

*Ansonia  
Middle School*



*STUDENT  
HANDBOOK  
2023/2024*

## PRINCIPAL'S MESSAGE

Hello Ansonia Middle School,

Welcome to the 2023-2024 school year!

It is with great excitement that I begin my fifth year as principal of the middle school. I look to build on the outstanding work being done here to provide your children with an enriching middle school experience.

The purpose of this handbook is to familiarize yourself with board policies and provide you an overview of expectations and school discipline. I am confident that if we work together, we will provide the necessary tools for our young children and teach them what it takes to be successful at the secondary level and prepare them to take the next step in their educational journey. Because of that, should you have any questions, please do not hesitate to reach out to the school. We are here to help!

The school day officially begins at 7:50 and ends at 2:25. Students will be allowed to enter at 7:15am and remain in the auditorium until they are dismissed at 7:30 to get a grab and go breakfast and report directly to their Period 1 class. The late bus is scheduled to be in operation Mondays, Tuesdays, and Wednesdays with a pickup time of 3:45.

I am looking forward to meeting all of you and working together to ensure the success for all students. AMS has a great team of professionals here to support you and your children along the way.

All the best,

Pete Colaccino

## PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications. Copies of all policies are available on [www.ansonia.org](http://www.ansonia.org)

### ANSONIA PUBLIC SCHOOLS Mission Statement

The mission of Ansonia Public Schools is to provide a learning environment that challenges and motivates all students to attain high standards of achievement and reach maximum individual potential. In a partnership of mutual accountability with our community, parents, board of education and staff, we will prepare all students to become successful life-long learners in an ever-changing, technological and culturally diverse global society.

#### School-Wide Behavioral Expectations:

<b>As A School We Would Like To Feel</b>	<b>In Order to Have These Feelings, We Will</b>
Safe	<ul style="list-style-type: none"><li>• Be mindful of our surroundings and of things that can impact our safety</li><li>• Speak up when others are not being safe</li><li>• Follow ALL school safety protocols, rules, and building security expectations.</li></ul>
Valued	<ul style="list-style-type: none"><li>• Actively listen and give full attention when interacting with others</li><li>• Be aware of the “tone” with which we speak to others</li><li>• Show respect and interest by our words – use positive language</li><li>• Give positive feedback / praise</li></ul>
Productive	<ul style="list-style-type: none"><li>• Set realistic goals</li><li>• Be respectful of others’ time (i.e. starting and ending meetings on time)</li><li>• Be prepared for all meetings</li></ul>
Supported	<ul style="list-style-type: none"><li>• Offer assistance to others</li></ul>

	<ul style="list-style-type: none"> <li>• Have an “open door policy”</li> <li>• Shared celebration of success (team, grade, and school)</li> </ul>
Involved	<ul style="list-style-type: none"> <li>• Work hard to positively engage parents/guardians in the school community</li> <li>• Involve yourself in the school community beyond the walls of the classroom</li> </ul>
Happy	<ul style="list-style-type: none"> <li>• Be welcoming to others – be inclusive</li> <li>• Maintain a work/life balance</li> </ul>
We Will Handle Conflict By	<ul style="list-style-type: none"> <li>• Sharing emotions using “I-statements”</li> <li>• Consider the perspective of others when discussing issues</li> <li>• If necessary, take a “time out” to prevent further escalation of issues (can be revisited)</li> </ul>

**EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

The parent or person having control of a child sixteen or seventeen years of age may consent to such child’s withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school’s guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community.

A student who has attained the age of sixteen and who has voluntarily terminated enrollment in the district’s schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission.

A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

Parents of students attending District schools have the option to enroll their child in a magnet school with which the District is a non-participating district, if the magnet school has unused student capacity. The District will pay any tuition charge

**ANSONIA MIDDLE SCHOOL**  
**DIRECTORY 2022-2023**

**Principal**

Mr. Peter Colaccino

**Assistant Principal**

Mr. Steve Marchetti

**Guidance Counselor**

Mrs. Andrea Vercillo

**Social Workers**

Ms. Amanda Craig

Ms. Lauren Proffitt

**Food Services Director**

Mr. Kevin Benham (203) 736-5009

**Nurse**

Mrs. Teresa Lamoureux, R.N. (203) 736 - 5070

**Grade Level Team Leaders:**

Ms. Megan Muzzi – Teal Team

Mrs. Sue Silva – Lilac Team

Mrs. Lori Lago – Blue Team

Ms. Cindy Mullins – Yellow Team

Mrs. Katie Fidanza – Green Team

Ms. Deanna Souza – Red Team

**Instructional Coaches**

Mr. Tim Piviroto – Language Arts / Social Studies

Ms. Allie Heery – Science / Math

**Attendance Clerks**

Ms. Natalie Moir

Mr. Andy Mancini

**To report an absence or verified tardy, please call the main office at 736-5070**

**Ansonia Board of Education**

**Ansonia Board of Education**

Central Office Administration

**Joseph DiBacco, Ed. D.**

*Superintendent of Schools*

**Stephen Bergin**

*Assistant Superintendent of Schools*

**Stefanie Savo**

*Director of Special Services*

**Charles Carey**

*Business Administrator*

**Ansonia Board of Education**

Richard Bshara.....President  
Christopher Phipps.....Vice President  
Beth LaBerge..... Secretary  
Fran DiGiorgi..... Member  
Sharon Voroschak..... Member  
Tracey DeLiberio..... Member  
David Knapp.....Member

**Ansonia Middle School Bell Schedules**  
**2023-2024**

**REGULAR BELL SCHEDULE**

<u>Grade 6</u>			<u>Grade 7</u>			<u>Grade 8</u>	
<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>
<u>1</u>	7:50-8:44		<u>1</u>	7:50-8:44		<u>1</u>	7:50-8:44
<u>2</u>	8:46-9:35		<u>2</u>	8:46-9:35		<u>2</u>	8:46-9:35
<u>3</u>	9:37-10:26		<u>3</u>	9:37-10:26		<u>3</u>	9:37-10:26
<u>LUNCH</u>	10:30-11:00		<u>4</u>	10:28-11:17		<u>4</u>	10:28-11:17
<u>4</u>	11:03-11:52		<u>LUNCH</u>	11:21-11:51		<u>5</u>	11:19-12:08
<u>5</u>	11:54-12:43		<u>5</u>	11:54-12:43		<u>LUNCH</u>	12:12-12:42
<u>6</u>	12:45-1:34		<u>6</u>	12:45-1:34		<u>6</u>	12:45-1:34
<u>7</u>	1:36-2:25		<u>7</u>	1:36-2:25		<u>7</u>	1:36-2:25

**2 HOUR DELAYED OPENING SCHEDULE**

<u>Grade 6</u>			<u>Grade 7</u>			<u>Grade 8</u>	
<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>
<u>1</u>	9:50-10:27		<u>1</u>	9:50-10:27		<u>1</u>	9:50-10:27
<u>2</u>	10:29-11:01		<u>2</u>	10:29-11:01		<u>2</u>	10:29-11:01
<u>3</u>	11:03-11:35		<u>3</u>	11:03-11:35		<u>3</u>	11:03-11:35
<u>LUNCH</u>	11:38-12:08		<u>4</u>	11:37-12:09		<u>4</u>	11:37-12:09
<u>4</u>	12:11-12:43		<u>LUNCH</u>	12:12-12:42		<u>5</u>	12:11-12:43
<u>5</u>	12:45-1:17		<u>5</u>	12:45-1:17		<u>LUNCH</u>	12:46-1:16
<u>6</u>	1:19-1:51		<u>6</u>	1:19-1:51		<u>6</u>	1:19-1:51
<u>7</u>	1:53-2:25		<u>7</u>	1:53-2:25		<u>7</u>	1:53-2:25

**EARLY RELEASE SCHEDULE**

<u>Grade 6</u>			<u>Grade 7</u>			<u>Grade 8</u>	
<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>		<u>Period</u>	<u>Time</u>
<u>1</u>	7:50-8:21		<u>1</u>	7:50-8:21		<u>1</u>	7:50-8:21
<u>2</u>	8:23-8:49		<u>2</u>	8:23-8:49		<u>2</u>	8:23-8:49
<u>3</u>	8:51-9:17		<u>3</u>	8:51-9:17		<u>3</u>	8:51-9:17
<u>LUNCH</u>	9:21-9:42		<u>4</u>	9:19-9:45		<u>4</u>	9:19-9:45
<u>4</u>	9:45-10:11		<u>LUNCH</u>	9:49-10:10		<u>5</u>	9:47-10:13
<u>5</u>	10:13-10:39		<u>5</u>	10:13-10:39		<u>LUNCH</u>	10:17-10:38
<u>6</u>	10:41-11:07		<u>6</u>	10:41-11:07		<u>6</u>	10:41-11:07
<u>7</u>	11:09-11:35		<u>7</u>	11:09-11:35		<u>7</u>	11:09-11:35

**NOTE:** Ansonia Middle School operates on a 3-day rotating schedule (A, B, and C Days respectively). This class rotation has an impact on the Unified Arts classes each student attends. The bell schedule(s) are unaffected by this rotation.



