Memorial Middle School
Student Handbook

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Office Hours:
7:45 AM – 3:45 PM

MISSION STATEMENT

Memorial Middle School has purposely crafted an instructional environment, which reflects the developing needs of our youngsters. Since middle school is distinct from elementary school and high school, we are proactive in planning for the transitions our students make as they progress through our educational system. We work to provide a positive school climate in which children find acceptance, support, and structure through clear expectations for high academic performance and behavior. To prepare students to become responsible citizens, we emphasize cooperation and concern for others, and respect for individual and cultural differences. These commitments are essential to preparing our students to become successful contributors within the global community.

Dear students,

Your Memorial Middle School student handbook plays an important role in your success at school. It will help you navigate middle school, as well as help you stay informed about school rules, policies, and opportunities. As a middle school student, now is the time to take responsibility and familiarize yourself with this information in order to create a successful middle school experience. Our school community and your families will support you in your endeavor to be an organized and responsible school citizen.

Dear Parents/Guardians:

At Memorial, we believe that parental involvement is essential for a successful middle school experience. This student handbook is one tool to communicate our shared commitment in fostering positive behavior and academic achievement at MMS. We ask that you review the handbook with your child not only at the beginning of this school year, but regularly throughout the year. It will give you the opportunity to review your child's middle school policies. We encourage you to reach out with any questions or concerns that you may have. It is a pleasure to share the special years of middle school with you and your child, and we thank you in advance for your support.

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At Memorial Middle School, We Want to Feel:

Respected, Included, Safe, Engaged & Happy

In order to have these feelings consistently, we will:

- Follow all school safety procedures
- Respect personal boundaries
- Invite others to be a part of the group
- Include and listen to everyone
- Spread joy by complimenting others and remaining humble and kind
- Remain positive, confident, motivated
- Remind others to do their best
- Be open to new ideas and try new things

MMS Rises to Success

	CLASSROOM	CAFETERIA	RECESS	BATHROOMS /LOCKER ROOMS	HALLWAYS	BUS	EVERYWHERE
Respected	★ Follow directions ★ Maintain personal space ★ Respect classroom property	★ Follow directions ★ Use good table manners ★ Clean up after yourself ★ Be helpful and polite ★ Only eat your own food!	★ Follow Directions ★ Listen to Recess Aides ★ Take care of recess equipment ★ No food or drinks outside	★ Keep facilities clean ★ Use classroom Sign out system	★ Maintain personal space and property ★ Pass quietly in the halls	★ Cooperate with the bus driver ★ Keep your body and belongings to yourself ★ Follow all bus rules	★ Use appropriate language and indoor voices
Included	★ Be kind and caring ★ Be honest ★ Respect individual ideas and difference ★ Help others ★ Respond to all adults respectfully	★ Wait your turn ★ Follow pass procedure ★ Stay in the seat you have chosen ★ Help others ★ Be tolerant of personal food choices ★ Respond to all adults respectfully	★ Welcome all ★ Be kind to all students and adults ★ Take turns	★ Maintain the Privacy of others ★ No phones to be used in these locations	★ Listen to adults ★ Be helpful ★ Be kind and caring ★ Pass quickly	★ Share seats ★ Be kind to classmates and bus drivers	★ Be kind ★ Ask a peer to sit with you
Safe	★ Use school and personal materials appropriately	★ Use designated entrances/exits ★ Report accidents and spills ★ No glass bottles or containers ★ Be tolerant of other people's food choices	★ Report accidents ★ Do not kick balls on the blacktop ★ Keep hands and feet to yourselves	★ Report problems immediately ★ Use facilities appropriately	★ Keep your lock on the locker ★ Stay to the right ★ Report accidents	★ Stay in your seat and keep your feet out of the aisles ★ Enter and exit in an orderly manner ★ Report problems ★ Stay seated until the bus stops completely	★ Keep hands and feet to self
Engaged	★ Actively Participate ★ Come prepared ★ Arrive on time ★ Do your own work and complete all assignments on time ★ Try all tasks first then ask for help ★ Offer your ideas ★ Help others	★ Make healthy choices ★ Clean tables together ★ Be a good tablemate ★ Engage in appropriate conversations	★ Follow all game rules ★ Notify Recess Aides if you will be with another teacher ★ Help others when needed	★ Keep facility neat ★ Flush and Wash Hands ★ Use facilities in a timely manner ★ Use the closest bathroom	★ Keep your locker locked ★ Keep locker and hallway clean ★ Keep your locker organized	★ Check your seat for personal belongings ★ Keep your area clean	Keep Cell phone off and away Actively listen (no earbuds)
We need to RISE to be successful!							

