging and inquiry based student-centered experience. The science program will work to integrate different modules offering units of study in physical science, earth science, and life science, in each grade 6 thru 8. Each unit will begin with a real-world problem or challenge, designed to engage and motivate all students. Students will move on to activities involving the collection of evidence as they work through the problem. Finally, students will focus on analyzing evidence and making informed decisions about the problem or challenge. This inquiry-based approach to teaching and learning provides students many opportunities to develop their independent, as well as team skills. Their curiosity about the world around them will be supported through the challenges presented. In this way, our science curriculum fosters rigorous scientific habits of mind.

World Language—Spanish

The World Language program at Dolan offers an exciting opportunity for students to study Spanish. **In sixth grade, students explore various countries, cultures and a basic introduction to the Spanish language. In 7th grade, students learn how to express themselves in the present tense** and learn to describe themselves and those around them. In 8th grade students incorporate past tense, and learn to describe the world around them. Students in the world language program will be expected to have a binder that will left in the classroom; instead of having a textbook students will have access to an online textbook.

Physical Education / Health Education

All students are scheduled for physical education classes by state law. In the physical education class you will study the basic and advanced skills, strategies and knowledge of game play as well as the attitudes of good sportsmanship. These activities include basketball, flag football, fitness activities, cooperative games, volleyball, track and field, soccer and softball. Generally, physical education classes are held co-educationally. However, when the activity includes contact sports, the boys and girls will receive separate instruction.

Our health classes will cover physical and emotional health, substance abuse, and stress management to name a few. Various other topics will also be covered in the curriculum to facilitate healthy habits and encourage students to be active.

Visual Art

In your 6th and 7th grade classes, you will spend the year creating art projects that will help you develop individual ideas and talents as an artist. You will explore projects that will increase your knowledge of art materials media, processes, and techniques. In 8th grade you will further explore and develop your art skills in preparation for high school visual art.

Music (Students have the option to enroll in Chorus, Band or Strings)

In middle school you will study method, rhythm, harmony, form and tone. You will develop skills and appreciation through listening, singing, playing instruments, rhythms, and creating and reading music. We encourage students to sign up for the se additional opportunities! It's great to explore the Arts through music!

In all music classes students will perform, read, analyze music. In addition, they will make connections to other arts as well. All performance groups will participate in two concerts during the school year. Band students will perform in three parades.

Mathematics & Language Arts Enrichment

The Mathematics & Literacy Enrichment classes are designed to help students in Grades 6, 7 and 8 achieve their maximum potential in Math and Language Arts by extending the core math and ELA curriculum. Technology will be integrated to instruct, review, and enhance core academic skills in order to enable students to become independent, lifelong learners. Each student will progress at his or her own pace as they work through lessons and activities-which may incorporate interactive Web sites, specific software applications, and online tutorials-all selected to meet the students' individual needs. Hands-on activities and cooperative group assignments will also be experienced. The texts read are student-selected and on individual reading levels. Students also participate in whole class and peer discussions and have reading conferences with the teacher.

Report Card and Progress Report Schedules

Open School Night for DOLAN MIDDLE SCHOOL – September 21, 2021

Full Day, Half Day and Delayed Opening Schedule Stamford Public Schools 2021-2022 Calendar

1. Open School Nights

Thursday, September 28, 2021	Elementary schools
Thursday, September 21, 2021	Middle schools
Thursday, September 23, 2021	High schools

2. Marking Period Progress Report Info Middle Schools

Friday, October 8, 2021	1 st quarter Progress reports accessible in Parent Portal
Friday, November 5, 2021	End of 1 st quarter
Friday, November 19, 2021	1 st quarter final grades accessible in Parent Portal
Friday, December 17, 2021	2 nd quarter Progress reports accessible in Parent Portal
Friday, January 21, 2021	End of 2 nd quarter
Friday, February 4, 2021	2nd quarter final grades accessible in Parent Portal
Friday, March 4, 2021	3rd quarter Progress reports accessible in Parent Portal
Friday, April 1, 2021	End of 3rd quarter
Friday, April 22, 2021	3 rd quarter final grades accessible in Parent Portal
Friday, May 13, 2021	4 th quarter Progress reports accessible in Parent Portal
Friday, June 10, 2021	Tentative early release for students*
Monday, June 13, 2021	Tentative early release for students*
Tuesday, June 14, 2021	Tentative end of 4 th quarter, last day and early release for students*
Friday, June 17, 2021	Final grades available in Parent Portal