## **SECTION I - GENERAL ACADEMIC INFORMATION**

The primary purpose for attendance at school is to receive an education that will prepare our students for future education, employment, and to be productive citizens. Students and parents are encouraged to consult yearly with the guidance counselor regarding course selection and academic progress. To Increase the chance for success, students should pay careful attention to the following:

### **ACADEMIC HONESTY**

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are unacceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism.

One of the principles that we foster at Ansonia Middle School is that of honesty and appropriate ethical behavior. With that in mind, all academic work should reflect the efforts of the individual. Thus, if a student is caught cheating (*e.g. copying or permitting someone to copy homework, quiz, test, paper, etc., plagiarizing by using someone else's work without giving credit or proper documentation, composing an essay using another's words*), the student will receive a grade of zero for the work and the parent/guardian will be notified. Continued such behavior may result in more severe consequences.

### **GRADING SYSTEM AND HONOR ROLL**

- Ansonia Middle School uses a numeric grading system, based on zero to one hundred. Sixty (60) is the lowest passing grade. The table below equates numerical grades with the equivalent letter grades:

A+	97-99 (Excellent)	C+	77-79 (Fair)	F+	50 -59 (Failing)
A	93-96	C	73-76	F-	0-49 (Failing)
A-	90-92	C-	70-72	P	Pass
B+	87-89 (Good)	D+	67-69 (Poor)	NC	Incomplete
B	83-86	D	63-66		
B-	80-82	D-	60-62		

### **HOMEWORK**

Homework is an important component of the education program at Ansonia Middle School. The assigning of homework is a practice supported by the Board of Education and one to which the Board expects the administration and staff to adhere. The following policy regarding homework assignments is for the purpose of creating uniformity and clarity in establishing a system-wide policy.

- The purpose of homework is to help students become self-directed, independent learners. It shall be related to the district's philosophy of education and to each school's goals.
  - Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce or enhance school experiences.
  - The emphasis shall be placed on the value of the assignment to the child.
  - Homework shall not be assigned simply for the sake of providing busy work for children or for disciplinary purposes.

- The immediate purpose of specific homework assignments - including long-range assignments which teach students to budget time over an extended period - may be to:
  - Strengthen basic skills
  - Extend classroom learning
  - Stimulate and further students' interests
  - Reinforce independent study skills
  - Develop initiative, responsibility, and self-direction
  - Stimulate worthwhile use of leisure time
  - Acquaint parents with the work students do in school
  
- Homework is to be accomplished outside of class by the student and is a shared responsibility of the school and home. Although students may have class time or study periods during which they may work on homework assignments, it is expected that they will complete any remaining assignments at home.

### **INCOMPLETES**

Students whose grades are incomplete will receive an ***"I"*** on their report cards. Teachers will notify students of the date by which these incompletes must be resolved. A period of ten (10) school days from the close of the marking period is considered the maximum time for resolving incompletes unless extreme and unusual student circumstances exist. Any deviation from this ten school day period requires approval of the Principal. If work is not accomplished by the cutoff date, the student's grade will be computed without benefit of those assignments.

### **LATE WORK, MAKE-UP WORK AND EXTRA HELP**

#### ***IT IS IMPORTANT TO REMEMBER THAT ACADEMICS ALWAYS TAKE PRECEDENCE OVER EXTRACURRICULAR ACTIVITIES***

Homework and grading policies will be established, published, and enforced by individual teachers who will distribute this information to students during the first week of class and to parents/guardians on Back-To-School Night. Make-up work and extra-help for instructional support take precedence over any club or activity. Work is due on or before the due date that is established, published, and enforced by each individual teacher.

- Students are given **two (2) school days within which to make up work for each day of an absence** except in extenuating circumstances.
- Following a one-day absence (including field trips), teachers may require students to complete **previously announced activities** on the day they return to school.
- Short-term absence (including field trips) will not be an excuse for handing in long-term assignments after the announced due date.
- Make-up sessions for exams or presentations will need to be arranged on an individual basis with the teacher.
- ***Work missed as a result of either unauthorized absence or class cuts cannot be made up.***

### **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

## **PARENT/TEACHER CONFERENCES**

Soon after the close of the first marking period, Parent Conferences are scheduled. This is a formalized, structured opportunity for parents to visit the school and confer with school personnel concerning the progress of their children.

*We strongly encourage parents to schedule a conference with their child's teacher or team whenever a concern/question arises. Appointments are made through the Team Leader on each of the 6 grade level teams.*

## **PARENT-TEACHER- STUDENT ASSOCIATION AND ORGANIZATIONS**

PTSO is a vital link between the school, the community, and the parents it serves. Thus, parents are urged to join and take an active part in the PTSO. Meetings are announced through the Principal's Weekly Announcements through ParentSquare.

## **REPORT CARDS**

To keep parents/guardians informed of student progress, report cards are issued four times per year following the close of each marking period. In addition, the guidance department and/or the students' teachers will be in close contact with parents/guardians when a student is in danger of failing. Parents are encouraged to take an active interest in their children's studies and should not hesitate to contact the school to determine their child's progress at any time during the year. In addition, you can stay up to date with your child's progress by utilizing the Parent Portal. PowerSchool is a web-based student information system that allows you to access your children's grades and attendance on-line. Information for the parent portal can be found on our school website.

## **PROGRESS REPORTS**

Midway during each of the four marking periods, students in danger of failing are notified by the teacher and warning notices are sent home via the students. (*Note: Teachers may issue progress reports at other times as necessary. These may be sent home with the student or mailed.*) Please watch for them based on the dates listed in the Marking Period schedule. Dates may change due to unanticipated school closings.

## **SECTION II. ATTENDANCE**

### **5113 Students**

#### **ATTENDANCE and TRUANCY**

The Ansonia Board of Education believes that regular attendance is essential to the overall academic, social and emotional development of students. Parents and school personnel must work together to help students take advantage of their educational opportunities. In this respect, parental guidance is essential to encouraging regular school attendance.

The Ansonia Board of Education requires that each parent or other person having control of a child **five (5) years of age through** eighteen (18) years of age, who resides in Ansonia, shall cause such child to attend school regularly during the hours and terms that the Ansonia Public Schools are in session, except as follows:

1. The student has graduated from high school;

2. The student is age five (5) or six (6) and a parent or other person having control of the student has personally appeared at the Ansonia Board of Education office and signed an option form setting out his/her election not to enroll the student in school for that given year in accordance with Board policy;
3. The student is age seventeen (17) and a parent or other person having control of the student has personally appeared at the Board of Education office or the high school office and signed an option form setting out his/her election not to enroll the student for that given year in accordance with Board policy; or
4. The parent or other person having control of the student shows that the student is elsewhere receiving equivalent education in studies taught in the public schools and/or has completed the necessary home-schooling paperwork with the Superintendent's Office.

## Truancy

The Ansonia Board of Education will monitor the attendance of students who are between the ages of five (5) and eighteen (18), inclusive, in order to identify students who are truant. The Ansonia Board of Education will enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

A "truant" is defined as a student enrolled in Ansonia Public Schools between the ages of five (5) and eighteen (18), inclusive, with four or more unexcused absences in any calendar month or ten unexcused absences within any school year.

