

DOLAN Middle School

"Let's remember to make good choices and live the Dolan D.R.E.A.M.!"

PARENT / STUDENT HANDBOOK 2023 - 2024

Parents - Remove Page 19, complete both sides
and return to your child's HR Teacher

51 Toms Road
Stamford, CT 06906
Main Office: 203-977-4441
Fax: 203-977-4880

www.dolanmiddle.org

WELCOME!!

Dear Dolan Students and Parents:

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

At Dolan, we aspire to create an environment where students and staff foster a kind and empathetic community while maintaining high expectations and productive outcomes for all. This shared growth mindset will ensure all students will commit to their goals and D.R.E.A.M.!

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

Sincerely,
Dolan Administration

IMPORTANT PHONE NUMBERS

Administration

Principal

Joseph Claps III 203-977-4439

Assistant Principals

Christopher Knight 203-977-4443

Christie Robinson 203-977-4440

Office Support Staff

Secretaries

Last Name A-L:

Bernette McMichael 203-977-4447

Last Name M-Z:

Jennifer Bartlett 203-977-4442

Parent Facilitator

Cathy Shepard 203-977-4449

School Counselors

Last Names A-L:

Eva Phillips 203-977-4445

Last Name M-Z:

Rose White 203-977-4446

Support Services

School Psychologist

Stephanie Hessler 203-977-5156

Social Worker

Diane Troy 203-977-5155

Health Care

School Nurse

Liza Reiter 203-977-4940

Health Center

Secretary 203-977-5278

Media Center

Technology Integration and Support Specialist

Jeffrey Takach 203-977-4448

Acceleration Coach

Kristen Corbi-Miller 203-977-4257

Restorative Student Support

Rick Savona 203-977-6143

Custodial Staff

Head Custodian

Scott Johnstone 203-977-4450

Night Lead Custodian


Michael Davis 203-977-5510

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DREAM

DETERMINATION • RESPECT • EMPATHY • ACCOUNTABILITY • MINDFULNESS

	CLASSROOM	HALLWAYS	BATHROOMS	GYMNASIUM CAFETERIA AUDITORIUM MEDIA CENTER
DETERMINATION	<p>Come to class prepared and ready to complete your classwork</p> <p>Stay on task</p> <p>Ask and answer questions</p> <p>Give it your best every period</p> <p>Lift each other up; fill buckets</p>	<p>Transition to class/destination on time w/pass</p> <p>Set a good example while getting to your classes</p> <p>Lift each other up; fill buckets</p>	<p>Ask for a pass before you go to the bathroom</p> <p>Use the bathroom for its intended purposes</p> <p>Clean up after yourself</p>	<p>Transition to common spaces in an orderly fashion</p> <p>Be prepared to participate in activities</p> <p>Participate to your best ability</p>
RESPECT	<p>Use appropriate language & volume</p> <p>Treat teachers and peers with kindness</p> <p>Respect others & personal belongings</p> <p>Keep your hands to yourself</p> <p>Value different opinions and perspectives</p>	<p>Respect others & personal space</p> <p>Use appropriate language & volume</p> <p>Move along carefully</p> <p>Keep your hands to yourself</p> <p>Wear your pass when transitioning during class time</p>	<p>Leave areas in better conditions than when you arrive</p> <p>Respect others & personal space</p> <p>Report any serious incidents to adults</p> <p>Wear your pass when transitioning during class time</p>	<p>Leave areas in better conditions than when you arrive</p> <p>Respect others & personal space</p> <p>Report any serious incidents to adults</p> <p>Keep voice levels to a minimum</p>
EMPATHY	<p>Show gratitude towards your teachers and staff</p> <p>Value everyone's input and opinion</p> <p>Offer help to those who need it</p> <p>If you see something, say something</p>	<p>Keep voice levels to a minimum</p> <p>Greet others when you see them</p> <p>If someone greets you; greet them</p>	<p>If you see something, say something</p> <p>Leave areas in better conditions than when you arrive</p> <p>Report any serious incidents to adults</p>	<p>Leave areas in better conditions than when you arrive</p> <p>Respect others & personal space</p> <p>Report any serious incidents to adults</p> <p>Help those who need it</p>
ACCOUNTABILITY	<p>Be prepared and on time</p> <p>Take responsibility for your actions</p> <p>Communicate your needs to your teacher, adult &/or peer</p> <p>Write down your homework or things to prepare for</p>	<p>Walk & talk with a sense of urgency</p> <p>Be mindful of others</p> <p>Keep your things to yourself</p>	<p>Take care of yourself</p> <p>Leave areas in better conditions than when you arrive</p> <p>Communicate your needs to your teacher, adult &/or peer</p> <p>One person per bathroom out at a time</p>	<p>Use equipment appropriately</p> <p>Put materials back when you are finished</p> <p>Respect the boundaries in common spaces</p>
MINDFULNESS	<p>Be fully present in class</p> <p>Maintain a positive attitude</p> <p>Be aware of your surroundings</p> <p>Think before you speak</p> <p>Recharge when needed</p> <p>Be solution-minded</p>	<p>Be mindful of your surroundings</p> <p>Focus on your destination</p> <p>Talk on the sides of the hallway</p>	<p>Ask for a pass in order to go to the bathroom</p> <p>Use bathroom for its intended purposes</p> <p>Clean up after yourself</p>	<p>Show appreciation and gratitude to all staff</p> <p>Leave areas in better conditions than when you arrive</p> <p>Respect other's personal space</p>