***Note: Any inclement weather days will be added to the end of the school calendar.**

*Note: Any inclement weather days will be added to the end of the school calendar

<u>Full Day:</u>		<u>Early Release:</u>		<u>Delayed Opening:</u>	
7:50a to 2:40p		7:50a to 12:20p		9:50a to 2:40p	
Per	Time	Per	Time	Per	Time
HR	8:00a	HR	8:00a	HR	10:00a
1	8:10a	1	8:15a	1	10:15a
2	9:10a	2	8:55a	2	10:50a
3	10:10a	3	9:35a	3	11:30a(include lunch, staggered scheduled)
4	11:15a (include lunch, staggered scheduled)	4	10:20a		
5	12:40p	5	11:00a	4	12:55p
6	1:40p	6	12:50p	5	1:30p
Walker	2:40p	Walker	12:20p	6	2:05p
Bus	2:41p	Bus	12:21p	Walker	2:40p
				Bus	2:41p

(Note: There is NO Breakfast or Lunch service on Early Release Days)

DOLAN MIDDLE SCHOOL CLASS SCHEDULE 2021 - 2022

<u>MONDAY / WEDNESDAY / FRIDAY</u>			<u>PERIOD</u>	<u>TUESDAY / THURSDAY</u>			
NORMAL				NORMAL			
7:50 AM			DOORS OPEN	7:50 AM			
8:00 - 8:10			HOMEROOM	8:00 - 8:10			
-----			ADVISORY	8:13 - 8:34 (8:13)			
8:13 - 9:10 (8:13)			1	8:37 - 9:30 (8:37)			
9:13 - 10:10 (9:13)			2	9:33 - 10:26 (9:33)			
10:13 - 11:10 (10:13)			3	10:29 - 11:22 (10:29)			
11:10 - 11:15			Locker Time	11:22 - 11:27			
11:15 - 12:40			4	11:27 - 12:48			
11:15 - 11:40			Grade 6 Lunch	11:27 - 11:52			
11:45 - 12:10			Grade 7 Lunch	11:55 - 12:20			
12:15 - 12:40			Grade 8 Lunch	12:23 - 12:48			
12:43 - 1:40 (12:43)			5	12:51 - 1:44 (12:51)			
1:43 - 2:40 (1:43)			6	1:47 - 2:40 (1:47)			
<u>EARLY RELEASE</u>				<u>EARLY RELEASE</u>			
No Breakfast / Lunch	7:50 AM			DOORS OPEN	7:50 AM		
	8:00 - 8:15			HOMEROOM	8:00 - 8:10		
	-----			ADVISORY	8:13 - 8:34 (8:13)		
	8:18 - 8:55 (8:18)			1	8:37 - 9:10 (8:37)		
	8:58 - 9:35 (8:58)			2	9:13 - 9:45 (9:13)		
	9:38 - 10:15 (9:38)			3	9:48 - 10:20 (9:48)		
	10:15 - 10:20			Locker	10:20 - 10:25		
	10:20 - 11:00			4	10:25 - 11:00		
	11:03 - 11:40 (11:03)			5	11:00 - 11:40		
11:43 - 12:20 (11:43)			6	11:43 - 12:20 (11:43)			
<u>DELAYED OPENING</u>				<u>DELAYED OPENING</u>			
9:50 AM			DOORS OPEN	9:50 AM			
10:00 - 10:15			HOMEROOM	10:00 - 10:15			
-----			ADVISORY	10:18 - 10:39 (10:18)			
No Breakfast	10:18 - 10:50 (10:18)			1	10:42 - 11:10 (10:42)		
	10:53 - 11:25 (10:53)			2	11:13 - 11:40 (11:13)		
	11:25 - 11:30			Locker	11:40 - 11:45		
	11:30 - 12:55			3	11:45 - 1:10		
	11:30 - 11:55			Grade 6 Lunch	11:45 - 12:10		
	12:00 - 12:25			Grade 7 Lunch	12:15 - 12:40		
	12:30 - 12:55			Grade 8 Lunch	12:45 - 1:10		
	12:58 - 1:30 (12:58)			4	1:13 - 1:40 (1:13)		
	1:33 - 2:05 (1:33)			5	1:43 - 2:10 (1:43)		
2:08 - 2:40 (2:08)			6	2:13 - 2:40 (2:13)			