Students with excessive truancy can lose the privilege of participating in all school sponsored activities including sports, field trips, prom/dances, clubs, etc.

Legal Reference: Connecticut General Statutes  
 10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)  
 10-185 Penalty  
 10-199 through 10-202 Attendance, truancy - in general  
 10-198a Policies and procedures concerning truants (as amended by PA 11-136)  
 Action taken by State Board of Education on January 2, 2008, to define "attendance"  
 Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused"

Policy adopted:	April 7, 2004	ANSONIA PUBLIC SCHOOLS Ansonia, Connecticut
Policy revised:	December 6, 2006	
Policy revised:	August 10, 2011	
Policy revised:	October 3, 2012	

## Students

### Attendance and Truancy

#### Grades 6-8

Ansonia Public Schools defines the following attendance procedures:

**"Daily Absence"** is when a student enrolled in Ansonia Public Schools is absent from school for more than one half or up to an entire day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. Daily attendance reporting has bearing on reporting done to the Connecticut State Department of Education.

**"Period Absence"** is determined by a student's presence (or lack thereof) in each class for which he/she is

scheduled on the school day in question.

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. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - 1. Student illness (*must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence*);
  - 2. Student's observance of a religious holiday;
  - 3. Death in the student's family or other emergency beyond the control of the student's family;
  - 4. Mandated court appearances (*documentation required*);
  - 5. The lack of transportation that is normally provided by the district other than the one the student attends (*no parental documentation required*);
  - 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

**5113**

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

**"Tardy"** is defined as any time after the scheduled start of the school day. **"Early departure"** is defined as a departure any time prior to the scheduled end of the school day.

Students who enter Ansonia Middle School after the start of the school year will be required to abide by this policy. The maximum number of unexcused absences shall be prorated on the basis of the number of the student's full months of enrollment in the Ansonia Public Schools.

Students with excessive tardy attendances of ten (10) or more during a marking period or twenty (20) or more for the school year may lose their privilege to participate in all school sponsored activities (including sports, field trips, clubs, dances, prom) for the remainder of the school year.

## **TRUANCY LAW**

Pursuant to Connecticut General Statutes § 10-198a, the Ansonia Public Schools enact the following procedures concerning truants:

The School administration will:

1. Meet with the parents of each student who is truant, or other persons having control of such student, and appropriate school personnel to review and evaluate the reasons for the student being a truant, provided such meeting shall be held not later than ten school days after the student's fourth unexcused absence in a month or tenth unexcused absence in a school year.
2. Coordinate services with and referrals of such students to community agencies providing child and family services;
3. Provide notification annually at the beginning of the school year and upon any enrollment during the school year to the parent or other person having control of each student of the obligations of the parent or such other person pursuant to section 10-184(4);
4. Obtain annually at the beginning of the school year and upon any enrollment during the school year, from the parent or other person having control of each student, a telephone number or other means of contacting such parent or such other person during the school day; and
5. Make a reasonable effort to notify, by telephone, whenever a child enrolled in school in any such grade fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent or other person having control of the student is aware of the student's absence.

Parents or other person having control of a student are strongly encouraged to contact school authorities if they have any questions/concerns regarding their student's attendance.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents

10-198a Policies and procedures concerning truants (as amended by PA 98-243 and P.A. 11-136)

10-199 through 10-202 Attendance, truancy - in general

46b-149 Family with Service Needs

Action taken by State Board of Education on January 2, 2008, to define "attendance"

Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused"

Regulation approved: December 6, 2006

Regulation revised: August 10, 2011

Regulation revised: October 3, 2012

ANSONIA PUBLIC SCHOOLS

Ansonia, Connecticut

### **ATTENDANCE - LATE ADMITTANCE/ EARLY DISMISSAL**

A student arriving to school after 7:50 a.m. must report to the main office for a late pass.

No student will be dismissed from school for any reason unless a parent or guardian reports to the main entrance to pick up the student. The parent must appear each time early dismissal is requested.

Depending upon circumstances, notes or telephone calls will be considered. The administration will excuse tardiness only in extremely rare and extenuating circumstances. Also, all requests for excused tardiness will not automatically be granted.

## **ATTENDANCE – PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

No student will be allowed to participate in any school-sponsored activity or practice unless he/she was in attendance the day the activity is scheduled.

- When an activity is held on a day that school is not in session, the student must have been present the last scheduled school day before the activity. Circumstances beyond one's control may be considered by the administration only.
- School approved field trips will not be added to absence total.

## **EXPULSION – PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

The Ansonia Board of Education's Policy 5131(b), Section I.G defines *expulsion* as "the exclusion from school privileges... provided the exclusion does not extend beyond a period of one calendar year."

Therefore, students expelled from school shall not attend any school activity on or off school grounds during the expulsion period; such activities include, but are not limited to, athletic and club events/activities, Dances, field trips, and the promotion ceremony.

## **SECTION III - GENERAL INFORMATION**

### **ADVERTISING**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures are fully executed and ongoing to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office. Per the Director of Facilities, Ansonia Middle School has been determined to have no asbestos in the building.

### **ASSEMBLIES**

There are times when classes, grades, teams, or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

### **BOOKS AND SUPPLIES**

All books issued to students are the property of the City of Ansonia.

- Students are required to return all books, equipment, materials, uniforms, etc. and pay all debts (lost books/materials, unreturned items, and Ansonia Foods Service debts) to the faculty, staff, or coach that assigned it to them prior to the last week of school. Note: if outstanding items are not returned, fees will be charged, and records may be retained.
- \*\*\*Student debts must be paid in order to participate in school functions, such as; Dances, and/or Field Trips.

- Schedules, report cards, or diplomas may be withheld until students have returned or paid for books or materials/equipment which they have been issued.

### **CAFETERIA/FOOD**

Students are required to stay in the AMS Café during their 30 minute lunch wave unless arrangements have been made ahead of time to spend lunch in a teacher's classroom. Restroom privileges will be granted provided they are not abused by that individual and student willingly returns to his/her assigned location. Those wandering in the hallways or unassigned areas will be given consequences to be determined by administration.

- Students are not allowed to take food out of the cafeteria unless arrangements have been made ahead of time to spend lunch in a teacher's classroom.
- Students may bring their own lunch, but are not allowed to have food delivered from a local establishment.
- Students are expected to conduct themselves in an orderly, respectful manner.
- Students are expected to clean up after themselves (including table and floor). Trays are to be returned to the designated area, and waste paper, refuse, utensils, and recyclables must be placed in the appropriate receptacles.

### **CHILD ABUSE**

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

### **COMPUTER RESOURCES**

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 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.

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.



## **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing the material:

1. Is related to the school, community, local recreational or civic activity;
2. Does not relate to any religious belief or activity, or promote private gain;
3. Does not promote any outside governmental political party, candidate or position;
4. Does not promote profit making organizations;
5. Does not advocate a position regarding a referendum question;

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

## **DISTRIBUTION OF LITERATURE**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

## **ELEVATOR USE**

Students who need to use the elevator must have an elevator pass given to them from the nurse's station or from a specific faculty/staff member. If anyone is caught using the elevator without authorization, he/she will meet with administration and disciplinary action may be taken.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by administration. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least one month before the event. Except as approved by the Principal, fund-raising is not permitted on school property.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

## **GREEN CLEANING PROGRAMS**

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

## **GUIDANCE SERVICES**

The Guidance Suite is located on the first floor directly off the main lobby. Its facilities are available to all students and parents.

Confidentiality is an important part of all professional relationships. It is essential to know, however, that by law or by sound ethical practices, there are situations whereby a counselor is required to disclose information that affects student safety or the safety of others. To avoid any misunderstanding between the student and counselor, it is best for the student to clarify any issue that is expected to be held in confidence.

- The guidance staff offers services which assist students with educational, personal, and social problems and will confer with parents and students when appropriate.
  - A guidance counselor will be available to each student and will be available for consultations when deemed necessary. Students may make an appointment to see their counselor.

- Crisis and Problem Counseling: Students who face difficulties adjusting to school, managing their personal lives during periods of stress, dealing with physical or psychological problems, or dealing with excessive fears and anxieties will have open access to their counselor. Crisis situations or problems which require immediate attention should be brought to the attention of any guidance counselor, school psychologist, social worker, or administrator. Teachers are frequently valuable resources with whom a student may share the initial disclosure of a problem until a counselor is consulted.

