

2023-2024
WOODBURY MIDDLE SCHOOL
SCHOOL HANDBOOK



Woodbury Middle School

67 Washington Avenue

Woodbury, CT 06798

William Nemec
Principal

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Assistant Principal

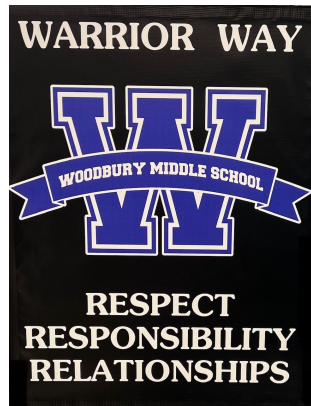
Office Phone: 203-263-4306

Attendance Line: 203-263-4306, ext. 1

Nurse Phone: 203-263-4306, ext. 2

District Website: www.ctreg14.org

Woodbury Middle School Warrior Way



Welcome to the Woodbury Middle School. Our students are with us during a time when they are transitioning into adolescence and experiencing significant changes academically, socially, emotionally, physically, and intellectually. Our goal is to provide a learning environment in which all students have opportunities and support to reach their full potential. This is a shared responsibility between students, parents and school staff, and the community at large.

Woodbury Middle School puts learners at the center of all of our work by supporting strong instruction, a rich curriculum aligned with state standards, and a variety of learning experiences. Our guiding beliefs are:

- All learners are entitled to diverse, meaningful learning opportunities in a challenging, relevant, and authentic environment which fosters critical thinking skills.
- Communication and collaboration among teachers, parents, and students is crucial to the growth and success of all.
- A positive learning environment is one in which all community members are responsible for being safe, responsible, caring, honest, and respectful.
- All learners need and deserve an environment where positive relationships are fostered, supported, and respected.
- Constructive, timely feedback helps all learners grow and improve

This handbook is for you. Please familiarize yourself with the enclosed information, as it contains important information about school resources, policies, procedures, and expectations for student behavior.

Thank you for your continued support.

Bill Nemec, Principal

EXPECTATIONS FOR A SUCCESSFUL LEARNING ENVIRONMENT

Attendance

The Regional School District No. 14 Board of Education, pursuant to state statutes and in an effort to provide all students with continuity of instructional experience, requires all students to attend school on scheduled days. Students attending school who are under seven and over sixteen years of age and whose attendance is not required by law but who are registered in a public school must maintain satisfactory attendance. The complexity of instructional material requires good attendance. Absences create learning gaps that require extra effort by students and teachers.

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

Absence means an excused absence, unexcused absence, or an in-school suspension that is greater than or equal to one-half of a school day.

A student is considered to be "in attendance" if present at his/her assigned school or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age upon signing an option form at the school district offices.

A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team.

A student must remain in school until age 18 unless he/she graduates or gets written consent from a parent/guardian on a district-provided form to leave school at age 17.

Every attempt should be made to confine necessary appointments to after-school, weekends, and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school on the morning of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the office in order to take advantage of special services such as the collection of homework assignments for the student who must be out for several days.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered "excused when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

B. Students receive an excused absence for the tenth absence and all absences thereafter when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Students' observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Court appearances which are mandated. (Documentation required)
5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
7. Additional ten days for children of service members.

The responsibility for all makeup of work lies with the student, not the teacher.

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.

Absences that are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued at the end of each trimester. Parents are also encouraged to contact the teachers, guidance counselors, and administrators to get help in verifying attendance and attendance records at any time during the year.

A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child,” Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records unless prior arrangements have been made with the school. Arrangements should be made with the building administrator regarding the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Please refer to BOE policy [5113](#) for full guidance on Truancy.

A student aged five to eighteen inclusively with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual strategic school profile reports.