MMS Regular Day Schedule

6th Grade		7th Grade		8th Grade	
Homeroom	8:05 - 8:11	**Homeroom**	8:05 - 8:11	**Homeroom**	8:05 - 8:11
Academic	8:13 - 9:04	**Academic**	8:13 - 9:04	**Unified Arts**	8:13 - 9:04
Academic	9:06 - 9:57	**Unified Arts**	9:06 - 9:57	**Academic**	9:06 - 9:57
Unified Arts	9:59 - 10:50	**Academic**	9:59 - 10:50	**Academic**	9:59 - 10:50
Lunch / Recess	10:52 - 11:28	**Academic**	10:52 – 11:43	**Performance Block**	10:52 - 11:28
Academic	11:30 –12:21	**Lunch/Recess**	11:45 – 12:21	**Academic**	11:30 - 12:21
Performance Block	12:23-12:59	**Academic**	12:23 – 1:14	**Lunch /Recess**	12:23 -12:59
Academic	1:01– 1:52	**Performance Block**	1:16 – 1:52	**Academic**	1:01 – 1:52
Academic	1:54 – 2:45	**Academic**	1:54 – 2:45	**Academic**	1:54 – 2:45

Main Office/School Counseling Office

The main office is open from 7:45 a.m. - 3:45 p.m. Monday through Friday.

Important Phone Numbers

Main Office	758-2496
Guidance Office	758-8450
Nurse's Office	758-1912
Attendance	758-1912

Contacting Staff: Staff can be contacted through e-mail. Type the first initial last name@region15.org (ex: jbourque@region15.org) or visit the MMS staff directory at www.mms.region15.org

Announcements: Announcements for the benefit of students and staff are read during homeroom each day. Homeroom will include the Pledge of Allegiance, a moment of silence, and a reading of the morning announcements. All students should listen carefully during announcements for reminders about school procedures, club meetings, and most other happenings at Memorial which are important to students. Announcements are also posted on the MMS website daily under the announcements tab.

Visitation Policy - All visitors and non-student/staff traffic must access the building from the main entrance only and ring the doorbell for admittance. All visitors must state their name and purpose before being allowed to enter. Parents must state the name of their child. Visitors will be asked to produce picture identification if unknown to the office staff. All visitors must remain in the main office area unless escorted by a staff member. Visitors must leave any delivered items in the office, and students can pick them up during the day. If personal delivery is required, the appropriate staff member or child will be located, and that person will come to the office area. Parents requiring access to the school nurse will be escorted by a staff member or the nurse will bring the child to the office area.

The School Counselor's mission is to help students focus on academic, personal/social, and career development so they not only achieve success in school but are prepared to lead fulfilling lives as responsible members of society. We follow the Connecticut Comprehensive School Counseling model which is proactive and preventative in its focus. School counselors work with all students in grades 6th, 7th and 8th. As counselors, our goal is to provide, serve, develop, and assist our students to help them meet success.

We Provide: Classroom guidance lessons and activities for all students, individual and group counseling, information to parents regarding students' academic and social/emotional development, crisis counseling intervention, orientation programs for new students to our school, and information for students and their parents regarding the transition to high school.

Serve: As a consultant to staff and parents, as a confidential listener, as a member of the referral team, Planning and Placement Team, crisis team, and as a liaison between staff and parents.

Develop: Healthy peer relationships, orientation programs, engaging in interactive lesson plans for guidance lessons, methods of coping with issues of separation, divorce, death, loss, stress, and grief, Opportunities for students to meet with representatives from area technical and vocational schools.