## **HEALTH SERVICES**

Ansonia Middle School has a nurse in the building during school hours.

- Accident insurance is available at a nominal cost.
- Except in an emergency, any student who wishes to see the nurse must obtain a pass from his/her teacher.
- Any accident occurring in school is to be reported immediately to the teacher, main office and the nurse. A student should not wait until the following day to report an injury.
- Parents and students should be aware that the school nurse does not dispense any medicine taken internally - including aspirin - to any student without written authorization. (Please check with the nurse for further information.)
- In case of illness, the student must report to the school nurse for evaluation and dismissal pass. No student may leave the building without permission from either the parent/guardian or emergency contact designee and the school nurse or administration.
- ***In case of an extreme emergency and the parents cannot be contacted, the school reserves the right to secure qualified medical assistance for the student.*** We ask that you please be sure that we have valid work, home, cell, and emergency phone numbers on file.

**NOTE: A physical exam is required for students entering Grade 7. Any student, who has not completed a mandated physical examination by the beginning of the first day of school in Grade 7, will not be admitted to school.**

### **Administration of Medication**

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse). All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, a dentist's, or an advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year. A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

### **Emergency Medical Treatment**

Parents are **REQUIRED** each year to complete an emergency information form for use by the school in the event of a medical emergency.

### **Health Records**

School nurses maintain health records using the Connecticut “Health Assessment and Record Form.” These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent to the school where the student enrolls. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Homebound / Tutoring**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist, or the Planning and Placement Team. Tutoring may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Dr. Reese Morales.

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Haemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse.

## **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K-6 and grade 9 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

## **Insurance**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Ansonia Public School assumes no liability from disputes arising from such contract.

## **Defibrillators in Schools (AED's)**

Beginning July 1, 2010 each school, if funding is available, will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

## **Food Allergies**

The school is committed to providing a safe environment for students with food allergies and to supporting parents regarding food allergy management.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website (and/or on the school's website, [www.ansoniam.org](http://www.ansoniam.org).)

## **Exemption from Instruction**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

## **LOCKERS, PROPERTY, AND EQUIPMENT**

All lockers are the property of the school and remain so throughout the year. Each student is assigned a locker and is given the opportunity to obtain a combination lock. The student is responsible for maintaining their locker during the time they are an active student at AMS.

- Lockers are for individual use only; sharing lockers is prohibited.
- For security purposes, a master system of locks with keys or locks with combinations is maintained for all lockers.
- Combination locks will be optional and will be provided to students to elect to use a lock on their locker. Replacement of a lost lock must be made at the student's expense through the Main Office at a cost of \$10.
- Ansonia Middle School is **not** responsible for lost or stolen items; money and other valuables should not be brought to school.
- If a student chooses to use his or her own lock, they must provide a copy of the combination, key, or it is understood that if we need to access the locker, the lock will be cut and no replacement lock will be provided.

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk, hall locker, and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused.

**Searches of desks or lockers may be conducted at any time if there is reasonable cause to believe that they contain articles or materials prohibited by district policy.** Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't functioning properly. Any damage done will be the responsibility of the classroom teacher or person to whom it was loaned for the current year. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student. As cell phones/electronic devices are prohibited, the school is not liable for loss or theft and will not assume responsibility for the investigation of such loss/theft.

### **Search and Seizure**

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

The District, at its discretion, may use trained dogs to alert school officials of the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers. Additionally, searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker or an item in the classroom to which a trained dog alerts may be searched by school officials.

### **LOST AND FOUND**

Books, clothing, or any other articles that are found should be brought to the main office. At the conclusion of each academic semester, unclaimed items will be discarded, given to charity, or returned to the appropriate lead teacher.

### **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Mr. Robert Evans, Director of Facilities, at 203-732-3286.

### **POSTERS**

Signs and posters that students wish to display must be approved by administration. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

### **SCHOOL DELAYS AND CLOSING INFORMATION**

The Ansonia Public Schools has an automatic notification system to alert families in case school is cancelled, delayed, or dismissed early due to inclement weather or other unforeseen events. Phone numbers provided by parents/guardians are entered so that we can contact as many families as possible within fifteen (15) minutes. ***Please be sure to update contact information regularly, notifying us of phone number changes so that we can alert you as necessary.***

When this system is activated, you will receive a message from the superintendent or designee indicating that the schools will be following a different schedule. Please do not reply to this message as no one may be available to take your call. In addition, closing or school delays due to inclement weather or for other emergency reasons will be announced over local radio stations and television networks (beginning at approximately 6:00 a.m. if prior to the start of the school day): WELI-960 AM, WEZN-99.9 FM, WICC-600 AM, WTNH Channel (8), and WFSB Channel (3).

***In order to keep the telephone lines open for emergency calls, you are asked not to phone the Police Department, radio stations or television networks for delay or closing information.***

### **SCHOOL DISTRICT RECORDS**

Interested persons may inspect “public district records” which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

### **STUDENT RECORDS**

A student’s school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record’s custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student’s case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent’s or student’s right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student’s records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If



the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Organization the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTO for its own school activities or school business.

The Guidance Office, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. If the parents/guardians of the student doesn't authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Monica Skakacz, District Head Nurse.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

## **TITLE I COMPARABILITY OF SERVICES**

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

## **Title I Parental Involvement**

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

## **TRANSPORTATION**

The school district provides bus transportation for all students who reside in Ansonia. A late bus (3:40 p.m.) is also available Monday through Wednesday for those students who attend an after-school sponsored activity. Bus privileges may be withdrawn if inappropriate behavior is reported.

## **USE OF TELEPHONE**

Telephone use in the main office will be limited to emergency calls or with the permission of administration. Students will not be interrupted during class time for incoming calls unless they are of an emergency nature.

## **POSSESSION AND USE OF CELL PHONES AND/OR WEARABLE TECHNOLOGY**

Students may possess privately owned technological devices including cell phones, iPads, iPods, tablets and other such devices with internet access not listed where the screen is under 11" in size and wearable technology. Except to the extent required by a student's Individualized Educational Plan and 504 plan and/or for other reasons approved in writing by the building principal, all students are prohibited from using privately owned technology devices during instructional time.

Students may bring cell phones and/or smart watches to school but must ensure that they are turned off or on silent mode and placed in a district issued cell phone pouch throughout the entire school day. Students will place their device(s) into the cell phone pouch immediately upon entering each class and place the pouch on top of the desk. Upon leaving the class, student will remove their devices and leave the assigned pouch in the respective teacher's classroom.

Students are prohibited from using cell phones, wearable technology, and similar devices in the school bathrooms.

In addition, the use of privately owned technology devices for an improper purpose is prohibited. Improper purposes include, but are not limited to:

1. Sending any form of harassing, threatening, or intimidating message, at any time, to any person (*such communications may also be a crime*);
2. Gaining or seeking to gain unauthorized access to Board Technology Resources; • Damaging Board Technology Resources (*including district provided pouches*);
3. Accessing or attempting to access any material that is obscene or contains pornography;
4. Cyber bullying;
5. Using such device to violate any school rule, including the unauthorized recording, listening into, streaming, or broadcasting (*photo/audio/video*) of another individual without the permission of the individual or a school staff member, or
6. Taking any action prohibited by any Federal or State law.

Failure to follow school rules related to the use of cell phones, including but not limited to refusing to utilize district-issued cell phone pouches and/or relinquish their cell phones to the administration, will receive appropriate disciplinary consequences of a progressive nature which may include the following:

First Offense: The administrator or designee takes the cell phone and holds it until the end of the school day.

Second Offense: The administrator or designee takes the cell phone and contacts the parent/guardian to discuss the incident and to schedule the retrieval of the phone.

Third Offense: The student will be issued In-School Suspension (ISS) and the phone will be retrieved by the parent/guardian.

An accumulation of disciplinary infractions, included those related to cell phone misuse and defiance, may lead to suspension or possible expulsion if chronic non-compliance is evident.