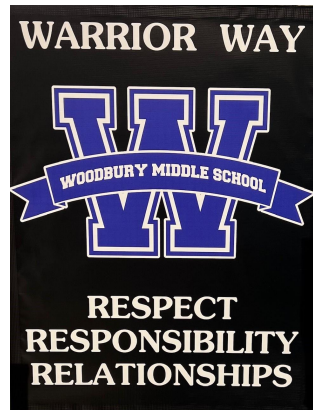
Tardy to School

Students who arrive late to school are required to bring a parent note upon arrival. A student who is not in school by 9:30 A.M. *may not participate in or attend* any extra-curricular activities scheduled for that day *without prior approval* from school administrators. Extracurricular activities include concerts, scheduled practices, interscholastic games, music/drama rehearsals, dances, or other school-related activities.

In the event students reach five tardies to school, a warning notice will be sent home. Students whose tardies exceed ten will result in a mandatory meeting with the administration. Unexcused tardies may result in after-school detentions.

Behavioral Expectations

The Warrior Way is our guiding principle concerning all behavioral expectations. These principles are discussed in all Family classrooms and guide our daily expectations: The following expectations will foster a school environment that is positive, productive, and safe for the entire school community.



- Respect yourself, others, and property
- Accept responsibility for your actions
- Come to school and to class prepared to learn
- Help to maintain a productive learning environment by establishing positive relationships with staff and students
- Abide by all school rules, school board policies, and state/federal laws

Please refer to BOE policies for full guidance on [5114](#) student discipline and [5136.6](#) drugs, alcohol, and tobacco.

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Care of Chromebooks, Library Books, and other school materials: Students will be expected to pay for any lost or damaged books and materials.

Vandalism: Vandalism is the willful defacement or destruction of school property. Students who vandalize school property will repair or replace the damaged property and will receive disciplinary consequences.

After-School Policy: After the 2:15 PM bell, all students staying after school must immediately report to an assigned, supervised activity as directed. Students remaining after school without an activity to attend will be asked to leave the school grounds.

Students staying after school are expected to:

- Report immediately to assigned activity after dismissal
- Stay in their assigned room/area
- Be picked up **on time**

Students not attending after-school activities are not supervised from the time of school dismissal until the start of any WMS sporting event or other WMS evening event.

Alcohol and Drug Use: Use or possession of alcohol, tobacco, or any other drug and/or drug paraphernalia, *is strictly forbidden* in school, on school grounds, or at any school function - at or away from school. Possession and/or use of said substances will result in the enforcement of all Region 14 and CT state policies and statutes.

Please refer to **Board Policy # 5131.6** for the complete details.

Beverage Containers: Students are encouraged to carry refillable water bottles to class. Two-liter containers, energy drinks, soda, and glass bottles are prohibited.

Bus Passes: If a student needs to ride a school bus other than his/her assigned bus, the office must receive written permission from a parent or guardian stating where the student is going on that bus. All changes must be approved by the school administration and the bus company.

Cell phones/electronic devices:

Cell Phones/Electronic devices (Exception Chromebooks) Cell phones, Smart Phones, electronic devices, etc., with the exception of school-issued Chromebooks, ARE NOT to be used during the school day (7:25 AM-2:15 PM) unless given permission by the administration. If brought to school, phones must remain off and locked in the student's locker. The school is not responsible if they are lost, stolen, or damaged.

Note: All students will have a brief opportunity to check his/her phone at the start of lunch. This time is to allow for any parent communication that needs to be shared with the student prior to the end of the school day.

Students who misuse a cell phone /electronic device while in school, including photographing any individual, may result in disciplinary action. If the phone rings or is used during the day, it will be confiscated until the end of the day.

Office phones are available for students to make important/emergency calls. A parent needing to speak to his/her child immediately should contact the main office and the child will be called to the office. **Please refrain from calling or texting during the school day.**

Failure to follow the procedure above will result in the following:

Incident 1 - Loss of device until the end of the school day – Student to meet with administration

Incident 2 - Loss of device until the end of the school day – Student to meet with administration and parent notified.

Incident 3 – Student to meet with administration, device will only be returned to a parent.