Stamford Public Schools Calendar 2020-2021

(adopted 07/28/20)

Note: Calendar is subject to change pending unforeseen circumstances.

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 20: New teacher orientation
 Aug. 24-25: New teacher orientation
 Aug. 27: School/District content PD (first day for all staff)
 Aug. 28: School/District content PD
 Aug. 31: School/District content PD

September (16 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 1-2: School/District content PD
 Sept. 3: K, 6, 9 orientation/school content PD
 Sept. 4: School/District content PD
 Sept. 7: Labor Day, no school
 Sept. 8: First Day of School students
 Sept. 22: Open House MS
 Sept. 24: Open House HS
 Sept. 28: Yom Kippur, no school
 Sept. 29: Open House ES

October (21 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct. 12: Columbus Day, no school
 Oct. 30: Early Release, school-based PD

November (17 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 3: Election Day, no school students, school-based PD
 Nov. 11: Veterans Day, no school
 Nov. 25: All Early release
 Nov. 26-27: Thanksgiving recess, no school

December (17 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 16-18: Early Release, ES Report Card Conferences
 Dec. 24-31: Holiday recess, no school

January (19 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 1: Holiday recess, no school
 Jan. 18: MLK Day, no school
 Jan. 29: Early Release, school-based PD

February (17 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 12,15: Winter recess, no school
 Feb. 16: Winter recess, no school students, school-based PD

March (23 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 24-26: Early Release, ES Report Card Conferences

April (16 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2-9: Spring Recess, no school
 April 30: Early Release, school-based PD

May (20 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 28: Early Release, school-based PD
 May 31: Memorial Day, no school

June (11 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 11,14: Tentative* early release, students
 June 15: Tentative* early release and last day, all

APPENDIX—BOARD POLICIES (abbreviated)

As noted throughout our Handbook, we have included select Stamford Public Schools, Board of Education official policies for you to reference, as needed. Please note: we have made the complete document available at DolanMS.org. You can also view policies on the district web site at StamfordPublicSchools.org. Please take some time to review these and all other BOE policies. We appreciate your support and your child's adherence to all rules and expectations at Dolan.

POLICY #5113 & REGULATION #5113-R

ATTENDANCE AND EXCUSES

The Board of Education is firmly committed to the importance of regular class attendance and believes that all students should attend and be on time for each class each day. Research has shown a positive correlation between regular class attendance and student performance. Regular attendance is essential for a positive school experience, both socially and academically. Students learn through participation and performance in the classroom, so that a student's presence in and contributions to the class are important. Effective learning takes place when students are present and, in many classes, only if students are present. Excessive absences can break the continuity of the learning process. Regular attendance and punctuality are preparations for success both in school and in life. All students should understand that attendance affects performance and achievement and may, therefore, affect grades. All absences will be recorded. Students should know that parents will be promptly informed of their absenteeism. The Superintendent shall develop effective procedures to assist parents, students, and school staff in achieving regular student attendance. At the beginning of each school year or upon time of enrollment during the school year, school personnel will: **a.** notify in writing the parent or other person having control of each child of the obligation to assure regular school attendance by the child, and **b.** obtain from the parent or person having control of each child, a telephone number or other means of contact during the school day. Whenever a child enrolled in grades K-8 fails to report to school on a regularly scheduled school day, and if school personnel have not been notified of an excused absence, a reasonable effort to notify the parent or person having control of the child, by telephone will be made. Persons who, in good faith, give or fail to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. Students who do not present a written verification of the reason for the absence signed by a parent, guardian or doctor shall be

given an unexcused absence.