### **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.”

### **VISITORS**

Parents and other visitors are welcome to visit district schools. All visitors must first report to the Main Office and show a valid identification prior to gaining entry into the building. Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

### **WEB SITES**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school’s web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

### **WELLNESS**

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.

## **SECTION IV - STANDARDS OF BEHAVIOR**

Learning to live successfully in a society, respecting the rights of others, and taking responsibility are as important in the student’s development as a person as the academic skills or knowledge the student will gain in school. In the vast majority of cases, students conduct themselves in a manner that reflects consideration of and mutual respect for fellow students, the faculty, and the school. It is the responsibility of school authorities to prohibit and prevent student conduct that is dangerous, destructive, or disruptive to the educational process.

## **ATTENDANCE AT SCHOOL FUNCTIONS**

*Any student whose behavior is considered detrimental to the well-being of other students or who violates school rules/policies, may be barred from participation in any school sponsored activity or sporting event as determined by school administration*

Students are encouraged to attend the various functions and activities at Ansonia Middle School. When attending a school function (on or off school property), students are expected to follow all the regulations for student conduct as described in the policies of Ansonia Public Schools and the Ansonia Middle School Student Handbook.

## **BULLYING**

Bullying behavior by any student in the Ansonia Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at 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 student,
- 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, verbal 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 p[physical, mental 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.

Students who engage 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:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and student shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulations #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

### **Bullying Reporting Procedure**

A student (or the parent/guardian of a student) who believes that he/she has been subjected to bullying should meet with his/her guidance counselor, a trusted teacher, or an administrator to report the alleged bullying. Parents or guardians may also make the reports in writing. If the student (or parent/guardian) elects

to meet with the school safety coordinator report all information collected to an administrator(s). The student (parent/guardian) will provide the following information:

1. The date of the alleged bullying
2. The name(s) of the alleged bullies
3. The location where the alleged bullying occurred
4. A detailed statement of the circumstances constituting the alleged bullying
5. The names of potential witnesses or individuals who might provide relevant information regarding the alleged bullying.

Please note that students or parents/guardians reporting bullying may request to remain anonymous but must understand that such a request may hinder the ability of the administration to take appropriate disciplinary action if bullying is substantiated. Following the receipt of this information, the administrator(s) will investigate the charges and take appropriate action, based on the results of the investigation. Parents/Guardians of all involved parties will be notified of the resolution(s). Reporting forms are available in the guidance and main offices.

### **CYBER-BULLYING**

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 cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

Cyber bullying 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 message, 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 misuses 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 Principal or Director of Technology. All reports of cyber bullying will be investigated by the administration. In situations in which the cyber bullying originated from a non-school computer, but is 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 school. Also, such conduct must violate 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 recommendation for expulsion. A communicated threat or a hate crime will be reported to the police. Students will be provided instruction about appropriate online behavior.

### **HARASSMENT**

In Connecticut, all students are protected from harassment, including, but not limited to, any form of sexual harassment. Any action creating an intimidating, hostile and/or offensive educational environment may be considered harassment. Students have the right to report any activity about which they are concerned without fear of being penalty or reprisal. Any type of harassment will be investigated thoroughly by an administrator or the Title IX coordinator. Appropriate consequences will be assigned as necessary.

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told

to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

### **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator. Grievance forms are available from central office for this purpose. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment. The Title IX Coordinator will investigate the grievance and issue a written report. If the complainant is not satisfied with the results of the investigation, s/he may appeal to the Superintendent. The Superintendent may conduct an investigation and will then respond to the grievance in writing.

Hazing, bullying, menacing and abuse of students or school personnel will not be tolerated. Any student or school personnel who engages in an act that injures, degrades or disgraces another student or school personnel, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action. Appropriate disciplinary action may include suspension, expulsion, and/or referral to law enforcement officials.

### **CELEBRATION BALLOONS/CAKES/FLOWERS, etc.**

While we enjoy special celebrations, due to various allergies among students/staff/faculty within the Ansonia Middle School community, students are not permitted to bring or receive outside balloons, flowers, cupcakes, cakes, etc. while in school. Vendors will be turned away at the main office.

### **CLASS CUTS**

The administration will investigate all referrals of students who skip a class and will deal with such referrals in the following manner. Disciplinary action may be taken at the discretion of school administration.

**NOTE:** Continued cuts may result consequences including, but not limited to Suspension and/or recommendation for expulsion. (*in extreme or chronic cases*)

## DISCIPLINE: Disciplinary Consequences

- Teacher Detention (after school or lunch detention) : Teachers may require students to meet with them either during their lunch period or after school to address and discuss classroom behavior and/or academic performance.
- After School Office Detention: Will be held Monday through Wednesday for one (1) hour after school. If a student fails to serve a detention, he/she will be assigned additional detentions, sessions in the Ansonia Middle School Diversionary Program, or in-school suspension.
- In-school suspension (ISS): Occurs on a regular school day and isolates students who have failed to follow school rules from the rest of the school population. A student assigned to ISS reports to the ISS room for the entire school day instead of attending scheduled classes. Expectations are clearly posted in the ISS room.
- Out-of-School Suspension (OSS): Students assigned to out-of-school suspension are excluded from school grounds for the period of suspension ***which does not end until the day a student is allowed to return to school***. **Suspended students may not participate in after school or evening activities on the day(s) of an OSS.** Students will have the opportunity to make up work missed as a result of the OSS. Students who appear in school or on school grounds while on OSS will be considered trespassing and referred to the Ansonia Police Department. A student serving OSS will be considered absent for the day.

School personnel will make every effort possible to treat disciplinary issues in a fair and efficient manner, and to involve parents and other staff members as appropriate in order to find appropriate resolutions to improve student behavior.

- Teacher responses will include (but are not limited to) the following steps:
  1. Making students aware of expectations, responsibilities, and policies which they must observe while in the school or in classrooms
  2. Teacher detention or other attempts at behavioral modification
  3. Meeting with student to discuss behavior and expectations
  4. Contacting parents through phone call or email
  5. Referring student to guidance so that a conference can be arranged to gain support and an understanding of problems that may cause inappropriate behavior
  6. Referral to administration with documentation of intervening steps (above).
- Behavior so disruptive and/or inappropriate that it may cause harm to the student or others shall be reported to an administrator immediately. Administrative responses may include:
  - Parent/Guardian Conference
  - In-school suspension (ISS): ISS may be issued for behaviors including but not limited to:
    - referrals after teacher intervention
    - excessive tardiness
    - accumulating four or more after-school detentions for tardiness
    - wandering the halls without a pass
    - forging or tampering with any kind of pass
  - School-based community service
  - Out-of-school suspensions
  - Disciplinary action including recommendation for expulsion as per Ansonia Board of Education Policy #5131

**Students  
Uniform Dress Code**

The Ansonia Board of Education has determined that reasonable regulation of school attire can contribute to a positive learning environment in the following manner:

- (1) Reducing distraction and minimizing disruption in the classroom.
- (2) Providing an environment where students can focus on learning.
- (3) Creating an atmosphere reflecting the seriousness of purpose about education.
- (4) Reflecting a level of respect one has for oneself, one's peers and respect for one's school.
- (5) Creating a greater sense of community amongst the students.
- (6) Preparing students for future roles as responsible members of the community.

It is the responsibility of parents/guardians to ensure that their children's dress conforms to the requirements set forth below. The district will facilitate this process by collaborating with a local vendor from whom families can purchase garments. The health, safety, and education of the child must be the concern of every parent/legal guardian. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standards in regard to school attire. Therefore, the attire that is required for students is as outlined in the accompanying administrative regulation.

Legal Reference: PA 96-101 An Act Concerning School Uniforms

*Byars et. al. v. City of Waterbury et. al.* (June 3, 1999)

Policy adopted: April 7, 2004 ANSONIA PUBLIC SCHOOLS

Policy revised: August 4, 2008 Ansonia, Connecticut

Policy revised: May 13, 2009

Policy revised: April 16, 2013

Policy revised: March 5, 2014

**5132.1(a)**

**Students  
Uniform Dress Code  
Ansonia Public Schools**

**Uniform Dress Code For Boys**

1. Approved "dress" or "docker" style pants or shorts (no cargo side pockets) in solid navy blue or khaki.
  - a. Pants or shorts must be worn at the waist.
  - b. Shorts must be no higher than 3" above the knee.
2. Ansonia logo oxford or polo style shirts, long or short sleeved with a collar in solid colors navy blue, white or Carolina blue.
  - a. Ansonia logo polo shirts may be worn outside or tucked into pants or shorts.
  - b. Ansonia logo oxford style shirts must be tucked into pants or shorts.
  - c. Ansonia logo fleece outer garment indicating year of graduation may be worn by junior and senior high school boys.