Subsequent incidents – Disciplinary action to be determined by the administration, and the device will only be returned to a parent. Individual plans regarding student cell phones are to be determined by the administration. Responsibility for damage or loss of electronic devices brought to school rests solely with the owner.

Students and parents must sign the *Acceptable Use* form for students to be able to access the internet at WMS. Please refer to **Board Policy # 6165** for details. Students who misuse a cell phone /electronic device while in school, including photographing any individual, may result in significant disciplinary action.

Responsibility for damage or loss of electronic devices brought to school rests *solely with the owner*.

Chains: Possession, wearing, and/or displaying pocket chains, watch chains, bicycle chains, or any other heavy-weight chain is not allowed at school.

Dress Code:

Student dress may be regulated, and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Sneakers or rubber-soled shoes are required for outdoor play and for participation in PE classes. Students may bring in a pair of sneakers on their assigned PE day.

When questions arise regarding the appropriateness of attire, they are to be brought to the attention of the designated administrator. The administrator will use his or her professional discretion in addressing such concerns.

Fighting, Inappropriate Physical Contact, Including Punching, Kicking, Slapping, Etc.: Is cause for disciplinary action by school administrators.

Hallway Passes: Students moving within the building, outside of their daily schedule, must have a hallway pass *at all times*.

Internet Use/ Chromebooks: Use of Chromebooks/computers and the Internet is a privilege. Misuse of technology and/or the Internet will result in limited use or permanent loss of access. Students and parents must read, sign, and return the mandatory Internet Use Policy/Contract in order to have internet access in school.

Please refer to BOE policies [6141.321](#) acceptable use, [6141.326](#) use of social media, and [6141.328](#)bring your own device for full guidance.

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding the appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications using district computers are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District-sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites when the student is not engaged in District activities or using District equipment.

The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful, or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

Below is warranty and repair cost information for student ChromeBooks.

Region 14 owned Chromebooks, warranty program, and cost for incidents that are not covered in the program are outlined below.

Each student will be assigned a Chromebook when they enter Region 14. Students will use this Chromebook until the conclusion of the 2023-2024 school year. These Chromebooks are under a 3-year lease program that includes a limited warranty for repairs. Students will be allowed one repair per calendar year according to the following Warranty Information.

- Warranty Information for Chromebooks Grades 1 - 12:

- Vendor warrants the Chromebook from defects in materials and workmanship and covers normal use, mechanical breakdown, and faulty construction.
- Vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

Accidental Damage Service will repair your system if it is damaged by an accident not otherwise covered by the Limited Hardware Warranty*, including:

- **Electrical surges and screen breaks** — Repair of your computer in the event of an unforeseen electrical surge or accidental display break or damage.

- **Liquid spills** — Repair of your computer in the event of an accidental liquid spill on or in unit.

- **Accidental drops and falls** — Repair of your computer in the event of accidental drops, falls or other accidental collision. Repeated breakages of the Chromebook may incur replacement costs.

The Chromebook will come with one charger. Should the charger become lost or damaged, a replacement fee will be incurred.

- **Vendor warranty does not warrant against damage caused by misuse, abuse, lost or stolen devices.**

2021-2024 Technology Repair/Replace Fee Schedule:

| Damaged Item | Repair/Replace Cost |
|--------------------------------------------------------|-----------------------------------------|
| Chromebook Replacement (lost or damaged beyond repair) | \$330.00 (Chromebook + Charger) |
| Chromebook Repair | Parts & labor quoted Dell Repair Center |
| AC Adapter/Charging Cable | \$21.00 Replacement cost |
| Chromebook Case (WMS Only) | \$49.00 Replacement cost |

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Region 14 Schools must turn in their Chromebook, charger and case to the main office or Library on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for (Chromebook, charger, case)

Cyberbullying

For full guidance, please refer to BOE policy [5131.911](#) on bullying and [5131.913](#) on cyberbullying. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy, and of the District's acceptable computer use policy and procedures.