FOR PARENTS AND GUARDIANS

School Hours

Regular School Day	Early Dismissal	Delay Dismissal
Doors open: 7:50 AM	Doors open: 7:50 AM	Doors open: 9:50 AM
Dismissal: 2:40 PM	Dismissal: 12:20 PM	Dismissal: 2:40 PM

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 Principal's Weekly eblast for updates about fundraisers, special events, academics 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

Regular daily attendance is expected of all students. Absence from school is excusable only for the following reasons: personal illness, religious observance, professional appointment, court appearance, accident, or serious illness in the immediate family.

A telephone call (203-977-4442) from the parent/guardian is expected the morning of an absence to confirm that such student will not be present in school that day. If a call is not made the day of the absence, an email or a written and dated note from the parent/guardian must be filed with the School Office to excuse the absence. Students returning from serious illness or injury must also provide a doctor's note.

Frequent or Lengthy Absence: Consistent school attendance is strongly connected to student success. Connecticut requires every school to meet with parents/guardians to evaluate the absences of any student who has *four unexcused absences in one month, or who has ten unexcused absences in one year*. Excused absences include student illness or absence due to family obligations and emergencies. Students who have missed 10+% of available school days including both Excused and Unexcused Absences will be considered Chronically Absent.

Early Dismissal: 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, you will need to come to the main office through the front door with ID, person must be on contact list and complete one of the following:

- 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 7:50 a.m. daily. All students are expected to arrive on time and be seated in their homeroom class by 8:00 a.m. Students arriving late report to the Main Office to sign in and receive a pass to class. Excessive tardiness to school may result in an Administrative detention.

Dismissal Changes: We ask that no dismissal changes or student pick up happen after 2:15 p.m. unless in the event of an emergency.

ENTRANCE INTO THE BUILDING

All visitors to the Middle School are required to sign-in and to present photo identification at the Main Office upon entering the building. All schools in the Stamford Public Schools District utilize the *Raptor* system.

The *Raptor* system is a web-based software visitor management system that has the ability to scan a visitor's driver's license or other government issued photo ID. The information from that ID is compared to a database that consists of registered sex offenders throughout the United States. The *Raptor* system quickly prints a visitor badge that includes a photo, name of the visitor, time, date and destination of the visitor. This badge must be worn at all times in order to maintain proper security. Parents or guardians who wish to visit specific classrooms must make prior arrangements through a building administrator. No student visitors will be permitted during the school day without prior administrative approval.