**Uniform Dress Code For Girls**

1. Approved jumpers, skirts, pants, shorts, capris or skorts in solid navy blue or khaki.



- a. Skirts, pants, shorts, skorts and skirts must be “dress” or “docker” style (no cargo side pockets).
  - b. Skirts, pants, shorts, and skorts must be worn at the waist.
  - c. Jumpers, skirts, shorts or skorts must be worn no higher than 3” above the knee.
2. Ansonia logo oxford or polo style shirts, long or short sleeved, with a collar in solid colors navy blue, white or Carolina blue.
- a. Ansonia logo polo shirts may be worn outside or tucked into pants or shorts.
  - b. Ansonia logo oxford style shirts must be tucked into pants or shorts.
  - c. Ansonia logo fleece outer garment indicating year of graduation may be worn by junior and senior high school girls.

### **General**

1. Ansonia logo crewneck sweatshirts, vests or sweaters (cardigan, crew, or v-neck style) in solid Carolina blue, solid navy blue or solid white are optional and may be worn over shirts.
2. Shoes or sneakers are allowed. However, footwear which causes noisy distractions, high heels which can cause safety hazards or footwear which causes marks on floors are not permitted.
3. Girls may wear solid navy blue or white leggings, stockings or other stretch/form fitting leg coverings only under skirts, shorts, skorts or jumpers as described above.

### **5132.1(b)**

#### **Students Uniform Dress Code General** (continued)

- Boys/girls may wear turtlenecks in solid navy blue, white, or Carolina blue underneath Ansonia logo polo style or oxford shirt.
- Shorts may only be worn between April 1st and November 30th.

### **RESTRICTIONS**

Students are **not** permitted to wear the following during the school day:

- a. Blue jeans of any kind.
- b. Leggings, stockings or other stretch/form fitting leg coverings unless worn under skirts, shorts, skorts or jumpers.
- c. Skirts, shorts, skorts, dresses or jumpers worn more than three inches above the knee.
- d. Pants worn at a length which is dangerous to themselves or others.
- e. Hooded shirts or sweatshirts.
- f. Clothes which are torn, ripped, ragged or have holes.
- g. Clothes worn to expose midriffs, cleavage or undergarments.
- h. Clothing which displays words, pictures or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups or gang affiliation.
- i. Clothing that is distracting to the educational process as determined by school administration.
- j. Outer coats, jackets or fleece of any kind.

- k. Any article of clothing that covers any part of the face and/or head including but not limited to hats, visors, earmuffs, headbands, do-rags, bandannas, curlers, goggles and sunglasses.
- l. Footwear which is unsafe or a health hazard including but not limited to flip-flops, sandals, clogs, extremely high heels and all open-toed shoes.
- m. Clothing or items indicating gang affiliation.
- n. Oversized jewelry, chains, medallions, and earrings, or wallet/key chains causing danger or distraction.
- o. Any other article of clothing not expressly permitted by this policy.

### **5132.1(c)**

#### **Students Uniform Dress Code (continued)**

##### **Religious, Disability and Health Accommodations**

Where the bona fide religious beliefs, disability or the health need of a student conflicts with the school uniform dress code policy, the school will provide reasonable accommodation. Any student desiring accommodation shall notify the Superintendent of Schools in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs or health need shall not be prohibited under this policy.

##### **Accommodation of Free Expression**

Only an approved item containing an expressive message is permitted (i.e., a button supporting a political candidate may be worn). However, expressive items are prohibited if, in the reasonable judgment of school officials, they may tend to disrupt or interfere with educational interests, (i.e., racist messages, sexist messages, gang insignia, messages promoting drug or alcohol abuse, and profane or pornographic messages or illustrations). Also prohibited during the school day are items of clothing that undermine the integrity of required attire, such as a shirt that contains expressive writing.

##### **Clothing Assistance**

It is the policy of the Board of Education that no student will be denied an education due to bona fide financial inability to obtain clothing that complies with the Required Attire Policy. Any student, for whom compliance with the school attire policy poses a financial burden, may submit a written request for clothing assistance to the Superintendent of Schools specifying the clothing needed together with a statement of financial need.

##### **Administrative Review**

Any student who believes that their school has not reasonably accommodated his or her bona fide religious, health or financial needs or right of free expression, may submit a written request for review to the Ansonia Board of Education. The Board of Education, or its designee, will review the matter and respond in writing to the student's concern.

##### **Compliance**

School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school attire requirements. However, when a student fails to comply with the Uniform Dress Code Policy, discipline is appropriate. See "Procedures for Disciplinary Action".

## **Students**

### **Uniform Dress Code (continued)**

#### **Procedure for Students out of Dress Uniform/ Disciplinary Action**

The Ansonia Board of Education has approved a Uniform Dress Code Policy for the start of the 2013-2014 school year. All k-12 students are required to report to school in the required uniform. Please refer to the district's website for details and locations for purchasing the uniform. If a student arrives to school out of uniform the procedure below will be followed.

- Students not in uniform will be provided with the appropriate shirt and/or pants to wear for the day – if such clothing is available. A record of any borrowed attire will be maintained.
- Students will be required to return the signed out uniform within five days and purchase their own attire or they will be billed for the unreturned items.
- If the student refuses to wear the school uniform provided he/she will be considered insubordinate and disciplinary action will be taken and a parent/guardian will be contacted.
- If parent cannot pick up the student and the student continues to refuse to wear the uniform the student will be sent to a supervised time out area.
- A second offense of insubordination will result in student being sent to a time out area as well as an after school detention. At this point in time a parent meeting will be required.

**Subsequent Offenses:** Contact with parent; suspension (1day), and/or administrative investigation of misbehavior; appropriate application of Ansonia Board of Education Discipline Policy for specific infraction(s).

Legal Reference: PA 96-101 An Act Concerning School Uniforms

*Byars et. al. v. City of Waterbury et. al.* (June 3, 1999)

Regulation approved: April 7, 2004 ANSONIA PUBLIC SCHOOLS

Regulation revised: August 4, 2008 Ansonia, Connecticut

Regulation revised: May 13, 2009

Regulation revised: April 16, 2013

#### **DRESS AND GROOMING**

Students are expected to dress and groom themselves in a manner so as not to constitute a health or safety problem, disrupt the educational process, or be offensive. Dress should be appropriate for the school setting at all times (during the school day and at extracurricular activities/events). Prohibited items include:

- Articles of clothing which display inappropriate slogans, sayings, images (i.e. profanity, references to drugs/alcohol, illegal activities, racial slurs, sexual innuendo)
- Hats or head coverings of any kind (including hats, bandanas, caps, hoods, scarves, masks, etc.)
- Coats, jackets, or attire considered outerwear
- Pajamas
- Goggles (other than where required), sunglasses and non-prescription eyewear
- Studded/spiked neck or wristbands
- Long chains

The exposure of intimate parts of the body will not be tolerated at any time during the school day or during extracurricular activities. Prohibited items include clothing such as:

- Excessively short shorts/skirts, leggings prohibited unless worn with skirt, pants or short
- Tops that expose undergarments or intimate body parts; tops with spaghetti straps, bare midriffs or backs, plunging necklines; halter tops, racer back tops etc.
- Cut-off tee shirts
- Extremely baggy or low-riding pants, etc.

If a student is stopped or sent to the office by a staff member about his/her appearance, the student will be required to take corrective measures. This may entail the student having to put on a jacket or belt, calling a parent for a change of clothing, being sent home, etc.

Additionally, there are certain classes - gym, science, etc.- whose programs demand that a certain type of apparel be worn. The dress regulations and the consequences for not complying in those classes will be determined and implemented by the classroom teacher.

