

WINDSOR LOCKS MIDDLE SCHOOL

STUDENT/FAMILY HANDBOOK APPENDIX

2026 – 2027

The following information is a supplement to all information and policies outlined in the Windsor Locks Public School District Handbook.



Windsor Locks Middle School

7 Center Street

Windsor Locks, CT 06096

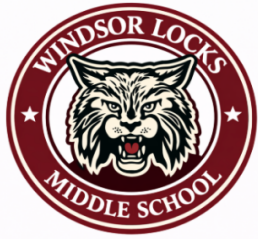
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WINDSOR LOCKS MIDDLE SCHOOL

7 Center Street Windsor Locks, CT 06096
Phone (860) 292-5012 | Fax (860) 292-5017

Matthew Warner, Principal
Jennifer Leveille, Assistant Principal

Dear Wildcat Families,

The Windsor Locks Middle School Student Handbook is intended to communicate to both students and families information that will be of assistance during a student's middle school years. This handbook represents a framework of information upon which we will build through experience and personal communication. At all times, we welcome your input as to how we can improve communication between school and family, as this communication is key to helping our students experience success in school and life.

As parents, guardians, and educators, we share a mutual responsibility for the success of each student. We are charged with creating a set of rigorous expectations for students and assisting them in achieving these goals through personal relationships and individual responsibility.

We hope that each student will accept the challenge and opportunity to strive to reach the personal and academic expectations at WLMS. The faculty and staff of Windsor Locks Middle School are here to assist each student in their efforts to become the best students, citizens, and leaders possible.

Sincerely,

Matthew Warner
Principal

Jennifer Leveille
Assistant Principal

School Website: <https://wlms.wlps.org>

Morgan Perry, Counselor A-L
Laurie Woron, Counselor M-Z
Tracy Gibbons, Social Worker
Lindsay Mellon, School Psychologist

WINDSOR LOCKS MIDDLE SCHOOL ADMINISTRATION

Matthew Warner

Principal

Jennifer Leveille

Assistant Principal

WINDSOR LOCKS MIDDLE SCHOOL SUPPORT TEAM

Tracy Gibbons

School Social Worker

Lindsay Mellon

School Psychologist

Morgan Perry

School Counselor

Laurie Woron

School Counselor

Welcome to Windsor Locks Middle School

Vision

Windsor Locks Middle School believes that all students will be prepared socially, emotionally, and academically to succeed in 9th Grade.

Mission:

Windsor Locks Middle School is committed to helping students discover and develop their unique potential.

Core Values:

Windsor Locks Middle School will:

- 1) Care about students' needs
- 2) Design learning experiences that challenge students
- 3) Be firm and fair
- 4) Ensure a place and sense of belonging for all students

SECTION I: ACADEMIC INFORMATION

GRADING

Mastery-based grades are connected to clearly defined learning targets.

Mastery-based grades are connected to clearly defined learning targets, so most importantly, students know the direction of their learning based on goals and data. Educators and parents also know, with far more precision, what a student has actually learned or failed to learn.

Mastery-based grades separate academic achievement from behaviors.

Mastery-based grading systems report academic achievement separately from work habits, behaviors, and character traits, making it much easier for educators and parents to diagnose learning weaknesses and behavioral issues so that students can get the interventions they need to succeed.

Mastery-based grades are focused on learning progress.

Mastery-based grades can incentivize students to work harder and achieve more because progress and effort are recognized and rewarded.

1 - Minimal Understanding	2 - Limited Understanding	2.5 - Basic Understanding	3 - Good Understanding	3.5 - Strong Understanding	4 - Excellent Understanding
Work shows minimal knowledge and understanding of the concepts and skills.	Work shows limited knowledge of the concepts and skills, including an incomplete ability to perform the skill.	Students work shows a basic understanding of concepts and skill	Work shows good understanding of concepts and skills, demonstrating a grade-level understanding.	Work shows a strong understanding of concepts and skills.	Work shows excellent understanding of concepts, demonstrating a deeper level of analysis that goes beyond requirements of the standard.
Feedback:					

Grade Key: (Based on Common Core or State/Federal Learning Standards)

- 4.0** Exceeds Standards
- 3.0** Meets Standards
- 2.6** *Minimally Meeting Learning Standard (lowest permitted grade to pass a course)*
- 2.0** Progressing toward Learning Standard
- 1.0** Limited Progress toward Learning Standard
- NE** No Evidence of Demonstration

HABITS OF SCHOLARSHIP (HOS)

WLMS reports, separately from academic standards, on students' performance with respect to the school's FOUR Habits of Scholarship (HOS). These expectations are intended to instill in students a strong work foundation that is typically predictive of success in school and beyond. The four Habits of Scholarship are:

1. Communication & Participation
2. Responsibility & Conduct
3. Time & Targets
4. Reflection & Revision

HOS Reports will be issued to all students every 22 or 23 days, eight times per year. Students will be measured on a 4-point scale based on their HOS performance within that cycle. Parents are urged to contact teachers immediately and to schedule a conference if needed.