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.

WITHDRAWALS AND TRANSFERS: 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.

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.



REPORT CARDS AND MID-QUARTER REPORTS

Students at Dolan Middle School receive mid-quarter progress reports and report cards four times a year. Mid-quarter progress reports are given in the middle of each marking period. This report will inform you of your child's progress, including if your child is near failing or failing a subject. Report cards are posted every 10 weeks. All progress reports/mid quarter reports and all report cards will be available on the Parent Portal. Report cards are mailed home.

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".

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!

RESTORATIVE PRACTICES

Restorative Practices focuses on the relationships and connections between and among all people within a school community and provides a framework for creating positive school climate and culture. Research shows that integrating restorative practices into a school community can reduce negative behaviors and disciplinary incidents.

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.

Every bus rider must abide by the following rules or be subject to disciplinary action, which may entail suspension of bus riding privileges:

- All riders shall remain seated when the bus is in motion.
- Keep head, hands, and arms inside the bus.
- Scuffling, harassment, horseplay, obscene, inappropriate, or objectionable behaviors are forbidden.
- Bus riders shall maintain safe behaviors and cleanliness on the bus.
- Smoking, eating, drinking, or chewing gum aboard the bus are prohibited.
- No bus rider shall be allowed to bring articles of an injurious nature aboard the bus.
- Bus riders shall not tamper with bus equipment. Riders must report any observed damage to the driver immediately. The rider will pay for damage to the bus other than that due to regular usage.
- Bus riders shall be at the designated loading place at the scheduled time in the morning and afternoon.
- Bus riders will remain on the bus on the homeward trip to their regular bus stop, unless previous permission has been granted by the parent or guardian and communicated in advance to the school administrator.
- Bus riders will follow all instructions given by the bus driver.

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 **parents** or guardian. In it, we will tell you about life at Dolan, what it means to make good choices and live the Dolan D.R.E.A.M.!

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

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 the guidelines to follow:

The following is prohibited:

- Attire or accessories which portray disruptive or obscene writing or pictures.
- Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco, or alcohol.
- Shirts or blouses that reveal the abdomen, chest, breasts, or undergarments.
- See-through clothing.
- Shorts, mini-skirts, or pants that reveal undergarments.
- Hats, hoods, caps, scarves, bandanas, headbands, or other head coverings that are not worn for legitimate or religious reasons.
- Shoes or sneakers should be worn. **No flip flops, slippers, or athletic "slides", etc. please.**
- Students are not required to change for Physical Education. However, sneakers are essential and attention to personal hygiene is important.
- Pajama pants ARE NOT to be worn in school unless there is a scheduled pajama day approved by Principal Claps.

***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.

WHAT TO BRING? . . . MATERIALS FOR SUCCESS

1. **Charged** chrome book
2. Planner/agenda book
3. Water bottle
4. Notebooks one per class (optional)
5. Folders one per class (optional)
6. Pencil case
7. Wired headphones when needed (not in hallways)

AT DOLAN WE . . .

ANNOUNCEMENTS - **Homeroom** 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 stop in the main lobby to sign in and receive a paper pass to class. Any time after 8:30 a.m. please report to the main office to sign in and receive a paper pass.

CLASSES

Classes are approximately 52 minutes long and it is expected that you arrive on time. If you are late, you will need a pass from the location you were in.

No food during instructional time. Water only, no juices, energy drinks and/or sodas.

HALL PASS POLICY

All scholars are expected to be in class! We know this is challenging for some, but the goal is to be engaged and stay. While we realize students need a break for various reasons we try to limit this. With that being said, if and when a student does need to leave the class, they are to sign out in their Dolan planner.

All scholars are given a Dolan Planner/Agenda book and are expected to keep the Dolan planner all year as this is the key to a pass! So do not lose it!