To avoid allergic reactions or triggering asthma attacks, students are prohibited from spraying perfume, cologne, hair products, or scented lotions of any kind within the school building.

### **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave the building or school grounds without permission from parent or the administration.

Disciplinary action will be taken if a student leaves school grounds without permission at the discretion of administration.

### **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with student's case manager.

### **HALLWAY PASSING PROCEDURE**

Any student in the hallway other than at passing time must have a pass from a faculty/staff member. When walking through the corridors, students are expected to be courteous at all times, to walk to the right, and to avoid congestion.

- Guidance / Social Work: Students wishing to see their guidance counselor must make an appointment with the guidance counselor or social worker. A counselor wishing to see a student will call the student down.
- Administrative passes are honored as written.
- General Corridor Pass
  - Students are allowed out of class – with a pass – to go to the nurse or lavatory only in the case of an emergency. Students should not use the lavatory during passing time.

## **SMOKING POLICY**

Students may not possess or use tobacco products of any kind in school, on school grounds, or at school-sponsored activities. This includes vaping of any kind. Failure to comply will result in disciplinary action including, but not limited to suspension from school.

*Cigarettes and other tobacco products, cigarette lighters/matches will be confiscated and not returned.*

## **TARDY ARRIVAL TO SCHOOL**

First period begins promptly at 7:50 AM. A warning bell signals the start of class five minutes prior to its beginning to ensure students arrive to class on time.

**NOTE: Students who are chronically tardy may be subject to progressive disciplinary action beginning with the teacher and involving administration in more chronic or persistent cases.**

## **CODE OF CONDUCT**

### **ANSONIA MIDDLE SCHOOL DISCIPLINE CODE**

To maintain a safe and caring environment and to foster our school's commitment to demonstrating respect for all, students must adhere to the following expectations. Any student whose behavior is considered detrimental to the well-being of other students or who violates school rules/policies, may be barred from participation in any school sponsored activity or sporting event as determined by school administration.

### **PARENTS WILL BE NOTIFIED OF ALL INFRACTIONS THAT RESULT IN SUSPENSION (ISS) IN-SCHOOL-SUSPENSION (OSS) OUT-OF SCHOOL-SUSPENSION**

<b>Offense</b>	<b>Disciplinary Action Including but no limited to</b>
<b>Use of electronic devices</b>	FIRST Offense – Confiscation until end of school day SECOND Offense – Confiscation until parent retrieves Detention/ISS/OSS for repeated offenders
<b>Class cut or failure to serve teacher detention</b>	FIRST – Warning, Teacher Consequence SECOND – Office Detention THIRD – ISS FOURTH – Detention/ISS/OSS Recommendation for expulsion
<b>Failure to serve Office Detention</b>	ISS/OSS
<b>Leaving school building or school grounds without permission</b>	Detention/ISS/OSS Recommendation for expulsion and/or mandatory parent conference.
<b>Vandalism/Destruction of School Property/Theft</b>	ISS/OSS/Restitution/Police Referral/Recommendation for expulsion
<b>Dress Code Violation</b>	Students are required to obey uniform policy, hats/head coverings are prohibited (other dress code details noted in handbook)
<b>Students who have been sent/dismissed from a classroom to the Main Office who refuse to leave.</b>	Detention/ISS/OSS Recommendation for expulsion and/or mandatory parent conference.
<b>Students who have been sent/dismissed from a classroom to the Main Office who do not show up in the Main Office.</b>	Detention/ISS/OSS Recommendation for expulsion and/or mandatory parent conference.
<b>Firearms/Deadly Weapons/Dangerous Instruments</b>	Adherence to Board of Education Policy

<b>Verbal abuse or profane gestures toward staff</b>	Detention/ISS/OSS Recommendation for expulsion/police referral
<b>Fighting</b>	5 – 10 days OSS/Police Referral/Recommendation for expulsion
<b>Threatening, harassing, bullying, and/or use of sexual or racial discriminatory slurs</b>	1 – 10 days ISS/OSS/Police Referral/Recommendation for expulsion
<b>Using, possessing, distribution and/or selling controlled substances, alcohol, or other drugs</b>	Adherence to Board of Education Policy Disciplinary consequence as determined by administration
<b>Sexual Harassment</b>	Adherence to Board of Education Policy 21 Disciplinary consequence as determined by administration
<b>Smoking, Vaping and Tobacco Products</b>	1-5 days ISS
<b>Disruption of Educational Process</b>	ISS/OSS Recommendation for expulsion/police referral
<b>Inappropriate Sexual Conduct</b>	1 – 10 days ISS/OSS/Police Referral/Recommendation for expulsion
<b>Videotaping</b>	Detention/ISS/OSS Recommendation for expulsion/police referral

**Infractions in any of the above categories may result in more severe disciplinary consequences, which may include referral to school and community resources and/or expulsion from school. The list of infractions above is NOT all-inclusive nor are the possible range of consequences. Therefore, such inappropriate behaviors not listed here will be addressed on an individual basis and dealt with at the discretion of the classroom teacher and/or school administrator.**

***NOTE:** Depending on the circumstances, and at their discretion, administration may mandate the 2:30pm Diversionary Program in lieu of ISS or OSS.*

### **EXTRA-CURRICULAR ACTIVITIES**

In addition to classroom subjects, students are encouraged to participate in other school activities. The choice of co-curricular and/or extra-curricular activity depends greatly on the individual's particular interest and initiative and, in cases of academic societies, whether or not the student is qualified. This additional experience is an important factor in high school life and is very beneficial to all students. Therefore, students should carefully consider the various activities that are available before making a selection. To gain the most from such experiences, students should be careful not to become involved in too many different activities.

At times, students have an interest beyond current extra-curricular offerings. In this case, students are encouraged to develop a proposal for new clubs/activities, seek an advisor, and bring the proposal to the Principal for approval.

**Students can lose the privilege to participate in any of the activities below per administrators' discretion.**

### **Athletics**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee, such that this is an excused absence.

### **Dances and Social Events**

School dances and other social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances and other social gatherings planned for AMS students. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

**Note:** Sponsors of Clubs, Performing Groups, athletic teams and other extracurricular activities may establish rules/standards of behavior for participants, including consequences for misbehavior, that are stricter than those for students in general.

### **ACADEMIC SOCIETIES**

**National Junior Honor Society:** A five-member faculty council reviews and weighs all evidence and approves membership into the society. Documented evidence of superior leadership, service, scholarship, and character are necessary for each candidate who applies after meeting a cumulative average of 95% or better.

### **ATHLETIC PROGRAMS**

**Note:** All sports program offerings may change due to budgetary restrictions.

#### **WINTER**

Girls' Basketball  
Boys' Basketball

#### **SPRING SPORTS**

Girls' Softball  
Boys' Baseball

## **NOTICE OF NONDISCRIMINATION**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1987, and other pertinent state and federal statutes, the Ansonia Board of Education adopts the following policy of nondiscrimination. Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ansonia Board of Education are hereby notified that this District does not discriminate on the basis of race, color, national origin, religious creed, sex, age, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in its programs and activities.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

### **TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

SECTION 504 AND Title II prohibit discrimination on the basis of disability. The Board is committed to providing an educational environment free from discrimination and harassment. A student may be eligible for accommodations under Section 504 if the student has a physical or mental impairment which substantially limits one or more major life activities. A student with a qualifying disability under Section 504 must receive those accommodations, modifications, and/or services which are needed to ensure that the student receives an educational opportunity equal to that afforded to non-disabled students. Either parents/guardians or school personnel may refer a student for determination of eligibility under Section 504.

Any person with a complaint concerning discrimination with regards to services or facilities under Section 504 may file a grievance with the Board's Section 504 Coordinator. Grievance forms are available from central office for this purpose. The person submitting the grievance must include: the name(s) of person(s) or group making the complaint; whether the person(s) represents an individual or group; whether the person(s) making the complaint has discussed the problem with the site administrator; and a summary of the complaint and a suggested solution(s). The Section 504 Coordinator will have ten (10) school days to mail a reply to the complainant. If the complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within ten (10) business days, the complainant may request an impartial due process hearing to review the complaint.