PROGRAM OF STUDIES

The Windsor Locks Middle School provides a gradual and smooth transition from elementary school to high school. It is a time for students to explore and assume more responsibility. Students will expand their knowledge, discover new skills and areas of success, and develop new interests. Therefore, the curriculum of the middle school provides each student on a yearly basis with a core of academic subjects: Physical Education, General Music, Health, and Technology Education/STEM. Chorus and Band are offered as electives for all students. Special Education services are available for those students who have been identified as needing specialized support. The Windsor Locks Middle School's program of study is as follows:

Course Sequence	Core Classes (5 periods per day)	Related/Unified Arts Classes (2 periods per day)
Grade 6	Language Arts	PE/Health and Band or Chorus (full year - alternate days) Academic Support (full year) Art, Math/Reading Extension, STEM, World Language (1 quarter)
Grade 7	Mathematics Reading	PE/Health and Band or Chorus (full year - alternate days) Academic Support (full year) Art, Math/Reading Extension, STEM, World Language (1 quarter)
Grade 8	Social Studies Science	Academic Support (full year) Band or Chorus (full year) Spanish 1 (full year) 2D Art, 3D Art, Financial Literacy, General Music, Music Lit and Film, PE - General, PE - Team, STEM, Sport Lit and Film

PROMOTION / RETENTION

At the Middle School, students are expected to demonstrate their best academic work. Students are expected to master all academic learning standards-- in all of their classes-- to be promoted to the next grade level. The core subjects are Language Arts, Mathematics, Reading, Social Studies, and Science.

Students are expected to meet the expectations of [WLPS Promotion and Retention Policy 5123](#). Throughout the school year, WLMS will be in regular communication with families to provide feedback and updates on performance. To remain proactive to the needs and performance of students, WLMS staff meet regularly to track, review, and implement strategies to support students in their academic growth at all points throughout the school year.

Please see your child's school counselor for more detailed information regarding promotion to the next grade and about the WLMS summer academy.

SECTION II: STUDENT CONDUCT

We attempt to provide an atmosphere that will maximize student learning, build respect for oneself and others, and maintain respect for authority and property. With this in mind, the following Quality Standards for Conduct have been established at Windsor Locks Middle School:

***Everyone Shows Respect:
For Authority,
For the Rights of Their Peers,
For Property, and
For Learning.***

Managing student behavior is no simple task and requires the cooperation of staff, students and parents. The Behavior Management System presently in place supports our Quality Standards for Conduct, encourages good student behavior and links the communication between the school and the parent.

APPROPRIATE MIDDLE SCHOOL CONDUCT

Appropriate student conduct is:

- ☐ Respecting yourself, other people, and property at all times.
- ☐ Refraining from any action which endangers the health and safety of yourself and others while on school property, at bus stops and during any school function such as a field trip.
- ☐ Refraining from any action which disrupts your own learning or the learning of others.

STUDENT BEHAVIOR PHILOSOPHY

Windsor Locks Middle School's philosophy on student behavior is based on that of the "PBIS Model". Positive Behavioral Supports and Interventions (PBIS) is an organizational framework that supports school efforts to improve social climate using evidence-based interventions. It is a set of principles derived from decades of behavioral research regarding the fact that the environment affects how we behave. Schools can use this understanding to effect positive change by systematically intervening to change the environment.

The framework is made up of practices and interventions that decrease reactive, punitive management of behaviors and increase the use of positive, caring, and proactive strategies that reinforce desired behavior. Some of these practices are:

- Advisory
- Building, team-based, grade-level, and teacher celebrations and incentives
- Tier 1 and Tier 2 SRBI team meetings
- SRBI Review

DRESS CODE

The Windsor Locks Board of Education and school staff are dedicated to the students and their education. The Board feels it is right and proper to set certain standards of attire and appearance in the interest of maintaining a safe, healthful and non-disruptive educational atmosphere. No attire, therefore, should be disruptive to the focus on teaching and learning. No attire should put students' health or safety at risk.

The responsibility for student dress and general appearance shall rest with individual students and their parents/guardians. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also reserves the right to require specific clothing, footwear, and safety equipment for the protection of students in specialized programs such as Art, Physical Education, Science, and STEM.

Students who represent the school/district in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate according to the following guidelines.

The Windsor Locks Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community.

The following serves as a guideline for appropriate dress, but is not intended to be an all-inclusive list:

- ☐ Shorts, skirts, and pants must be worn at the waist and must be of a reasonable length, meaning that they are not too short nor too revealing.
- ☐ Tank top straps must be at least 1" wide.
- ☐ Undergarments must be concealed at all times.