Students are responsible for signing out in their planner and they have three times a day to use their pass. If more time is needed a medical note will be required for this. Otherwise students will be given a pass to leave or go to a place in the building.

All students **must** have and wear the hall pass when traveling in the hallways during class time.

Any student who wishes to enter or leave the room during the class period or is performing a duty that takes him or her through the halls must sign out in their planner/agenda and wear the pass issued by a teacher or administrator or other authorized personnel.

Paper passes are required when a student wants to meet with a school specialist or counselor or is late to school. The pass must be *completed by the teacher with whom the student has an appointment* and *shown* to the teacher whose class they are missing.

LUNCHTIME EXPECTATIONS

Please do not include any food items containing nuts in your lunch from home. 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!

1. All students are expected to find their seats quickly and remain seated unless given permission by a teacher or administrator.
2. An adult dismisses you from your lunch table. Students must raise their hands and receive permission before leaving their table for any reason.
3. Wear the hallway pass to use the bathroom, drink, nurse, and/or counseling. See adult at cafe doorway.
4. Leave the table and the area around your chair clean.
5. Place your tray or garbage in the trash cans provided.
6. Food can only be eaten in the cafeteria. Only water bottles are to be carried out.
7. Each person is responsible for cleaning up their immediate area and disposing of garbage properly.
8. Students cannot leave the cafeteria until their table is entirely cleaned. This may mean that students will have to cooperate with the Administrator in charge of the lunch period in cleaning up a messy table.

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

ASSEMBLIES

Periodically, students will have the opportunity to attend team, grade, or school-wide assembly programs. The following expectations will apply:

1. Walk to and from the assembly in a quiet, orderly manner.
2. Follow seating procedures as directed.
3. Sit upright and pay attention.
4. Behave in a courteous and respectful manner.
5. Show appreciation for the speaker or program by applauding in an appropriate manner at the proper time.

VAPING/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 buses, 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 as well as the Vape Diversionary Board will be notified. Consequences for any controlled/illegal substance found on school property, including, but not limited, to cigarettes, alcohol, drugs/drug paraphernalia, vaporizers and hookahs will be strictly enforced.

VANDALISM

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

LOST & FOUND

Books, clothing, and other items that are found in the building will be brought to a **designated spot**. 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 & Found items will be donated or discarded on a monthly basis.

EDUCATIONAL TECHNOLOGY DEVICE AGREEMENT

SPS provides chromebooks to all students. In order to receive a school-issued chromebook you need to complete the Educational Technology Device Agreement as well the Acceptable Use Policy and Parental Consent to Use of Online Educational Services Families are responsible to compensate SPS for units which are damaged or lost. Students may use their personal devices if you choose. However please be aware that the forms still need to be completed in the Parent Portal. Also note that SPS cannot accept any responsibility for lost or damaged personal devices. Further personal devices cannot be used to secure assessments (e.g. Smarter Balanced Assessment). ***Parents must complete these forms for your child to access any SPS network or use any SPS device.*** This form is one of three that need to be submitted through the PowerSchool Parent Portal (See also Acceptable Use Policy and Parental Consent to Use of Online Educational Services and Media Consent forms in the Parent Portal).

ELECTRONIC DEVICES (INCLUDING CELL PHONES/ SMART WATCHES/HEADPHONES)

SPS Cell Phone and Electronic Device Use Policy

The Stamford Public Schools recognize that many students at all grade levels possess and bring cell phones and other electronic devices to school. The purpose of the Stamford Board of Education Cell Phone and Electronic Device Use Policy is to ensure that cell phones and other electronic devices support classroom instruction, enrich student learning, and promote the safety of students, school staff, and school property. The use of cell phones and other electronic devices will be regulated by building administration and by the classroom teacher.