Assist: In referrals to outside agencies, in appropriate course and program selection, in monitoring classroom performance, in resolving conflict between students, in curriculum development, in the process of high school applications and recommendations.

School Psychologist- Our school psychologist is available for counseling and provides psychological evaluations for students to determine their educational needs in consultation with parents, teachers, and administrators. The counselors and the school psychologist are participants in the PPT process and coordinate high school placement and community assistance.

Attendance

Both parents and students are urged to encourage timely and consistent attendance at school. Good attendance is essential for a positive and productive learning experience. Doctor and dentist appointments should be scheduled outside of the school day whenever possible.

Early Arrival to School: There is no supervision at school prior to 7:45 a.m. **No students should be dropped off before this time.** Due to traffic congestion in the morning, parents are encouraged to send their children to school on the bus. Students are not allowed in the building before this time unless special arrangements have been made with a teacher.

Late to School: It is very important for students to arrive on time for school. In addition to missing information and instruction, arriving late to class is disruptive to teachers and to their classmates. Please call the Health Office at 203-758-1912 if your child is going to be late. All students who are late (after 8:05 AM) must report to the Main Office with a dated and signed note from a parent indicating the cause of the tardiness. MMS has two categories of tardiness: excused and unexcused. Examples of an excused tardy are doctor's appointments with a doctor's note and family emergencies. Examples of unexcused tardiness include oversleeping and missing the bus. Please note that a bus arriving late to school does not count as a tardy against any student who is on that bus. However, any student late to homeroom when the bus is on time will be charged for an unexcused tardy. For each additional tardy in a semester, a recess restriction will be issued. **Dismissal:** Students should remain quiet, listen for any announcements, and await dismissal over the intercom. At that time, they will proceed directly to the buses. Please remember that running in the halls is not permitted. Students are not permitted to walk from school property.

Picking up Students at Dismissal: Students who are being picked up at dismissal will report to the cafeteria at 2:45. Parents will be let into the front lot at 2:53 after all buses leave and students will then be dismissed to the front of the building.

Early Dismissal: Early dismissal from school should be requested only when absolutely necessary. If it becomes necessary to ask for an early dismissal, a written request, signed and dated by a parent or guardian, must be presented to one of the secretaries in the school office. At the time of the dismissal, the student must report to the office to sign out before leaving the building. If an emergency arises, please call 203-758-2496 to arrange for early dismissal. A parent/guardian must come into the front entrance when picking up for dismissal.

Students are not permitted to dismiss themselves from school for any reason and will be given disciplinary consequences for attempting to do so. Students who are not feeling well during the school day must be evaluated by the school nurse.

Vacations: We strongly suggest that families plan vacations during the scheduled school vacations. Occasionally, parents ask that students be excused from school for a family vacation. Although make-up work may be provided, the student will not be able to benefit fully from classroom presentations and interactions while away. **However, if it is unavoidable that your child misses school during scheduled academic days, please be sure to notify the teachers and the Main Office in writing at least one week before the vacation.** Upon return, students will be responsible for completing all assignments missed within a week. **Teachers are not expected to provide materials prior to vacation.**

Emergency Closings: Sometimes school must be closed early due to weather conditions or emergency. Children should be instructed by their parents ahead of time as to the procedure they should follow in this situation. Closings will be shared out via Parent Square and posted on the Region 15 website. See Region 15 website for special schedule information.

School Cancellations: If poor weather conditions require school cancellation or a delayed opening, the announcement regarding this decision will be shared via television stations, Parent Square, and the school's website, www.mms.region15.org. All of these resources are listed in the Region #15 Calendar.

Laws Regarding School Attendance - Each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school is in session in which provision for the instruction of such child is made according to Connecticut State Statute, Section 10-184.

Penalty, Section 10-185 - Each day's failure on the part of a person to comply with any provision of Section 10-184 of the Connecticut State Statutes (see Duties above) shall be a distinct offense, punishable by a fine not exceeding twenty-five dollars per day.