The following types of clothing are prohibited:

- ☐ Apparel which poses a safety risk
- ☐ Apparel or accessories that depict logos or have sexual connotation, depict violence, promote illegal drugs, tobacco products or alcohol or use inappropriate language
- ☐ See-through or ripped clothing which reveals the abdomen, chest or any undergarments
- ☐ Sunglasses (*unless medically required per physician's written order*).
- ☐ Apparel which promotes discrimination
- ☐ Articles of clothing or accessories depicting gang affiliation.
- ☐ Footwear that damages floors or is a safety hazard.
- ☐ Coats, jackets or other apparel, which are normally worn outdoors.
- ☐ Hats, headwear, hoods, etc. shall not be worn in school (*unless required by religion*).
- ☐ Additional clothing requirements may be necessary for certain classes or activities as a safety measure (i.e. Science, Physical Education, and Technology Education).

The following is the school procedure for dealing with situations concerning questionable student attire:

1. A staff member will speak to the student in question in private.
2. The staff member will explain the specific concern to the student.
3. The student will have the opportunity to address the concern to fall within the above-stated guidelines.
4. If the student is unable to appropriately address the concern, the staff member will communicate with a School Counselor or Principal.
5. The School Counselors and/or Principals will work with the student and student's family, in private, to address the dress code violation. The following are potential options:
 - a. If available and seasonable, the student may change into P.E. clothes.
 - b. If available, the school may offer a change of clothes for the rest of the day.
 - c. If possible, a family member may drop off an appropriate change of attire for the day.

In any instance in which there appears to be a question, the administration reserves the right to make final judgment. Failure to comply with any of the listed articles, or repeat offenses, will result in administrative disciplinary action.

Nothing in these regulations is intended to intrude upon the constitutional or statutory rights of any student, as long as, in the exercise of these rights, students do not create a threat to the good order of the school or cause the disruption of any recognized school function.

The exercise of such rights by students must be consistent with the public purposes for which the public schools have been established.

Dress Code Violation Appeal Process

Decisions made by the school administration regarding appropriate dress may be appealed in writing to the Superintendent of Schools on the basis of the decision that

- ☐ results in undue hardship;
- ☐ is inappropriate due to a medical condition (as verified by written statement of physician or health care provider)
- ☐ violates the student's right to free speech or exercise of religious beliefs, while not disruptive to school functions, or
- ☐ is not consistent with this Regulation.

The decision of the Superintendent of Schools is final.

DISCIPLINARY GUIDELINES

Inappropriate classroom behaviors, violation of basic classroom / school rules are subject to response by the teacher, which may include:

- ☐ Verbal warning,
- ☐ Phone call / email to parent,
- ☐ Teacher-student conference,
- ☐ Lunch detention,
- ☐ Teacher-assigned after-school detention, and/or
- ☐ Conference with parent/ guardian.

Repeated infractions and/or more serious types of behavior will potentially be responded to at the administrative level, and may progressively result in:

- ☐ Lunch detention,
- ☐ After-school detention,
- ☐ In-school suspension,
- ☐ Out-of-school suspension, and/or
- ☐ Recommendation for expulsion.

Each case will be considered individually, and repeated infractions will result in more severe penalties. Further, consistent misbehavior will be referred to the WLMS Student Support Team.

DETENTION

Detention is imposed by the school administration or teacher for violation of rules and regulations regarding school attendance, tardiness, and truancy-- and matters of general school discipline.

Students who incur office detention will report to the office immediately after school.

Punctuality is required of all students assigned to a detention period. Unless the student has a reasonable excuse, tardiness will add to the detention time. Students who do not report to the assigned detention will meet with the assistant principal or principal for further disciplinary action. Problems or concerns must be addressed with the assistant principal or principal prior to the assigned detention. Students will engage in school-related study during the entire period.

Students who receive office detention will be given one day's advance notice to allow her/him to make arrangements for transportation, if needed. Office detention is generally held on **Tuesday** and **Thursday** from **2:25 PM - 3:25 P.M.** Administration may issue detentions on Monday, Wednesday, and/or Friday, when appropriate. Students who serve office detention will not be allowed to participate in after-school activities on that day.

Each teacher has the right to detain a student after school for disorderly conduct, lack of effort, inattention, and make-up work. In such cases, the student should not report to the detention room, but to the teacher requesting his/her attendance after school. Advance notice will be given, and an arrangement for transportation home is the responsibility of the student.

SUSPENSION/EXPULSION OF STUDENTS

Out-of-School Suspension

Out-of-school suspension is the exclusion from school, the classroom, school-related or school-sponsored activities, and school privileges for no more than ten consecutive days. Exclusion may not extend beyond the end of the school year in which the out-of-school suspension was imposed.

In-School Suspension

In-school suspension is the exclusion from regular classroom, school-related or school-sponsored activities for no more than five consecutive days, but not exclusion from school. Exclusion may not extend beyond the end of the school year in which the in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year.