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

Cyberbullying includes but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuse of technology as described should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal, or the Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer but was brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of the school. Also, such conduct must be in violation of a publicized school policy. Such conduct includes but is not limited to, threats or making a threat off school grounds to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension, or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

Language: The use of profanity, abusive language, swearing, or obscenities is unacceptable in our learning community and will not be tolerated.

Office Telephone: The office telephone may be used for emergencies and/or for making phone calls during non-academic times. Students should make after-school arrangements prior to the start of the school day.

Please do not call or text your child during the school day. If you need to reach your child, call our main office, and we will arrange for you to speak to your child. Phone calls and texts during school hours are distracting and compromise our school rules about cell phone use.

Possession of Dangerous Items: Possession/or use of weapons or other dangerous objects, including all flame-producing objects or laser pens, is strictly forbidden on school property, on the bus, anywhere on school grounds, or during any school-sponsored activity. Possession of such weapons or items may result in an immediate out-of-school suspension, recommendation for School Board action, and notification of police and other school authorities.

Recreational Equipment: Skateboards, rollerblades, or other sports equipment are not allowed to be used on school property unless supervised as a Physical Education class activity.

School Bus Behavior Code

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

- Be at the bus stop at the designated time.
- Always wait for the bus on the shoulder of the highway or sidewalk.
- Do not crowd when boarding or exiting the bus.
- Remain properly and quietly seated while the bus in motion.
- Keep head, arms, and hands inside the bus at all times.
- Never throw objects in the bus, out of the bus window,
- Promptly obey instructions of the bus driver.
- Do not deface in any manner bus seats or equipment.
- Do not distract the attention of the bus driver at any time from his/her duties.
- Food or beverages are not allowed for consumption on the bus.
- Failure to comply may result in termination of riding privileges.

Wellness

Please refer to BOE policy [6142.101\(a\)](#) for full guidance.

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

SUPPORT SERVICES INFORMATION

Counseling Services – Grades 6-8

At a time when young adolescents are changing physically, intellectually, and emotionally, the WMS School Counseling Department is committed to supporting our students during their sixth, seventh, and eighth-grade years. School counselors work with students individually, during their classes, and in predetermined groups.

Psychological Services

Our school psychologist serves students through the administration and interpretation of psychological and psycho-educational evaluations, counseling with students as needed, consultation with parents and families, and providing information and referrals for out-of-district resources.

Social Worker

Our social worker provides services to students and families in order to help students attain maximum benefits from the educational program. The social worker also offers direct and indirect services, including individual, group, and family counseling and interdisciplinary collaboration.

Speech Pathologist

Our speech pathologist provides direct and indirect services to students who have been identified with communication disorders. Students are also evaluated for speech/language challenges as part of the special education referral process.

Students with disabilities

A student with a disability impacting the ability to learn or function in the school environment may be entitled to special services, including reasonable accommodations (Section 504 Plan)

and special education (Individualized Education Plan). A 504 Plan outlines the accommodations that a student with a disability needs in order to participate fully in the programs offered by the school.

Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team. Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel, parents, legal guardians, and/or the representatives of parents/legal guardians. Parents who have questions about the services available to students with disabilities should contact the Director of Student Services, Dina Ericson, at (203) 263-6356.

HEALTH SERVICES INFORMATION

Nurse

The school nurse is on duty from 7:15 a.m. to 2:35 p.m. To contact the nurse directly, please call 203-263-6763

For the protection and welfare of everyone, parents are requested to keep children at home if they are ill and to notify the school *using the attendance phone line* at **263-4306, ext. 1** before 8:00 a.m. of their absence. If a student has a fever of 100° or above, diarrhea, and/or vomiting, they should not return to school until they are symptom-free for 24 hours.

Accidents

Every accident in the school building, on the school grounds, or at any athletic event sponsored by the school must be reported to the person in charge of the activity and to the school nurse. Student accident insurance is made available at the beginning of each school year. When possible, immediate parent notification will occur in the event of student accidents.