The Board shall not coerce, intimidate, threaten, retaliate against or interfere with any person who attempts to assert a right protected by the above law and will cooperate with investigating and enforcement proceedings under Section 504, as well as the ADA, Title IX and Title VI.

Any person having inquiries concerning the Board's compliance with the regulations implementing Section 504 is directed to contact the Board's Section 504 Coordinator:

Mrs. Stefanie Save, Interim Director of Special Services  
Address: 42 Grove Street, Ansonia, CT 06401  
Telephone: (203) 736-5095

### **Sexual Harassment**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, is not acceptable in any form. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

Grievance forms are available from the central office for the purpose of filing a complaint. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

The Title IX Coordinator will investigate the grievance and issue a written report. If the complainant is not satisfied with the results of the investigation, s/he may appeal to the Superintendent. The Superintendent may conduct an investigation and will then respond to the grievance in writing



**NOTIFICATION OF RIGHTS UNDER FERPA**  
**For Ansonia Public Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) *The right to inspect and review the student's education records within 45 days of the day the Ansonia Public Schools receives a request for access.*

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.*

Parents or eligible students may ask Ansonia Public Schools to amend the record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Ansonia Public Schools decides not to amend the record as requested by the parent or eligible student, Ansonia Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Ansonia Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Ansonia Board of Education; a person or company with whom Ansonia Public Schools has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

Upon request, Ansonia Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ansonia Public Schools to comply with the requirements of FERPA.* The name and address of the office that administers

FERPA is:

Family Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

***NOTE: As of October 30, 2000, Federal law states that schools must provide to military recruiters, without the consent of parent or student, the same student information that they provide to colleges and employers ("directory information"), unless we receive written objection by parent/guardian. This information includes lists of names and contact information for students seventeen years and older.***

**Instruction**

**Telecommunications/Internet: Acceptable Use Policy**

The Board of Education believes in the educational value of electronic communications and recognizes their potential to support the Board's educational program. Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval system.

**Guidelines for General Use**

With increased access to information from various sources via computers comes the availability of material that may not have any educational value in the context of the school setting. The Board recognizes the importance of the exercise of individual judgment in accessing information through the Internet and any other electronic information retrieval system for educational purposes. In the exercise of such judgment, however, the following guidelines should be followed:

1. Access to the Internet or to any other electronic information retrieval system is a privilege, not a right. Accordingly, such access is given only to those individuals who agree to act in a considerate and responsible manner and agree to comply with Board policies and procedures.
2. All uses of the Internet or any electronic information retrieval service or any telecommunications network must be supportive of educational objectives and research and must be consistent with academic expectations.
3. Any electronic mail shall be used only by the authorized owner of the account. All account owners are ultimately responsible for activity under their account.
4. All electronic mail systems, the Internet and any electronic information retrieval systems are the sole properties of the Board and are provided solely for the purpose of carrying out the educational and operational needs of the Board.
5. Instant messaging and peer-to-peer traffic over the district system or on district equipment is prohibited.
6. Any use inconsistent with this purpose, including personal use is prohibited. Electronic mail is not guaranteed to be private; the Board of Education reserves the right to monitor the use of such systems in order to insure compliance with these guidelines by, e.g., bypassing passwords.
7. Any use of the Board's computer systems, E-mail systems, Internet or other electronic informational retrieval systems for illegal or inappropriate purposes or for accessing material that is objectionable in any school environment, including vulgar or obscene materials, is prohibited.
8. Any use of these electronic systems for commercial purposes, financial gain, or solicitation is prohibited.
9. The transmission of any copyrighted or legally protected material over such electronic systems is prohibited.
10. The transmission of abusive, harassing, threatening, intimidating, obscene or vulgar material or language is prohibited. The user is expected to be polite and courteous while using the Board's electronic systems.
11. Any attempt to harm or destroy data of another user or engage in acts of vandalism will not be tolerated.
12. Violations of this policy may result in revocation of access to and privileges relating to the Internet or any electronic information retrieval systems. Violations of this policy by a student may result in disciplinary action, up to and including suspension and/or expulsion. In the case of any breach of this policy by an employee, such disciplinary action may include discharge.
13. The Superintendent of Schools will appoint one administrator to serve as the Board's "Internet Administrator", who will be responsible for implementing this policy, establishing procedures, and supervising access privileges.

## Active Restriction Measures

The Ansonia Board of Education, either through use of its own resources, or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

## INSTRUCTION

### Telecommunications/Internet: Acceptable Use

6141.321(c)

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### Legal Reference: Connecticut General Statutes

- 1-19(b)(11) Access to public records. Exempt records.
- 10-15b Access of parent or guardians to student's records..
- 10-209 Records not to be public.
- 11-8a Retention, destruction and transfer of documents
- 11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
- 46b-56 (e) Access to Records of Minors.
- Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).
- Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
- Children's Internet Protection Act of 2000 (HR 4577, P.L.106-554)
- Communications Act of 1934, as amended (47 U.S.C. 254[h],[I])
- Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
- Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
- Reno v. ACLU*, 521 U.S. 844 (1997)
- Ginsberg v. New York*, 390 U.S. 629, at 642, n.10 (1968)
- Board of Education v. Pico*, 457 U.S. 868 (1988)
- Hazelwood School District v. Kuhlmeier*, 484 U.S. 620, 267 (1988)

Policy adopted: May 5, 2004 ANSONIA PUBLIC SCHOOLS

Policy revised: March 5, 2008 Ansonia, Connecticut

**6141.321**  
**ANSONIA PUBLIC SCHOOLS**  
**Ansonia, Connecticut**  
**CODE OF CONDUCT FOR INTERNET AND OTHER**  
**COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which maybe injurious to a person or person's property
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

**ANSONIA PUBLIC SCHOOLS  
Ansonia, Connecticut**

**Guidelines for Telecommunications Use at Home**

Exploring the rich resources available through the telecommunications of the Internet can be a wonderful educational experience for your child. However, there are a few risks for children who use online services. Teenagers are particularly at risk because they often use the computer unsupervised and because they are more likely than younger children to participate in online chats and discussions. The Internet is not governed by any entity; therefore, there are no limits or checks on the kind of information that is accessible to Internet users. The best way to assure that your children are having positive online experiences is to stay in touch with what they are doing.

Open communication with your children and getting online yourself will help you to understand the benefits of these systems and alert you to potential problem areas. Consider the following guidelines:

- \* The computer used for online services should be in a public place. If the computer is in the child's bedroom, the door should be open when he/she is online.
- \* Develop a set of rules and consequences. Write them in terms of what you want to have happen, rather than the negative behavior you don't want to occur.
- \* Respect privacy. Do not open another user's mail.
- \* Discuss screen names. May your child use his/her real name or something else?
- \* Set reasonable time limits for use. Most services charge by the time used. Set a monthly budget for use.
- \* Use the parental control features if available.
- \* Determine if your child may purchase online services or goods.
- \* If your child receives a message that is suggestive, obscene, threatening or makes him/her feel uncomfortable, forward a copy of the message to the service provider and ask for assistance.

The following rules are suggested by the National Center for Missing and Exploited children.

**"My Rules for Online Safety"**

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parent right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will make sure that it is in a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

**Bring Your Own Device (BYOD) Agreement**

In exchange for the privilege of using personal technology at school, we acknowledge and agree to each of the following:

1. The District’s policies on student conduct and Acceptable Use of the Internet apply to the use of personal technology. It is the student’s responsibility to abide by those policies when using personal technology on school grounds;
2. Only the Internet gateway provided by the school will be accessed on school grounds. The school’s network filters will be applied to the student’s connection and no attempts will be made to bypass the network restrictions by using personal access to the Internet;
3. There is no expectation of personal privacy in the use of personal technology at school. The District’s network administrators have the ability to identify users and monitor all B.Y.O.D. devices logged on to the network;
4. Personal technology may be searched by school personnel if there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school;
5. The school district has the right to examine any device that is suspected of causing problems or was the source of an attack or virus infection;
6. Misuse of personal technology may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

I/We understand and will abide by the above B.Y.O.D. guidelines. As the parent or guardian, I hereby consent to my child’s use of personal technology at school. I/We agree to hold the District harmless for any damages suffered by my child or me including those arising from unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material arising from the use of personal technology at school.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent or Guardian (please print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