Absent from School - It is essential that we keep track of excused and unexcused absences Per Region 15 policy, a student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. Therefore, on a full day of school, students must arrive by 11:25 a.m. to be considered present. A student who is serving an out-of-school suspension or expulsion should always be considered absent. **If your child is going to be absent or tardy for any reason, please call our school health office at 203-758-1912 by 8:30 a.m. and leave a message on the answering machine. Please include the reason for the absence or tardiness. If parents do not contact the school when a child is out, the absence will be recorded as "unexcused".** We are required to monitor attendance carefully. Any pattern of excess absences and/or tardies whether excused or not, may result in a referral to the Region 15 Attendance Review Board. **Attendance is not credited if a student is not present for a minimum of three hours and twenty minutes. In order to be marked as present for the day, a student needs to either arrive at school by 11:25 am and remain for the rest of the day or be present for homeroom and depart after 11:25 am.**

IF A STUDENT IS ABSENT, HE/SHE IS NOT ALLOWED TO PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITIES ON THAT DAY. Examples of these activities include dances, trips, and sporting events.

CT State Legislation, Public Act 11-136 provides definitions of excused and unexcused absences. Excused absences must adhere to the following criteria:

- For the first nine (9) absences in a school year any reason approved by the parent or guardian is accepted by the school as an excused absence

- For the tenth absence and above students are considered excused for the following reasons:
- Student illness which MUST be verified by an appropriately licensed medical professional
- Student observance of a religious holiday
- Death in the student's family or other emergency beyond the control of the student's family
- Mandated court appearance which is verified by written court document
- Lack of transportation that is normally provided by a district other than the one the student attends
- Extraordinary educational opportunity which is educational in nature and related to the student's course work, an opportunity not ordinarily available, is grade and developmentally appropriate, and relevant to the student which has been pre-approved by district administrators.

Region # 15 Truancy Policy - The Region #15 Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance for the following purpose: to identify students who are truant/habitually truant, or excessively absent; to enlist the cooperation of parents/guardians and, when necessary, the juvenile justice system, in order to change the behavior pattern that has developed. , CT General Statutes 10-198a define a truant student as one who has four (4)unexcused absences in a month or ten (10) unexcused absences in a school. **A "habitual" truant means a child who has twenty unexcused absences.**

Procedures for Monitoring Truancy

- Parents/guardians have a statutory obligation to ensure that their child attends school.
- Parents/guardians are required to provide the school with a telephone number or some other means of contacting them during the school day.
- It is the responsibility of the parents/guardians to contact the school health office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school will make a reasonable effort to notify the parent/guardian by telephone of the child's absence. (**The absence will stand as unexcused**.)
- When a student is identified as a truant or habitual truant, the Superintendent or designee will conduct a meeting with the parent/guardian, student, and Student Assistance Team members. The meeting will occur not later than ten school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.
- If the Superintendent determines that further assistance is required for a truant child and the child's family, the Superintendent may file a written complaint with the Superior Court pursuant to Connecticut General Statutes S46b-149 alleging that this is a family with service needs**. The Superintendent is required to file with the Superior Court in cases where parents fail to cooperate with school efforts to remedy the truancy issue.** All Policies and regulations are available on the Region 15 web site under General Information.

Withdrawal From Region #15 - If a family is planning to move out of the Region #15 school system, the parent/guardian must contact the Central Office so that we can make the necessary arrangements for students to transfer. When it is time for the transfer, a parent/guardian must come to the school to sign important transfer papers.

Health Office



Physical Exams: In accordance with the State of Connecticut requirements, all sixth-grade students must have a complete physical. **This physical must be performed after July 1 of the beginning of the student's 6th-grade year. We prefer that they be submitted to the health office prior to the end of 6th grade in June. If students do not have a physical completed within this time period, they will not be able to start 7th grade.** The results of this physical must be recorded on the State of CT Health Assessment Record form and all "starred" (*) items must be completed by the physician. The form is available on the Region 15 website. This physical may be used to meet the sports physical requirements as long as the physician has checked off the box indicating that the student may participate fully in physical education activities. Questions or concerns should be directed to the school nurse at (203) 758-1912. Physicals are valid for 13 months from the date of the exam. Please note that a Sports Physical does not meet the criteria for the mandatory 6th-grade physical exam.

First Aid: The health office is supervised by a registered nurse and is equipped to provide emergency care for injuries and illness. If further care or treatment is required, the parents will be notified and should provide immediate transportation.