Emergency Information

Please complete the PowerSchool update with all updated health information. It is extremely important that this information is received and kept current throughout the school year. The purpose of the is to provide care for your child in the event you are unavailable. If you would like your student to receive Tylenol or Advil for discomfort, be sure to answer yes in the health section of PowerSchool Enrollment

Physical Exams for Students Entering 6th Grade

Students are required to have a physical exam in grade six. A Connecticut State physical form will be sent to parents in June prior to the child's entry into grade six. Parents must complete the front of the blue physical form and have the exam conducted by December 31, 2023, and submit documentation to the school nurse by January 31, 2024. Students will not be allowed to attend school at the start of their 7th-grade year until the required documentation is received. The exam must include a Hemoglobin check and two required immunizations

The examination required will be done free of charge by the school physician for those students who meet the federal eligibility guidelines for free and reduced lunch.

Procedure for the Administration of Medication in School

Medications will be administered under the following conditions:

- Medication must be brought to school by a parent or other responsible adult except in those cases when students have received approval to transport and/or keep medications for self-administration.
- Medication must be in its original container (both prescription and non-prescription drugs).
- There must be a written order from a physician, APRN, PA, or dentist.
- There must be written parental permission.
- No medication for a student shall be stored at school or allowed to be in the possession of the student for self-administration without a current written order from a physician, APRN, PA, or dentist. Orders must be renewed yearly.

Screenings

A postural screening program to detect a possible curvature of the spine will be conducted for all female students in seventh and male students in eighth grade that have not handed in an updated physical for that year. Further information will be sent home in January, prior to screening.

Self-Administration of Medicine

Students will be permitted to self-administer medications under the following conditions:

- All of the above regulations
- Authorized prescriber provides a written order for self-administration
- Written authorization for self-administration of medication from the student's parent
- The school nurse has evaluated the situation and deemed it to be safe and appropriate
- The student and school nurse have developed a plan for reporting and supervision of self-administration.

Immunization

Connecticut law mandates that all students be protected by adequate immunization against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hemophilus influenzae type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., Varicella). Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child. The statement must be acknowledged by a judge or a family support magistrate, a clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a justice of the peace, an attorney licensed to practice in the state of Connecticut or a school nurse. The amended statute requires the statement to be presented before a child can be enrolled in any public or non-public school program AND before a child can enter seventh grade. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available.

In accordance with Connecticut State Health Laws, no student will be allowed entry into the 7th grade without a physical exam and proof of immunization.

Transfer Students

In order to comply with Connecticut State Health Code, the following procedures will be implemented:

Students transferring from other school districts *must* present proof of required health assessments and immunizations upon registration.

If the health assessment and/or immunizations are incomplete, the student *will not be able to attend* school until the requirements are met. Documentation may be in the form of an updated physical form or medical records from the previous school.

EXTRACURRICULAR ACTIVITIES

WMS offers a number of clubs, sports, and other extracurricular activities. These are designed to respond to a variety of students' needs and interests. Students who are absent or suspended from school may not participate in an athletic activity or other extracurricular activity held on the same day. Any student who is tardy to school or leaves school early must receive administrative approval to participate in an athletic activity held on that day. Poor academic performance or inappropriate student behavior may result in short-term or permanent removal of the student from a specific activity. Information on all of our activities can be found at www.ctreg14.org.

Ineligibility

Students who are failing or in danger of failing one or more academic and/or unified arts classes:

- may be ineligible to tryout for any middle school team sports activity
- may be suspended from participation in any middle school team sports activity until passing status in all subjects is regained

(A failing grade is equal to the grade of F - a 64 or below grade point average).

Students who regain passing status in all academic and/or unified arts at the next progress monitoring date will regain eligibility to participate in middle school team sports.

Transportation for After School Activities: Parents are required to pick up their child promptly at the end of the after-school activity/sport. Students cannot be left alone on school grounds unsupervised. Students not picked up within 30 minutes after the end of a school activity/sport may be transported home by school or law enforcement personnel. In addition, repeated incidences may result in the loss of extra-curricular school privileges.