Transportation Suspension

Transportation suspension is the exclusion from school-provided transportation services for no more than ten consecutive school days. Exclusion may not extend beyond the end of the school year in which the suspension was imposed.

Expulsion of Students

Expulsion is the exclusion from all regular classrooms, school-related or school-sponsored activities, and school privileges for more than ten consecutive school days. Exclusion may not extend beyond a period of one calendar year.

SECTION III: GENERAL INFORMATION

ATHLETIC PROGRAM

- ❑ The WLMS athletic program provides valuable co-curricular activities to all students. While this program is very popular and builds sound school spirit, it plays a supplementary role to our academic program.
- ❑ Class or course obligations are expectations to be met before reporting for athletic practice.
- ❑ All student-athletes and family members are expected to review the [WLMS Athletic Handbook](#) before the start of the athletic season.

Interscholastic Team Sports - Grades 6-8

- ❑ **FALL:** Cross Country, Boys Soccer, Girls Soccer, Girls Volleyball
- ❑ **WINTER:** Cheerleading, Boys Basketball, Girls Basketball
- ❑ **SPRING:** Baseball, Softball

Athletic Physical Examinations

In order to participate in interscholastic competitive athletics, students are required to have a physical examination by a legally qualified practitioner of medicine. In general, only one successful physical examination is required for participation in sports for the entire year.

When a student is referred to a doctor for an ailment or injury, medical approval is required before that student is permitted to return for participation of interscholastic sports. Students referred to physicians for an injury will be removed from the eligibility list until a physician gives clearance for participation.

Students who are absent from school on the day the examination is administered, and students who decide to go out for a sport after the announced examination date are required to be examined by a physician of their choice and at their expense.

Athletic Uniforms

It is the policy of the Windsor Locks Public Schools to provide uniforms for its athletic teams that engage in interscholastic competition. It is the student's responsibility to return all uniforms at the close of the season.

BAGS, BIKES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Backpacks, book bags, pocketbooks and other types of bags are viewed as a means of transporting items between home and school. Before reporting to Homeroom, all bags are to be placed into lockers and kept there until dismissal at the end of the day.

Bicycles, scooters, skateboards, rollerblades, and other items are prohibited on school grounds. Students must dismount when entering school grounds and walk. Violators of this rule are subject to school disciplinary actions, loss of privilege, as well as prosecution. The school is not responsible for any theft and/or damage to any items brought to school.

BEGINNING OF SCHOOL DAY

No students are to arrive before 7:20 AM without a prior arrangement made with a teacher or staff member. In the event of inclement weather, students will be allowed into the school prior to 7:25 AM.

Upon entering WLMS, students should:

- ☐ Proceed to either the auditorium or cafeteria for breakfast and remain in that location.
- ☐ Remain seated in their assigned section and adhere to all school rules until dismissed by the staff at 7:35 AM.
- ☐ Then proceed to their lockers and then directly to Homeroom.
- ☐ Conduct personal business (guidance, office, nurse, etc.) before school, from 7:30-7:35 AM.
- ☐ Be seated in Homeroom by 7:40 AM or will be considered tardy to school.

BUSES

Students may ride the bus only if they are eligible, and they may only ride the bus to which they are assigned. At all times while transporting pupils to and from school, the driver is in full charge of the bus and of all pupils riding therein. All rules and regulations for conduct adopted by the school authorities must be complied with. Students not in compliance may be suspended from riding the bus.

The following rules shall be enforced regarding bus transportation:

- ☐ Students must take a seat as they enter the bus, and remain seated while the bus is in motion. Students shall not move from one seat to another except by permission of the driver.
- ☐ Bus windows shall not be opened without permission from the driver.
- ☐ Students must not at any time extend their arms or head out the bus window.
- ☐ The use of tobacco or any controlled substance (alcohol or drugs) on the bus is prohibited by state law.
- ☐ Students shall assist in keeping the bus clean, sanitary and orderly; they shall refrain from damaging or abusing the bus, its cushions, or other equipment. Liability for damage will be incurred by the student and/or parent. (Statute 51-572.)
- ☐ No incident or profane language shall be permitted on the bus, nor shall there be any rowdyism or loud talking.
- ☐ Upon entering or leaving the bus, students shall not crowd or disturb others.
- ☐ Except in case of emergency, students should enter and leave the bus through the front door.
- ☐ Students required to cross a traffic highway after alighting from the bus must cross in front of the bus while bus drivers must remain parked at the spot with light flashers operating until pupils have crossed the thoroughfare.
- ☐ Students must be on time to keep the bus on schedule.
- ☐ While waiting for the bus, students should exercise due respect for private property. All school rules concerning student conduct and discipline shall apply to students waiting at bus stops.