The school administration will make a concerted effort to remedy truancy in its early stages for students who are found to be "truant." Procedures to be followed include:

Policy Approved: June 14, 1988. Amended: November 12, 1991.

TRUANCY

A "truant" is a child enrolled in grades kindergarten to eight who has four unexcused absences in one month, or ten unexcused absences in one year.

The school administration will make a concerted effort to remedy truancy in its early stages for students who are found to be "truant." Procedures to be followed include:

1. A meeting with appropriate school staff and the parent or other person having control of the child to review and evaluate the reasons for the truancy shall be held not later than ten (10) school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year,
2. A designated staff member shall coordinate services with and referrals of children to community agencies providing child and family services,
3. Each Principal will complete and submit to the Superintendent of Schools or his/her designee the approved truancy school referral form for students determined to have been absent without excuse more than twenty days in a school year. Current educational and/or psychological assessments are to be reviewed as part of this referral,
4. The Superintendent of Schools may file for each such student a written complaint with the Superior Court pursuant to Section 46b-149 alleging the belief that the acts or omissions of the child are such that his/her family is a family with service needs.

Regulation Adopted: November 12, 1991. Amended: June 27, 2000

POLICY #6154

HOMEWORK

Homework Policy Stamford Public Schools' Board of Education believes that teachers and families must work together to motivate and support all students to develop responsibility and study habits that will enable them to become life-long learners. The Stamford Public Schools staff assigns relevant and challenging homework assignments that reinforce classroom learning objectives. The general purposes of homework are to: reinforce classroom instruction; develop specific skills through practice; prepare for future lessons; foster the habits of consistent independent study and time management; and provide an opportunity for student learning outside the classroom. Homework can also preview new learning and ready students for

their class experience. Homework assignments should never be used punitively. Homework assignments shall be modified based on students' individual needs (i.e., IEP, 504 Plans, other interventions, and extenuating circumstances). Feedback for homework should be formative in nature, given in a timely fashion, and count for a maximum of 10% of the student's grade. Additionally, no assignments shall be due, or assessments given, on the day immediately following major religious holidays that are also school holidays (i.e., Good Friday, eve and day of Yom Kippur and Rosh Hashanah). When such a major holiday falls on a weekend no assignments shall be due, or assessments given, on the day immediately following that weekend. Students observing religious holidays, that are not school holidays, shall not have homework due on that day if a student or a family requests an extension, as described above. Policy Adopted: September 10, 1963 Amended: February 8, 1977 September 9, 1986 Readopted: July 25, 2000 Amended: September 24, 2013

POLICY #5131

STUDENT BEHAVIOR

The Stamford Board of Education recognizes that the school is a community with rules and regulations. Those who would enjoy the rights and privileges of this community must also accept the responsibilities that membership demands, including respect for and obedience to school rules. The Board of Education believes that the majority of students in the Stamford Public Schools want the best education possible, an education that depends on safe, orderly classrooms and schools. The Board of Education is determined to take whatever measures are necessary and legally available to guarantee the continued orderly operation of the schools. The Board considers misbehavior in any part of a school facility as serious as misbehavior in a classroom. The school facility includes all parts of the school building, the school grounds, on school buses, or any location where a school-sponsored activity takes place. In addition, certain misconduct, such as sale or distribution of controlled substances or violent acts, committed or threatened, may be disruptive of the educational process and may properly be the subject of disciplinary action under the policy.