GENERAL INFORMATION

School Day: Students should arrive no earlier than 7:10. Students are dismissed at 2:15. Parent pick-up is in two designated areas. (The School Street entrance and The Washington Ave entrance near the tennis courts.) The front of the building is for bus pick up and drop off.

Woodbury Middle School Schedule:

| | Start | Dismiss |
|--------------------------|-------|---------|
| Regular School Day | 7:25 | 2:15 |
| Modified Day/PL | 7:25 | 11:55 |
| Prof. Learning Wednesday | 7:25 | 1:35 |
| 2-Hour Weather Delay | 9:25 | 2:15 |
| Early Dismissal Weather | 7:25 | 11:55 |

Bicycles: Students may bring bicycles to school at the owner's risk. Students should lock their bikes in the bike rack in front of the school.

Cafeteria/Lunch

Students who purchase lunch at Woodbury Middle School are provided each day with a high quality nutritionally balanced meal. All foods are prepared in our school kitchens with a special effort to make as many items from scratch as possible. All lunches must meet the new Recommended Dietary Allowances for Lunch and Dietary Guidelines for Americans. Woodbury Middle School students are offered the choice of one entrée or the Boar's Head Deli Bar or Salad Platter. À la carte items are offered, including student favorites, French fries, sides of vegetables, fruits, salads, sandwiches, ice cream, snack items, and bagels. Woodbury Middle School students are also offered a nutritious breakfast option on a daily basis.

The cost for one lunch is \$3.75. **No open food or beverages may be taken from the cafeteria.**

Contacting Teachers:

Teachers may be contacted by email during the school day (www.ctreg14.org). Phone calls to teachers during class time will be recorded as a message and put into teacher mailboxes (Emergency calls will be forwarded immediately).

Emergency Closing, Late Opening, and Early Dismissal

If school is to be delayed, dismissed early, or closed due to inclement weather or any other emergency, announcements will be made on major TV and radio stations, *Alert Now*, and our district website (www.ctreg14.org).

PowerSchool Enrollment

PowerSchool Enrollment is our web-based annual registration for your child. Included in this registration is relevant emergency, health, and handbook information, as well as the Acceptable Use Policy for Region 14 students. This registration information will need to be completed each year. InfoSnap will come as an email with the subject line: Regional School District #14 - Registration for (student name). Open this email, follow the directions, and submit your child's annual registration information.

Homework Requests for Extended Illness:

Parents should request homework for students who are going to be out of school because of an extended illness (3 or more days). Homework for a student absent with an extended illness can be picked up in the office between 2:30-3:30 PM. Students going on extended trips during school time are required to report to all teachers prior to leaving to determine missed assignments and to make up all assignments when they return.

Homework and Assessments

Homework varies depending on the grade level and subject area. All students are strongly encouraged to read at home each night for at least 30 minutes. This practice builds reading stamina, background knowledge, and positive life-long practice. Please contact grade level Team Leaders with questions about homework.

- Google Classroom is maintained regularly by all teachers. Students can access each teacher's classroom from anywhere they have internet access through their Google account. Class assignments, resources, upcoming projects, etc., can be found on this site. Note: Grades are maintained in PowerSchool.

Lockers: Each student is assigned a locker at the beginning of the school year. Only school locks may be used to secure all school lockers. All other locks will be removed. Do not share locker combinations.

Eighth-Grade Graduation Ceremony: Participating in eighth-grade graduation is a privilege reserved for students who are in good academic and behavioral standing. Students receiving a final failing grade in one or more subjects may be ineligible to participate in the graduation ceremony as determined by the administration of Woodbury Middle School. Please support your eighth-grade student in his/her learning for the entire school year. Eighth-grade teachers, support staff, and administration are committed to helping all students succeed. Please contact us anytime if you are concerned with your child's progress.