CAFETERIA

Lunch and Cafeteria Procedures

- ☐ No food can be removed from the cafeteria.
- ☐ All students are expected to demonstrate appropriate behavior in the cafeteria (e.g. - proper disposal or refuse, maintaining appropriate conversations, and remaining at the lunch table for the duration of the lunch wave).
- ☐ After completing lunch, students will deposit trays, utensils, milk containers, straws, and paper goods in the proper container(s).
- ☐ Students will not be permitted to leave the cafeteria during their lunch period unless a cafeteria supervisor grants permission. Classes are in session on the first and second floors, and students are to remain in the cafeteria.
- ☐ Students are not permitted to go home for lunch.
- ☐ Lavatories are located in the cafeteria area for your convenience. Students wishing to use the lavatories must receive permission from cafeteria supervisors.

CELL PHONES

Students may possess cell phones on school property and at school events. During the school day, however, the use of cell phones/electronic devices is prohibited without the prior permission of the classroom teacher. Students will be reminded at the beginning of each day to turn off all electronic devices and to secure them in their lockers. The use of the camera on cell phones / electronic devices is prohibited without the permission of the person being photographed. Students are not allowed to access social media during the school day.

In any instance in which there appears to be a question, the administration reserves the right to make final judgment. Failure to comply with this requirement will result in administrative disciplinary action.

- ☐ First Offense - remain in Main Office for remainder of the school day and issued a lunch detention
- ☐ Second Offense - phone picked up by parent and issued after school detention
- ☐ Third Offense - two week phone suspension (left in main office) and issued after school detention
- ☐ Subsequent Offenses - progressively longer phone suspension and issued after school detention

COMPUTER USE

WLPS 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.

Parents will be notified about the WLPS network and the policies governing its use. Parents, students, and staff members will be asked to sign a "WLPS Network User Agreement Form" to indicate that they have read, understand, and will comply with the Windsor Locks Public Schools Acceptable Use Policy. Parents may request that their children not access the Internet for independent use. 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.

These computer systems are expensive to purchase and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy. Additionally, families may incur costs related to repair or replacement of intentionally damaged student computer devices.

Student Computer Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited.

Conduct that constitutes inappropriate use includes, but is not limited to the following:

- ☐ Sending any form of harassing, threatening, or intimidating message, at any time, to any person. (*Such communications may also be a crime.*);
- ☐ Gaining or seeking to gain unauthorized access to computer systems;
- ☐ Damaging computers, removal of protective case, computer files, computer systems or computer networks;

- ☐ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- ☐ Using another person's password under any circumstances;
- ☐ Trespassing in or tampering with any other person's folders, work or files;
- ☐ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- ☐ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- ☐ Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- ☐ Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited. Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

In the event there is an allegation that a student has violated the Acceptable Use Policy, the student and his/her parent(s) will be provided with notice and opportunity to meet with school personnel. Unacceptable use of the WLPS network will result in disciplinary action tailored to the specific incident and to assist the student in learning appropriate behavior for network use. Violations of the established rules and guidelines for the WLPS network will result in consequences that range from limiting or denying access to the network to taking legal action. An appeal for reinstatement of revoked WLPS network privileges may be made to the principal.

COUNSELING DEPARTMENT

The purpose of this department is to assist students in their educational, personal, social, and occupational pursuits. Individual and group testing, interviews at regular intervals, and assistance in choosing courses and careers are some of the areas in which the school counselor becomes involved. Students may seek voluntary assistance or be referred by staff, peers, parents, or others. Students are encouraged to secure a pass in order to see a counselor.

Scientific Research-Based Intervention (SRBI)

The SRBI is a resource for students, parents, and teachers through which we all work to support each individual's academic and social growth. This Team's goal is to guide each child to a realization of their individual full potential.

Your child may be recommended to this team at any time throughout the school year.

What does the SRBI process intend to accomplish?

- ☐ Promotes early identification and implementation of intervention strategies.
- ☐ Consults with the academic team to help students who are experiencing challenges learning.
- ☐ Monitors progress towards established goals.
- ☐ Increases communication between support personnel, academic teams, the parents(s)/guardians and the school.
- ☐ Provides information to school staff and parent(s)/guardians regarding school and community resources.

You can learn more about SRBI services by calling your child's counselor at (860) 292-5012.

FIRE / SECURITY DRILLS

- ❑ Fire and security drills are held at regular intervals throughout the year. Students are required to follow the directions posted in each classroom.
- ❑ At the sound of the alarm, all students will file out through the designated exit, quietly, and in single file. The last person to leave should close all windows and doors in each room.
- ❑ Teachers will remain with their students throughout the drill to see that it is performed in a quiet and orderly manner.

GUM / CANDY

There is no gum or candy allowed in school. On special occasions, staff members may reward students with healthy snacks as designed by the wellness policy in the classroom. When this occurs, students are to finish their rewards before they leave the room. Students are prohibited from traveling around the building with any food or beverage items.