The Board considers allowing students to bring such devices to school to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to Board policies and associated rules and regulations. The following are guidelines and/or the Stamford Board of Education's acceptable use and regulations for electronic devices. The Stamford Public School system assumes no liability for personal electronic devices that are lost, broken, or stolen, or damaged in any manner. Policy Adopted: Aug 29, 2022

Cell Phone & Electronic Device Use Regulations

For the purpose of this policy and regulation, an electronic device is defined as any two-way wireless communication device or any other device capable of storing, playing, transmitting, or receiving images, data, text, video, audio files, and/or games, including, but not limited to, tablets, smart watches, cell phones, smart phones, e-readers, headphones, handheld video game devices, etc., and similar devices (hereinafter collectively referred to as a "Device" or "Devices").

USE

Any improper or unauthorized use of Devices while on school property, while on school-sponsored transportation, while at school-sponsored events or at such times not authorized by the principal or designee is prohibited.

TIMING

Devices are permitted on school grounds and at school-sponsored events, but may not be used, heard, or displayed during the school day, or during a school sponsored event, unless specifically approved pursuant to this regulation, by the request of the classroom teacher (Approved by building administrator), or where required by an IEP or 504 plan.

During the instructional day, ***all Devices shall be silenced and stored in the students' bookbags, backpacks, and/or personal bags*** except as set forth below. The school day includes but is not limited to, transportation to and from school by school bus, lunch breaks, recess periods, class changes, study halls, and any other structured or unstructured district activity that occurs before, during, or after the school day. Use of Devices might be allowed at appropriate times during the school day as noted below by grade level.

WIRELESS HEADPHONES (AirPods, etc.)

The use of any wireless headphones (any headphone that can connect to a device without a wire), during the school day is not allowed at Dolan. Any wireless headphones confiscated will be held in the Main Office for Parent/Guardian pick up.

USE: CONTENT

Devices shall not be used in an illegal manner or in a way that violates a published Board of Education policy or regulation (including school based regulations). Any image depicting persons in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image. Prohibited conduct specifically includes creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Audio and/or video recording devices and other Devices may be authorized for student use by the principal, and/or their designee, during a class and only in support of a student's specific education needs (IEP/504). In such cases, if a lesson is being recorded, the teacher and the entire class must be notified that the lesson is being recorded. Students may wear a smartwatch, provided the same is used solely as a watch and not as a communication device.

Any improper or unauthorized use of a Device while on school property, while on school-sponsored transportation, while at school-sponsored events, or at such times not authorized by the principal or designee, is prohibited. Unauthorized or improper use of such Devices may lead to disciplinary action, up to and including expulsion.

A student's Device may be searched and/or seized by an administrator or designee in accordance with a specific administrative directive if there are grounds for suspecting that the search will turn up evidence that the student has violated the law, Board policy, regulation, or the rules of the school. If a Device is confiscated, the Device will be returned to the student at the end of school day. If appropriate, a parent/guardian will be required to pick up the Device at School.

RESPONSIBILITY/LIABILITY

Any student who chooses to bring a Device to school shall do so at their own risk and shall be personally responsible for the security of their Device. Neither the district personnel nor the Board of Education will assume any responsibility or liability for loss, theft, damage, or vandalism to a Device brought onto school property, or for the unauthorized use of any such Device. Students may not store Devices in non-secured locations, including cubbies and lockers. School Based Regulation.

There is a telephone for student use in the Main Office should your child have a need to contact a parent/guardian during the school day. Students may use that phone as needed provided they have a pass from their teacher. Any digital media students need for class (e.g. a video project) should be stored on a flash drive for use in school.

Any violation of these responsibilities will result in suspension of privileges, confiscation of the electronic device, and other disciplinary action. Parents will need to pick up electronics in person.

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.

Students who fail three or more academic classes (English Language Arts, Math, Science, Social Studies, Reading Lab and Math Lab, or World Language) for the year may be required to repeat the grade at the option of the principal.

Students who fail two or more classes either academic or non-academic, during any marking period may be assigned to after-school homework club until grades are raised to passing.

HOMEWORK

Homework is assigned at the discretion of the classroom teacher and is intended to help students master the subject being studied.