RIGHTS AND RESPONSIBILITIES

The Board of Education has established as a basic premise that an equal educational opportunity will be provided to all students in the district. It is, therefore, the responsibility of all school personnel to maintain an educational environment which is conducive to the best possible learning situation where each student has the right to a successful classroom experience.

A. Rights

Students, parents,* and school personnel have the responsibility to respect the following rights of all persons involved in the educational process:

1. The right to a safe, secure and disciplined environment in which the best possible education can occur.
2. The right to be treated in a respectful, courteous manner as befits one human being relating to another.
3. The right to mutual support and assistance in the various aspects of the educational process. It is not possible to list all the rights and responsibilities of the members of the Stamford Public School community. The aforementioned generalized statement is intended to emphasize this community's belief in the interdependency of rights and responsibilities. No member can exercise rights without also assuming a corresponding degree of responsibility. The right to a safe, secure and disciplined environment brings with it the responsibility to refrain from activities which lessen others' access to this same right. One's right to be treated in a respectful, courteous manner entails the responsibility to exercise like behavior toward all others. Finally, the right to mutual support and assistance presumes that all members will, in turn, lend their best efforts to the common benefit.

B. Responsibilities

1. Student Responsibilities:
 - a. Respecting the authority of teacher, administrators and other school staff to enforce district policy and school rules and regulations regarding student discipline and moral conduct.
 - b. Behaving in classrooms and on school campuses in a manner that does not disrupt or interfere with the rights of other students and staff.
 - c. Abiding by the standards of conduct and rules and regulations governing discipline established by the school.
 - d. Attending school and assigned classes daily on time and for each full term.
2. Parent* Responsibilities:
 - a. Accepting and respecting the right of the Board of Education to require discipline standards of behavior for all students and for all non-students while on campus during school activities.
 - b. Reviewing district policy and school discipline rules and regulations with family members to ensure all are familiar with and understand the standards of conduct expected by school authorities on school campuses.
 - c. Cooperating with school officials in working toward a solution to a student's problem and carrying out appropriate discipline penalties when such action is necessary.
 - d. Seeking out, when necessary, and with the advice and guidance of district personnel, appropriate community agencies for

assistance in correcting misbehavior of the student.

3. Teacher Responsibilities:

- a. May review with classroom students at the start of every semester discipline policy and school rules and regulations regarding discipline.
- b. Enforcing consistently and fairly district policy and school rules and regulations regarding discipline.
- c. Providing a well-planned teaching situation by establishing lesson/course objectives with varied learning activities that allow every student the opportunity to pursue his/her studies successfully in an orderly environment conducive to learning.
- d. Communicating with students and parents* regarding behavior problems and proposed solutions.
- e. Reporting promptly any continuing student behavior problems to appropriate site personnel.
- f. Assuming the responsibility for the supervision of students in the school facility as per teacher's schedules in order to maintain control and to ensure the safety and welfare of all concerned.

4. Building Administration Responsibilities:

- a. Establishing school rules and regulations in conformance with district discipline policy that will ensure an education program free from disruption for all students. Suggestions from the teaching staff should be encouraged and considered.
- b. Communicating to parents*, staff and students established district policy and school rules and regulations regarding discipline.
- c. Enforcing consistently and fairly district policy and school rules and regulations regarding discipline.
- d. Assisting students, parents*, and staff in early identification of behavior problems and in seeking solutions or remedies for causes of misconduct.
- e. Following through on teacher discipline referrals.
- f. Contacting police when appropriate.

5. Central Administration Responsibilities:

- a. Establishing procedures to carry out Board of Education policy.
- b. Ensuring that due process is adhered to in all cases of disciplinary action.
- c. Maintaining and facilitating the educational process.
- d. Supporting all school personnel performing their duties within the framework of the district policy.

6. Board of Education Responsibilities:

- a. Holding its employees responsible for:
 - 1) the proper conduct and control of students while legally under the supervision and jurisdiction of the school, and
 - 2) maintenance of order within the school.
- b. Supporting all personnel acting within the framework of district policy.