LIBRARY / MEDIA CENTER

To gain entrance to the library media center, a student must submit a pass signed by a teacher. Passes are issued to students who wish to use the facility for research, book selection, and class assignments.

- ❑ All Library passes should be obtained from classroom teachers and presented to the media specialist when entering the media center.
- ❑ Students are to check in to their normal class as designated on the pass before reporting to the Library.
- ❑ Students entering late will be considered tardy.
- ❑ Students will be allowed to borrow books for a four-week period. A bill will be sent for any damaged or lost books.
- ❑ A library/media center orientation period will be given to 6th grade students at the beginning of the school year. Included in this program will be an explanation of the Library Media Center's rules and procedures.
- ❑ Library / Media Center privileges can be forfeited should rules and procedures not be followed.

LOCKERS

The use of a locker is a privilege. School lockers are the property of the school. Students are allowed the use of lockers subject to administrative regulations. Students are assigned lockers at the beginning of the school year. Combination locks are on all student lockers. Each student will have the combination to his/her own locker. Students should not share that combination with any other students. Care of school lockers is the responsibility of the student to whom the locker is assigned. If the locker does not work properly or if the lock is broken, it is the student's responsibility to notify the office so that it can be repaired. School lockers are for storage of books and clothing and do not provide satisfactory protection against loss of valuables. Lockers should be locked at all times to protect against loss. Defacing of school lockers, attaching stickers or decals, breaking locks, and general abuse of school lockers will subject the student to a fine covering the cost of repairs, pursuant to State Statute 52-572.

If the administration suspects students are not maintaining their lockers, or they are using them to hold contraband, it has the right and responsibility to open and examine them without student permission.

Upon dismissal from each class, students will go to their lockers to get the books and materials needed. It will not be necessary to go to your locker after each period if you plan ahead. It is recommended that you obtain books and materials for more than one class each time you visit your locker. We also suggest that you pick up your lunch from your locker just before your lunch class in order to expedite your movement to the cafeteria. Lockers are not to be

used during or after school activities, as it is the policy of the school to have students bring books and clothing to all after-school programs.

LOST AND FOUND

All articles lost or found should be returned to the lost and found or school office. The school is not responsible for lost or stolen personal items. Personal articles left in lockers or on school property not claimed within two weeks after the close of the formal school year are not the responsibility of the school.

ORGANIZATIONS AND ACTIVITIES

The middle school recognizes the value of school clubs and activities as an integral part of a student's development and motivation. The following clubs and activities are examples of after-school activities that may be available: Student Council, Drama, School Newspaper, Intramural Sports, and Music. Students and families are encouraged to contact the Main Office for updated club and activity offerings.

PASSES

Students are not permitted to leave a classroom without a paper hall pass signed by a teacher or teacher specific classroom pass. Passes indicate the time left, the teacher responsible for the student, and the student's destination.

PERSONAL PROPERTY

The school cannot accept responsibility for money or valuables that students have in their possession. School lockers are for the storage of books and clothing and do not provide satisfactory protection against loss of valuables. Students, therefore, are encouraged to keep valuables and large amounts of money at home. Further,

- ❑ Students who ride their bikes to school should purchase a lock to secure their bikes to the rack provided.
- ❑ Electronic devices not directly related to the education process are not to be used while school is in session.

The school will not be responsible for such damage to or theft of such equipment. These items may be confiscated by staff members and turned into the main office. Parents will be called to retrieve any confiscated items.

Lending your personal property is not a good idea and should not be done. When you give friends personal items such as cell phones, iPods, or other items, you lose control, and they might be lost or-- if used inappropriately-- be confiscated by staff. The Windsor Locks Middle School will not be held responsible for lost, damaged or stolen personal electronic devices that are brought to school.

TARDY POLICY

Students are officially late to school if they are not seated in their first-period class when the 7:40 bell rings. Students who arrive after 7:40 should report to the office first. After 3 unexcused tardies in any marking period, students will be issued a detention, and a detention will be issued for every tardy after the 3 unexcused tardies. Three unexcused tardies are equivalent to one unexcused absence.

TARDINESS TO CLASS

The daily schedule allows for three minutes of passing time between classes. Students are expected to be in class on time. Teachers will keep a record of students who arrive late to class. If a student is tardy three times, a teacher consequence will be assigned. Tardiness in excess of three will be referred to the office. A specific plan will be developed to address the needs of any student for whom tardiness is a chronic problem.

TELEPHONE CALLS

Students can make emergency telephone calls by using the main office telephone. Permission from the classroom teacher must be received in each case. Students should obtain a pass from the classroom teacher to come to the main office. Students will not be removed from class to receive a telephone call except for reasons of emergency.