Emergency Forms: Student Information Forms are sent electronically in August each school year. It is important that these forms be reviewed, signed, and returned with necessary changes made within the first week of school. All forms, with or without changes, must be returned and promptly updated with changes that occur. Two adult emergency contacts in addition to parents should be listed. These contacts should be readily accessible and able to pick up a student in the absence of the parent/guardian.

Exclusions from P.E.: Parents may exclude a student from PE for two days. Longer exclusions from P.E. require a doctor's note. All notes should be brought to the health office. If a student is restricted from P.E., they are also restricted from recess.

Health Records: A cumulative health record is maintained in a secure location in the health office for each student. Access to these records is limited to the school nurse. The school nurse provides pertinent information to appropriate school personnel.

Illness During the School Day: Although students should not come to school if they are ill, sometimes illnesses become apparent during the school day. If this happens, students must obtain a pass to go to the health office for an evaluation. The school nurse will determine if a student should be dismissed due to illness and will contact home. It may be necessary to contact a parent or for the student to be sent home.

- If your child has diarrhea, vomiting, or a temperature of 100 degrees or over, they should be home until these symptoms have subsided for 24 hours.
- If a student has strep throat, they must be on antibiotics for a full 24-hour period and fever-free for at least 24 hours.
- If a student has pink eye/conjunctivitis they must be on antibiotics (eye medication) for a full 24 hours and the infected eye(s) may not be draining prior to the return to school.
- Additional exclusions may be necessary due to the nature of the illness.

Long-Term Illness: If a student is absent for medical reasons for three or more weeks, homebound tutoring may be arranged through the district. Please contact the school administration for assistance in this matter.

Immunizations: Immunizations must be current for all students. Students will be excluded from school if their immunizations are not current.

Medications: Medications may only be administered in school with the written order from a physician or dentist, and written authorization of the parent/guardian. Doctor's orders are needed for all medications, including over-the-counter medications (except for Tylenol which only requires parental permission). Medications must be brought to the school nurse by the parent/guardian and must be in the original packaging. New medication orders must be submitted for every school year. When students need medication for field trips or other activities that take place off of the school grounds and/or outside the hours of the regular school day, the parent/guardian must contact the school nurse two weeks in advance to make arrangements.

Screenings: The school nurse conducts screenings of vision, hearing, and posture. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines. Vision screenings are conducted annually in grades K through 6 and 10. Audiometric (hearing) screenings are conducted in grades K, 1, 3, 4, 5, 6, and 10. Postural (scoliosis) screenings are conducted as follows: female grades 5 & 7; males grade 9. For students entering school from and for students traveling to countries at high risk of tuberculosis: a TB test is required.

Sports Physical Examination: Students who are trying out or participating in any sport must have a current sports physical. Sports Physicals CANNOT be used in place of the mandatory 6th grade physical. Physicals are valid for 13 months. **It is the responsibility of any student who wishes to try out for an interscholastic sports team to obtain a physical through their physician and submit written proof of a physical examination. This must be submitted to the school nurse (not the coach) before participation in any school-sponsored athletic clinic, tryout, or practice.** The form is available on the MMS website. The sixth-grade physical assessment may be used to meet the sports physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities. Students will not be able to continue to participate past the expiration date. All physicals must be performed by a licensed physician of medicine or osteopathy, a certified registered nurse practitioner, or a certified physician's assistant. Physical examinations performed by a certified physician's assistant need to be reviewed and signed by a licensed physician of medicine or osteopathy.

Safety Procedures

Creating an environment that is safe for all students and staff is a primary objective of our school. To do so necessitates that the building is reasonably secured during optimum use, namely the hours that school is in session. **Without exception, any individual, including parents, guardians, and siblings entering the building must report to the main office** so that there is monitoring and accountability for the coming and going of the individuals within our building. There are procedures in place in the event of any potential risk to the student body and staff.