7. Community Responsibilities:

- a. Acknowledging the right of the Board of Education, its administration, and school site: personnel to carry out district discipline policy and school rules and regulations established in the interest of maintaining the best educational environment in all classrooms and an all campuses of the City schools.
- b. Cooperating with the Board of Education, its administration, and school site personnel in providing alternative educational programs and appropriate remedial services or programs to reduce or eliminate student misconduct.

C. Notification of Rights and Responsibilities

A system-wide handbook containing the Board's policy and regulations on student behavior and disciplinary proceedings shall be distributed to all students. The principal of each school shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to continuing students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

D. Equal Educational Opportunity

No student shall be subject to discrimination on any basis prohibited by law, including race, sex, color, national origin or disability as to any disciplinary proceedings.

E. Complying with the Law

The Board of Education will comply with all state and Federal Laws considering student behavior. *As used, the term parent shall be interpreted to include the student's parent, legal guardian, or other adult acting as a parent to the student.

Policy Adopted: September 10, 1953. Policy Amended: May 24, 1963;

October 23, 1973; August 19, 1975; October 2, 1990

Amended: June 27, 2000

POLICY #5115

STUDENT RECORDS – CONFIDENTIALITY AND ACCESS

The Board complies with the state and federal regulations regarding confidentiality and access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

I. DEFINITIONS

A. Student Records

- 1. "Student records" shall include any information directly related to a student that is recorded in any manner (e.g., in writing, on film, or on tape or disk) and that is maintained by the school system or persons acting for the school system.
- 2. "Student records" shall not include:
 - (a) private, personal, or working notes in the sole possession of

the maker thereof, and which are not accessible or revealed to any other individual except a "substitute"; (degrees and awards received, and the most recent previous educational agency or institution attended.

b) employment records used only in relation to the student's employment by the school district; (c) alumni records that contain information about the student after he/she is no longer in attendance at the school; and (d) records on an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment.

B. Directory Information

"Directory information" includes information not generally considered harmful or an invasion of privacy if disclosed, including, e.g., name, address, telephone number, photograph(s), date and place of birth, major field(s) of study, 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.

C. Eligible Student

An "eligible student" is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

D. Parent

The word "parent" is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent. The rights of a parent shall transfer to an eligible student, however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to the student's records without the eligible student's consent. E. Personally Identifiable Information "Personally identifiable information" includes, but is not limited to the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.

F. Access

"Access" is defined as the right to inspect, review, or obtain copies of a student's educational records or any part thereof.

II. PROCEDURES

The following procedures shall apply regarding student records: Parents and/or eligible students have the right to inspect and review all education records of their child. A request to inspect and review records shall be in writing. For the records of regular

education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than 45 days from receipt of a written request. For the records of special education students, the following time frames apply: As required by Section 10-76d-18(b)(1) of the Regulations of Connecticut State Agencies, written requests by parents of students requiring special education and related services will be accommodated within ten (10) school days of the receipt of such requests, within three (3) school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare a meeting related to any due process proceeding.

One free copy of a student's records will be provided to parents of students requiring special education and related services on written request within 5 school days of the request. The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district. On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English will also be notified of their rights regarding a student's education records.

POLICY #5145

SEARCH OF PERSON AND PROPERTY

Student Search

According to a decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school." A student's personal effects are also subject to being searched by school officials and are subject to the same rule. All searches of students and their effects must be particularized; school officials shall not conduct group searches. The scope of any search must be "reasonably related to the objectives of the search and not

excessively intrusive in light of the age and sex of the student and the nature of the infraction.” If school officials conclude that a more intrusive search (i.e. a strip search) is needed, they shall report their suspicions to the police who shall be solely responsible for any such search. School officials shall call the parents or guardians of the student(s) involved before an intrusive search begins. An annual notice regarding this policy shall be provided through student handbooks or other publications.