The amount of homework assigned varies from one night to the next. In general, it is expected that students and parents should plan on having approximately 1 to 1 ½ hours of homework each school night.

If specific homework is not assigned, it is expected that students will review their lesson notes, re-read texts, continue working on long-term assignments and/or engage in appropriate independent reading. Assigned homework is posted through PowerSchool, Google Classroom or on Teacher websites. Teachers will inform students if they have class websites. *(See Board Policy)*

In order to learn a lot and earn high grades, homework must be completed, returned on time and studying notes or reviewing items to “do”.

Remember to write all homework assignments in your Agenda/Planner 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.

CHROMEBOOKS

Your chromebooks and any textbooks/classroom novels are loaned to you, without charge, for the entire school year. You should take good care of these materials. If you lose your chromebook 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.

ADVOCATE FOR YOUR NEEDS/STUDENT SUPPORT (social and/or academic)

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 parents 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! Be sure to sign up for a session by visiting the School Counselor Google Classroom and submitting a google form to request a meeting.

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. No student can be allowed on a Field Trip without prior written parental permission.

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

AFTERSCHOOL

Students who remain on campus beyond the end of the regularly scheduled school day must be in an activity under the direct supervision of a teacher or staff member. No student may stay after school to simply "hang out." Extra help from a teacher, participation in a club or sport, and detention are examples of supervised activities.

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).

Report Cards and Honor Roll

There are two (2) types of grades reported:

Evidence of Learning (65%)

A = Excellent B = Good C = Fair D = Poor F = Failing

Participation (35%)

1 = Excellent 2 = Satisfactory 3 = Unsatisfactory

Grades are updated every two weeks at minimum.

Honor Roll Celebrations are scheduled after each marking period to recognize students who earn honors. There are two levels of Honors plus another level of distinction at Dolan:

- HIGH HONORS – All A's
- HONORS – All A's and B's
- "ON-A-ROLL" – We look forward to recognizing students who have worked hard to improve their grades. If a student improves in two or more subjects, we believe that they are "On-a-Roll" and are on the way to overall achievement. It is an honor to make this list and be recognized for hard work.

SCHOOL-BASED HEALTH CENTER

Nurse and SBHC are Separate

In addition to the school nurse, Dolan has a School-Based Health Center which 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 SBHC, 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.

Health Records: To best serve the health needs of your child, we need some information from you. Please make sure that your child is vaccinated against Measles, Mumps, Rubella and Polio and return the health forms to the main office at the beginning of the school year (State Law requires 6th grade students to have a physical in order to register for school).

Health Emergency Card: Emergency contact numbers - Please be sure to list the people who can be reached during school hours.

Health Services: If your child feels ill, he/she should ask permission to go to the nurse's office. Any injury or accident should be reported immediately to the teacher, nurse or main office. 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. The school nurse checks vision and hearing during the year. You will be contacted if any problems are suspected. The School Based Health Center (SBHC) is located on the ground floor of Dolan Middle School, and is staffed by a Nurse Practitioner, Social Worker and a Family Facilitator who work in collaboration with the school nurse, guidance counselors, school social workers, school psychologists, teachers, and other school staff to help ensure every child's academic success. The SBHC staff combine health education, preventive services and disease management to positively impact students, encourage healthy behaviors and promote learning.

Please remember, we must have a signed SBHC (printed on yellow paper) permission form on file in order for your child to access this on-site service.

Please let us know if you need this document translated.

Déjenos saber si usted desea que este documento sea traducido.