Photographing of Students: Photographs or videos may be taken of classes and events. These may be placed in the newspaper or other publications. **OBJECTIONS MUST BE FORWARDED TO THE PRINCIPAL IN WRITING AT THE BEGINNING OF THE SCHOOL YEAR TO ENSURE THE STUDENT IS NOT PHOTOGRAPHED/VIDEOTAPED.**

PowerSchool

PowerSchool is a web-based program that allows parents and students to monitor school progress throughout the school year. Login information can be obtained through the main office. Additional notices may be sent if deemed necessary or requested by the parent(s)/guardian.

Report Cards

The academic year is divided into trimesters. Report cards will be available online at the end of each trimester.

Residence/Telephone Changes: Parents must report any changes of residence or telephone during the year to the main office in writing.

After-School/ Evening Events: School events are held in the school or on school grounds. Rules to follow during events are:

- Students who leave the event may not return. If a student asks to leave early, the school administration will call home to inform the parent/guardian.
- Only WMS students are allowed to attend events.
- Students who are absent or not in school for a minimum of half of the day, or are suspended on the day of the event are not allowed to attend the events.
- Students who choose to engage in inappropriate behavior during a school event or students picked up later than 30 minutes past the end of an event (without prior notice) will not be allowed at the next scheduled school planned event.

Tests: A student who is absent on the day of a test due to illness, religious holiday, or emergency will not be expected to take the test on the day of his/her return to school. If a student has an excused absence, an appropriate amount of time, equal to the number of days absent or longer at the teacher's discretion, will be allowed to complete the work or take a test.

Visitors

Each visitor must report to the main office and sign in and provide his/her driver's license or other identification upon entering the building. Parents and guardians are encouraged to visit the school. All visitors - parents, guardians, and prospective students - should contact the building principal in advance to make arrangements for a visit.

Safe School Climate: (Board Policy #5131.911):

Please refer to BOE policy [5131.911](#) for full guidance on bullying.

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such students,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include but are not limited to:

1. physical violence and attacks,
2. verbal taunts, name-calling, and put-downs, including ethically-based or gender-based verbal put-downs,
3. threats and intimidation,
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within a school or out of school ("cyberbullying")
7. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

A student who engages in any act of bullying, 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victims,

2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

A student and/or his/her parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. (The District/School needs to place in the student handbook the process by which students may make formal, informal, and/or anonymous complaints.) The complaint procedure is also posted on the District's website and the school website.

Students and parents are permitted to make anonymous reports of bullying. Parent-written reports and student-anonymous reports will be investigated by the Safe School Climate Specialist, but no disciplinary action shall be taken solely on the basis of an anonymous report.

The Safe School Climate Specialist is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

Reporting Procedures

Any person who believes he or she has been the victim of bullying may report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, shall report the alleged acts immediately in writing to an appropriate school district official designated by this policy. Students may anonymously report acts of bullying to teachers and school administrators, except that no disciplinary action shall be taken solely on the basis of an anonymous report. Parents or guardians of students may also file written reports of suspected bullying.

Please refer to our RSD 14 website for more detailed information. www.ctreg14.org

SEXUAL, RACIAL, AND OTHER UNLAWFUL HARASSMENT (Board Policy # 5145.52)

It is the policy of the Regional School District No. 14 Board of Education to maintain a working and learning environment that is free from sexual, racial, and other unlawful harassment. The Board will not tolerate the harassment of any student based on race, color, national origin, sex, disability, religion, sexual orientation, alienage, or any other basis prohibited by law.

This policy prohibits unlawful harassment of students by employees, other students, teachers, administrators, Board members, volunteers, and others contractually or otherwise on school premises, at school-sponsored activities, and at other places where these individuals come in contact with students in connection with educational programs or activities.

Students are also prohibited from harassing teachers, administrators, or other school personnel on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information, or any other basis prohibited by law.