Search of Depositories

The Board provides lockers, desks, and other such depositories which are owned by the schools but are assigned to students for their use. This school property shall remain under the control of school officials and shall be subject to searches and inspections. A student should not expect privacy regarding items placed in school property. Desks, lockers and other depositories may be searched by an authorized school administrator or law enforcement official as is reasonably necessary in the operation of the school. Any such search must be (1) justified at its inception, i.e. there must be reason to believe that a search of such depository will turn up evidence that there has been a violation of law or rules of the school or that students or others may be endangered by contraband material in them, and (2) reasonably related in scope to the purpose of objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. An annual notice regarding this policy and its regulations shall be provided through student handbooks or other publications.

Policy Adopted: April 25, 1989. Amended: June 27, 2000

PRIVACY/NONDISCRIMINATION

POLICY #5005

BULLYING BEHAVIOR IN THE SCHOOLS

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students to be notified annually of the process by which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports and to review any anonymous reports (except that no disciplinary

action shall be taken solely on the basis of an anonymous report), (5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators of each school to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint. The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Such regulations may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student’s academic performance or safety in school. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (“FERPA”) and the district’s Confidentiality and Access to Student Information policy and regulations. For purposes of this policy, “Bullying” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, (which acts are committed more than once against any student during the school year.) The prohibition against bullying behavior specifically includes cyberbullying, which generally includes using information and/or communication technologies to commit such overt acts against another student with the intent to ridicule, harass, humiliate or intimidate the other student.

Such overt acts, even if committed off campus, may result in discipline up to and including suspension and expulsion from school. For purposes of this policy, “School-Sponsored Activity” shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

For the purposes of this policy, "Prevention and Intervention Strategy" may include, but shall not be limited to, (1) implementation of a positive behavioral supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education, (2) a school survey to determine the prevalence of bullying, (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy, (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school, (7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff, (8) school-wide training related to safe school climate, and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions. Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion. Effective July 1, 2010, this policy and the applicable regulations shall be included in the school district's publication of the rules, procedures, and standards of conduct for schools and in all student handbooks.

Legal References: Conn. Gen. Stat. § 10-222d;

Conn. Gen. Stat. §§ 10-233a through 10-233f. Public Act No. 08-160. Adopted March 25, 2003;

Amended February 23, 2010

POLICY #5147 and 5147-R

Dress and Grooming:

"The development of individual pride and self-esteem is an integral part of education. Dress and grooming play an important role in this development. The Board encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student appearance may be applied whenever the dress or grooming:

1. Interferes with the learning process
2. Is disruptive
3. Is unsafe
4. Is contrary to law

The Board directs the administration to establish specific regulations consistent with this policy through cooperative planning with staff, parents, and students.

Enforcement of dress and grooming rules adopted in accordance

with this policy is the responsibility of each building principal."

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. **Therefore, the following attire is prohibited from being worn in the Stamford Public Schools during the academic school day:**

1. Attire or accessories which portray disruptive, obscene writing or pictures.
2. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
3. Shirts and/or blouses that reveal the abdomen, chest, breasts, or undergarments;
4. See-through clothing
5. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments
6. Other attire or accessories which, in the opinion of the principal, are not in good taste or depict vulgar, illegal, racial, or sexist viewpoints.
7. Head coverings of any kind including, but not limited to, scarves, bandannas, masks, kerchiefs, athletic, headbands, hoods, etc. which prevent the easy identification of students; except that hats and caps may be worn at the discretion of high school teachers and administrators and provided that headwear for bona fide religious reasons may be worn.
8. Footwear which damages floors or is a safety hazard;
9. Sunglasses (unless required by a doctor's order);
10. "Name" or other oversized metal belt buckles;
11. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
12. Possession of a cell phone, or other electronic communication device without prior approval of the building principal.

Stamford Public Schools

Adopted: September 6, 1988

Amended: October 10, 1995

Readopted: June 27, 2000

Stamford, Connecticut