Tanpri, fè-n konnen si-w bezwen dokiman sa-a an Kreyòl



DOLAN Middle School

2023-2024

Regular Bell Schedule

BLOCK	TIME
Homeroom	7:50-8:10
1st	8:13-9:05
2nd	9:08-10:00
3rd	10:03-10:55
4th	10:58-12:42
5th	12:45-1:37
6th	1:40-2:32
Homeroom	2:35-2:40

Lunch Waves- Block 4

6th - 11:00-11:30
7th/8th- 11:35-12:05
7th/8th- 12:10-12:42



DOLAN Middle School

2023-2024

Early Release Schedule

BLOCK	TIME
Homeroom	7:50-8:10
1st	8:13-8:50
2nd	8:53-9:30
3rd	9:33-10:10
4th	10:13-10:50
5th	10:53-11:31
6th	11:34-12:12
Homeroom	12:15-12:20

No lunch is served on early release days



DOLAN Middle School

2023-2024

2-Hour Delay Bell Schedule

BLOCK	TIME
Homeroom	9:50-10:10
1st	10:13-10:42
2nd	10:45-11:14
3rd	11:17-1:00
Lunch	6th 11:18-11:48 7th 11:53-12:23 8th 12:28-12:58
4th	1:03-1:31
5th	1:34-2:02
6th	2:05-2:32
Homeroom	2:35-2:40



Stamford Public Schools Calendar 2023-2024

(Adopted 01/24/2023)

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 (2 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		

Aug. 22-23: New teacher orientation
 Aug. 24: Convocation & school-based PD
 Aug. 25: Mandated Training / Classroom Prep
 Aug. 28: District PD
 Aug. 29: K, 6, 9 orientation & school-based PD
 Aug. 30: First Day of School students

September (19 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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. 4: Labor Day, no school
 Sept. 16-17: Rosh Hashanah
 Sept. 19: Open House - Middle School
 Sept. 21: Open House - High School
 Sept. 25: Yom Kippur, no school
 Sept. 27: Early release - school-based PD
 Sept. 28: Open House - Elementary School

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				

October 9: Columbus Day, no school
 October 25: Early Release - school-based PD

November (18 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. 7: Election Day, no school students, PD
 Nov. 10: Veterans Day, no school
 Nov. 22: All Early Release
 Nov. 23-24: Thanksgiving recess, no school

December (16 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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. 13-15: All District - Early Release/Conferences
 Dec. 22: Early Release, all
 Dec. 25: Christmas Day, no school
 Dec. 26-29: Winter Recess, no school

January (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			

Jan 1: New Years Day, no school
 Jan. 15: MLK Day, no school
 Jan. 31: Early Release - school-based PD

February (18 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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		

Feb. 16: February break, no school
 Feb. 19: Presidents' Day, no school
 Feb. 20: February break, no school
 Feb. 28: Early Release - school-based PD

March (20 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						

March 20-22: All District - Early Release/Conferences
 March 27: Early Release - school-based PD
 March 29: Good Friday, no school

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 10: Eid al-Fitr, no school
 April 15-19: Spring Recess, no school

May (22 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 22: Early Release - school-based PD
 May 27: Memorial Day, no school

June (8 Days)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 10-11: Tentative* early release, students
 June 12: Tentative* early release, last day all
 June 19: Juneteenth

Legend:

- ☐ No school students, staff
- ☒ Early release
- ☆ First day/last day of school
- Open school night

*Any inclement weather days will be added to the end of the school year.
 This calendar has 181 student days and 186 staff days scheduled.

OTHER RELIGIOUS & CULTURAL HOLIDAYS

- Nov. 12: Diwali
- Dec. 7-15: Hanukkah
- Dec. 26-Jan. 1: Kwanzaa
- Jan. 6: Three Kings Day
- Feb. 10: Lunar New Year
- Feb. 14: Ash Wednesday
- Mar. 10: Ramadan begins
- Mar. 31: Easter
- Apr. 22-30: Passover
- May 5: Orthodox Easter
- June 16: Eid al-Adha
- July 4: Independence Day

Stamford Public Schools 2023-2024

1. Open School Nights

Tuesday, September 19	Middle schools
Thursday, September 21	High schools
Thursday, September 28	Elementary schools