VANDALISM

In cases where acts of vandalism occur to real or personal property owned or leased by the school district (property), the school district shall seek restitution. Offenders shall be invoiced for damages. Vandalism includes, but is not limited to, the cutting, defacing, or injuring in any way the school or school district property. The parent or guardian of any minor/unemancipated child who engages in vandalism of school/school district property shall be held liable for all damages up to the maximum amount allowed under state law.

SECTION IV: IMPORTANT POLICIES, REGULATIONS, AND BYLAWS

ANNUAL BULLYING NOTICE

WLPS BOE Policy #5131.911R, Appendix A

Bullying behavior by any student in the Windsor Locks Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students are prohibited from engaging in any act of bullying or teen dating violence, 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 or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying or teen dating violence behavior will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail and are available to students and their parents/guardians upon request and are also published on the District’s website.

Disciplinary Sanctions for Bullying Harassment, Discrimination and Retaliation

The following has been adapted from the Policy on Bullying

Disciplinary Policy Regarding Civil Rights Issues

The District prohibits all forms of discrimination and harassment, as defined below, based on the following protected categories: race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, gender identity or expression and/or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

The District also prohibits bullying and teen dating violence, as defined below.

The District will not tolerate retaliation against persons who take action consistent with this disciplinary policy.

The prohibition against bullying, teen dating violence, discrimination, harassment and retaliation applies to all students on all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities, school-related transportation and in production and work-based learning sites.

The District may also take appropriate disciplinary and corrective action for misuse of privately owned or school owned/operated electronic devices or other technology when occurring on campus and off campus if the incident poses a likelihood of substantial disruption to the educational process or the orderly day-to-day operations of the school.

Reports or complaints of bullying, teen dating violence, discrimination, harassment, or retaliation will be investigated.

Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Retaliation

Disciplinary sanctions and corrective actions may include, but are not limited to one or more of the following:

1. a written warning.
2. classroom or school transfer.
3. short-term or long-term suspension.
4. exclusion or expulsion.
5. exclusion from participation in school-sponsored functions, after-school programs and/or extracurricular activities.
6. Limiting or denying student access to a part or area of a school.
7. Parent conferences.
8. Adult supervision on school premises.
9. A voluntary apology to the victim.
10. Awareness training (to help student perpetrators understand the impact of their behavior).
11. Participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs.
12. Mandatory counseling.
13. Any other action authorized by and consistent with the Student Code of Conduct and/or school disciplinary code.

14. Appropriate referral including reports to law enforcement, state agencies, school counseling and PPT.

Protection Against Retaliation

The District will take appropriate steps to protect students from retaliation when they report or file a complaint or cooperate in an investigation of a violation of the bullying policy. Threats or acts of retaliation, whether person-to-person, by electronic means or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including suspension, exclusion, or expulsion.

False Charges

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective action(s) detailed above.

Student Responsibilities

Each student is responsible for:

1. Complying with the Policy on bullying and teen dating violence.
2. Ensuring that (s)he does not discriminate against another or harass another person because of that person's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), age, genetic information, marital status, sexual orientation, gender identity or expression and/or disability (including but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.
3. Ensuring that (s)he does not bully another person.
4. Ensuring that (s)he does not retaliate against another person.
5. Ensuring that(s)he does not engage in teen dating violence.

GLOSSARY OF TERMS

BULLYING means an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

DISCRIMINATION: Treating a student or group of students less favorably, or interfering with or preventing a student from enjoying the advantages, privileges or courses of study of a school, including in a production or work-based learning site, because of that student's actual or perceived race, color, national origin, ancestry, religious creed, sex (including sexual harassment and pregnancy), gender identity or expression, age, genetic information, marital status, sexual orientation, and or disability (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

HARASSMENT: Unwelcome comments or conduct (oral, written, graphic, electronic or physical relating to an individual's actual or perceived race, color, national origin, ethnicity, religious creed, sex (including sexual harassment or pregnancy), gender identity or expression, age, marital status, sexual orientation, age or disability (i.e., protected status), that is sufficiently severe, pervasive and persistent so as limit a student's ability to participate in or benefit from the district's programs or activities.

RETALIATION: Threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination. Retaliation includes threats or acts of retaliation, whether person-to-person, by electronic means or through third parties. It also includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, or harassment against an individual or group for exercising rights under the District Policy on Bullying or the Student Grievance Procedures for Alleged Discrimination and Harassment.

TEEN DATING VIOLENCE: means any act of physical, emotional, or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

WLPS NETWORK USER AGREEMENT - STUDENTS

The Windsor Locks Public School District considers unethical and unacceptable use of the WLPS network just cause for limiting or removing access to the network and/or initiating legal action. Engaging in such activities, including but not limited to those listed below, will result in consequences for non-compliance with the Acceptable Use Policy.