Complaint Procedure

All members of the school community are responsible for helping to ensure that unlawful harassment is avoided. Any student who feels that he/she has been harassed in violation of board policy should immediately bring his or her complaint to the attention of any of the following personnel: School Counselor, Assistant Principal, Building Principal, or Title IX Coordinator. The school official may assist the student in putting the complaint in writing. Any person who has observed or otherwise becomes aware of conduct prohibited by this policy should bring the matter to the immediate attention of the Building principal and/or Title IX Coordinator.

Title IX Coordinator:

Dina Ericson, Director of Student Services

5 Minortown Road, Woodbury, CT 06798

(203) 263-6356, dericson@ctreg14.org

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer, or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

NON-DISCRIMINATION

In all of our programs and activities, the Regional School District No.14 Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, pregnancy, parenthood, alienage, or any other basis prohibited by law. The following people have been designated to handle questions about our policy of non-discrimination as well as complaints of discriminatory treatment or unlawful harassment:

For non-discrimination with regard to disability, please contact the district's Section 504 compliance officer, Director of Special Services, 203-263-4330, ext. 104.

For non-discrimination with regard to all other categories, including sex and issues regarding sexual and other unlawful harassment, please contact the district's Title IX Coordinator:

Director of Human Resources, 203-263-4330, ext. 1110.

SCHOOL RECORDS AND CONFIDENTIALITY

The Region #14 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the complete board policy are available at the Board of Education office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.

2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances (*this is not an exhaustive list*):

- a. To other school officials within the school system who have a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. Upon request, to officials of another school district where a student seeks or intends to enroll.

c. To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.

d. To parties in a health or safety emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PESTICIDE USE POLICY

The Regional School District No. 14 has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications within school buildings or on school grounds. Persons who have registered for prior notice will be notified by any means practicable on or before the day that any pesticide application will take place at a school.

HOMELESS STUDENTS

Enrolled students who become homeless (lacking a fixed, regular, and adequate nighttime residence) and homeless students seeking enrollment in Region No. 14 schools should contact the district's homelessness liaison, Director of Special Services, 203-263-0416. Homeless students may be entitled to transportation to the student's school or origin and immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

Appendix

A. The following policies and notifications warrant viewing and are located on the Region 14 website, www.ctreg14.org.

3000 Series:

- Transportation – Policy #3541
- Transportation Safety Complaints Procedure – Policy # 3541.5

4000 Series:

- Reporting Child Abuse and Neglect Policy #4100
- Psychotropic Drugs – Policy #4120
- 5000 Series:
- Crisis Intervention – Youth Prevention Suicide – Policy # 5141.5
- Truancy – Policy # 5113
- Attendance – Policy #5112
- Admissions/Placement Policy – Policy #5111(a)
- Removal, Suspension and Expulsion – Policy # 5114(a-i)
- Drugs, Alcohol and Tobacco – Policy # 5131.6
- Educational Records – Policy # 5145.15
- Unlawful Harassment of Students – Policy# 5145.2
- Sexual Harassment – Policy # 5145.52(a)
- Search and Seizure – Policy #5145.12
- Safe School Climate – Policy #5131.911
- Homeless – Policy #5118.1(a)

6000 Series:

- Pledge of Allegiance Policy #6115
- Exemption from AIDS Instruction – Policy #6142.1
- Migrant Policy – Policy #6141.312
- Field Trip Requirements and Procedures – Policy #6153d
- Wellness – Policy #6143
- Weighted Grading Policy – Policy #6146.1
- Instruction Policy – Policy #6146.2
- Homework Policy – Policy #6154
- Acceptable Use Policy – Policy #6165
- Bring Your Own Device – Policy # 6166

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

STUDENT/PARENT ACKNOWLEDGEMENT OF HANDBOOK

Parents/Guardian's electronic signature through the annual registration process indicates that the entire Woodbury Middle School Handbook, as written on the WMS homepage, has been read.

Any questions can be answered by WMS administrators by calling 263-4306 or by emailing:

William Nemec, Woodbury Middle School Principal, at wnemec@ctreg14.org

Suzi Greene, Woodbury Middle School Assistant Principal, at sgreene@ctreg14.org