2. Marking Period Progress Report and Parent Conference Information

Elementary Schools

Wednesday, November 22	End of 1 st marking period
Friday, December 8	1 st marking period final grades accessible in Parent Portal
Wednesday, December 13	Early Release (report card conferences)
Thursday, December 14	Early Release (report card conferences)
Friday, December 15	Early Release (report card conferences)
Friday, March 1	End of 2 nd marking period
Friday, March 15	2 nd marking period final grades accessible in Parent Portal
Wednesday, March 20	Early Release (report card conferences)
Thursday, March 21	Early Release (report card conferences)
Friday, March 22	Early Release (report card conferences)
Monday, June 10	Tentative early release for students*
Tuesday, June 11	Tentative early release for students*
Wednesday, June 12	Tentative last day for students*(early release for students and staff)
Friday, June 14	3 rd marking period final grades accessible in Parent Portal

Middle & High Schools

Friday, October 6	1 st quarter progress report grades accessible in Parent Portal
Friday, November 3	End of 1 st quarter
Friday, November 17	1 st quarter final grades accessible in Parent Portal
Wednesday, December 13	Early Release (Parent conferences)
Thursday, December 14	Early Release (Parent conferences)
Friday, December 15	Early Release (Parent conferences)
Friday, December 15	2 nd quarter progress report grades accessible in Parent Portal
Friday, January 19	End of 2 nd quarter
Friday, February 2	2 nd quarter final grades accessible in Parent Portal
Friday, March 1	3 rd quarter progress report grades accessible in Parent Portal
Wednesday, March 20	Early Release (Parent conferences)
Thursday, March 21	Early Release (Parent conferences)
Friday, March 22	Early Release (Parent conferences)
Friday, March 29	End of 3 rd quarter
Friday, April 12	3 rd quarter final grades accessible in Parent Portal
Friday, May 10	4 th quarter progress report grades accessible in Parent Portal
Monday, June 10	Tentative early release for students*
Tuesday, June 11	Tentative early release for students*
Wednesday, June 12	Tentative last day of school*(early release for students and staff)
Friday, June 14	Final grades available in Parent Portal

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

Check box if any information has changed.

**DOLAN MIDDLE SCHOOL
REGISTRATION INFORMATION**

2023 - 2024

PLEASE PRINT – All Sections are Required

Student Name: _____
Last First Middle

Grade: _____ Bus / Walker / Car Rider: _____ Homeroom _____

Gender: : _____ Date of Birth: _____ Age: _____

GUARDIANSHIP

Student Lives with: _____ Relationship to Student: _____

Street Address: _____

Home Phone: _____ Home Email: _____

Mother/Guardian Name: _____ Father/Guardian Name: _____

Cell Phone: _____ Cell Phone: _____

Day Phone: _____ Day Phone: _____

Work Phone: _____ Work Phone: _____

Ok to Text? _____ Yes _____ No

EMERGENCY CONTACT INFORMATION

Name	Telephone Number	Relationship to Student
_____	_____	_____
_____	_____	_____
_____	_____	_____

Language Spoken at Home: _____

Medical Concerns / Allergies: _____

ONLY THOSE ADULTS LISTED AS "EMERGENCY CONTACTS" WILL BE ALLOWED TO SIGN STUDENTS OUT IN PARENT'S ABSENCE.



DETERMINATION ● RESPECT ● EMPATHY ● ACCOUNTABILITY ● MINDFULNESS

Vision:

At Dolan, we aspire to create an environment where students and staff foster a kind and empathetic community while maintaining high expectations and productive outcomes for all. This shared growth mindset will ensure all students will commit to their goals & D.R.E.A.M!

Let's remember to make good choices & live the Dolan Dream!

I _____ (Student Name) have read and understood the information in this handbook. I agree to follow and live the Dolan D.R.E.A.M. each and every day!

Student Signature _____

I _____ (Parent/Guardian Name) have read and understood the information in this handbook. I will support my Raider and communicate with the school to foster a strong partnership.

Parent/Guardian Signature _____