The following uses of the WLPS network are unacceptable:

- 1) Students posting personal contact information about themselves or other people (i.e. address, telephone number, social security number, picture, or family information).
- 2) Attempting to gain unauthorized access to the WLPS network or to other computer systems through the WLPS network.
- 3) Intentionally disrupting network traffic, spreading computer viruses, or damaging any part of the WLPS network.
- 4) Damaging and/or stealing hardware, software, or any other technology related items.
- 5) Using the WLPS network for illegal, fraudulent, or obscene purposes. Illegal activities are defined as violations of local, state and/or federal laws. Fraudulent use is defined as those activities characterized by, involving, or proceeding from deceit, trickery, breach of confidence perpetuated for profit or to gain some unfair or dishonest advantage or gains. Obscene activities are defined as violations of generally acceptable social standards for use of a publicly owned and operated communication vehicle.
- 6) Inappropriate access to material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).
- 7) Gaining unauthorized access to files, accounts, or data stored on any of the servers, corrupting or vandalizing data.
- 8) Plagiarism and copyright infringement.
- 9) Use for profit or financial gain.

An appeal for reinstatement of revoked WLPS network privileges may be made to the principal or designee. The District reserves the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network and to restrict or terminate access to the WLPS network at any time for any reason.

PARENT/GUARDIAN PHOTOGRAPHING / VIDEOTAPING STUDENTS FOR PUBLIC ACCESS

Occasionally, the students of the Windsor Locks Public Schools are involved in activities or events that are videotaped or photographed for the media to reproduce to the general public. Photographs may appear in newspapers or on the school or district website. The Windsor Locks Public Schools enjoys the opportunity to have access to the wonderful achievements of our students through the media. Therefore, we are requesting your permission to allow your child to be photographed or videotaped should your child participate in an event, which may be shared with the public.

By selecting **YES** on the signature page you **DO** give Windsor Locks Public Schools permission to take photographs and/or videotapes of your child during the school year. You understand they may appear in the media (i.e. newspapers, school websites, or on television.)

By selecting **NO** on the signature page you **DO NOT** give the Windsor Locks Public Schools permission to take photographs and/or videotapes of your child during the school year. You **DO NOT** want them to appear in the media (i.e. newspapers, school websites, or on television.)

SUSPENDABLE AND EXPELLABLE OFFENSES

RECEIPT OF INFORMATION REGARDING STUDENT INFRACTIONS THAT MAY RESULT IN SUSPENSION, EXPULSION, and/or REFERRAL TO POLICE

It is important that all students understand their part in creating and maintaining a safe learning environment for everyone. To this end, we feel it is critical for students to know the specifics about certain infractions that may cause them to be suspended or even expelled from school. The kinds of infractions included here threaten the safety, security, and order of the school building, and cause a serious disruption to the educational process. You will also feel the impact, since suspension, expulsion, and police referrals can jeopardize your future, your family's finances, and the opportunities available to you in your educational career.

Your job is to read through these infractions and sign off on the form provided.

MANDATORY EXPELLABLE OFFENSES PER CONNECTICUT STATE LAW
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The following incidents will result in both a 10 day suspension and expulsion from school for up to 180 days:

- 1) Student is in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm (examples*: knives, guns, toy guns, box cutters, BB guns, explosive devices, etc., whether functional or not).
- 2) Student is in possession of a firearm off of school grounds or uses a firearm*, deadly weapon, dangerous instrument, or martial arts weapon in the commission of a crime (on or off school grounds).
- 3) Student was engaged on or off school grounds in offering for sale or distribution a controlled substance*, i.e. illegal drugs, controlled substances such as prescription drugs and/or alcohol (selling marijuana, cocaine, ecstasy, prescription narcotics such as Tylenol with Codeine, or morphine, among other prescription painkillers, plus other illegal drugs and prescription medication not included in this list).

SUSPENDABLE AND EXPELLABLE OFFENSES
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The following offenses will result in suspension from school up to 10 days and will likely result in a recommendation for expulsion for up to 180 days:

- 1) Possession of illegal drugs and/or alcohol in school.
- 2) Possession of prescription drugs in school.
- 3) Threats to harm property or persons, such as bomb threat.
- 4) False fire alarms.
- 5) Fighting or physical violence.
- 6) Off-campus behavior that is seriously disruptive of the educational process that usually results in a police arrest. The following constitute both suspendable and expellable off campus offenses:
 - a) Threats of violence to persons or property posted on the internet or communicated via text messaging, email, instant messaging, etc.
 - b) Conduct involving violence or threats of violence, and/or the use of a weapon.
 - c) Incidents resulting in arrest that occurred within close proximity to the school (example, possessing illegal drugs within 1500 feet of school).
 - d) Incidents where other students from the school were involved, or there was any gang involvement.
 - e) Incidents that involved the use of alcohol.

All of the above would result in the following consequences:

- 1) Being suspended from school for a period of up to 10 days and/or
- 2) Being expelled from school for a period of up to 180 days (one calendar year) and/or
- 3) Being referred to the police for an arrest.