Fire Drills: Fire drills are required by law at regular intervals and are an important safety precaution. When the alarm sounds everyone must promptly clear the building by prescribed routes as quickly and quietly as possible. The teacher in each classroom or area will give instructions. Once outside, students should report to their homeroom teacher and stand quietly so that teachers may take attendance. Should a real emergency occur, this would be necessary to ensure that everyone has safely left the building. No one should reenter the building until instructed to do so by an administrator.

Alternate Emergency Drills: Memorial Middle School has established a safety committee which will, periodically throughout the year, hold additional emergency drills for lockdowns, severe weather, and additional crises.

Green Cleaning Products Notification is available by request.

Academic Information

Memorial offers comprehensive academic programs to all students in grades 6-8. Below, please find the classes offered throughout the middle school years.

Academic Classes: ELA, Science, Social Studies, Math, World Language (Spanish or French), STEAM
STEAM Classes: Digital Media, Art, Computers, Tech and Engineering
Unified Arts: Physical Education, Health, General Music, Library Media, Study Hall
Performance Block: Band, Chorus, Orchestra, Global Communications, Collaborative Fitness

The following programs all meet as a graded, academic class during performance block. Students may choose to be in band, chorus, orchestra, or both band/chorus or orchestra/chorus:

- **Band, Chorus, and Orchestra** perform in at least two concerts (winter and spring) each year. Many of our groups perform in additional performances throughout the year. Concert attendance is an important part of participating in these ensembles and is part of their grade. Students are expected to maintain good condition of all school equipment including music.
- **Band & Orchestra** have instrumental lessons that are scheduled throughout the school day on a rotational basis. Students are expected to attend these lessons as part of their grade. Additionally, they are expected to maintain good condition of their instrument and music and have these items at school regularly.

Study Hall: Students may be assigned to a study hall. Students will use the first 30 minutes of study hall for silent sustained reading (SSR). Students must come prepared to study hall with reading material. This could be a book or magazine. After students finish 30 minutes of SSR, students may continue to read or work on assignments on paper. However, students are not allowed to work on their Chromebooks or phones. Study halls are a tech free zone.

Textbooks: All basic texts are loaned to students for use during the school year. All books are to be kept in good condition. Students will be responsible for lost or damaged books. Parents will be notified when this has occurred, and all payments should be made directly to the main office.

Guidelines For Make-Up Work: When students are absent due to illness, teachers will provide a reasonable amount of time to complete the assignments, depending on the length and nature of the absence. For absences due to illness of three days or more, parents may call the office before 9:00 a.m. to make arrangements to pick up assignments prepared by the student's teachers. Work will be available at 3:30 p.m. If the request is made after 9:00 a.m., the assignments may not be available until 3:30 pm on the following day. If a student misses class work for any reason (such as instrumental lessons, doctor's appointment, etc.), it is the student's responsibility to obtain assignments missed, and hand in the assignments by the due date.

Homework Policy: The careful completion of homework is very important as it helps students review what has been learned in class and practice skills that have been introduced. Both students and parents are urged to assign the highest priority to the successful completion of all homework. Every teacher will explain their homework policy. The school follows the Board of Education Policy # 6154. **Additionally, we offer homework support through Homework Club, which runs Monday through Thursday from 2:45 pm until 4:15pm. Permission slips can be found on the MMS website or in the Main Office.**

Report Cards and Progress Reports: The faculty at Memorial strongly believes in continuing communication between home and school. If students have questions about their progress, we encourage

them to talk with their teachers. If parents have questions regarding their child's progress, we encourage them to talk with their child. Parents are then encouraged to contact their child's teacher whenever the need arises. An email will be sent when report cards are available for view on PowerSchool. At progress report time, parents will receive an email prompting them to review their child's grades and work completion. We encourage parents to review this information within 24 hours and contact their child's teachers with any questions or concerns. Please remember that you may view your child's progress at any time on the Parent Portal.

Honor Roll: At Memorial, students are eligible for the Honor Roll. The standards are as follows:

- High Honors: B+ or above in academics.
- Honors: All B's or above in academics. One C+ may be offset by an A.

To be eligible for the honor roll a student must achieve a grade of C or better in all Unified Arts Courses and may not receive an "Unsatisfactory effort," or "Disruptive in class" comment, or receive an "Incomplete"

Cheating and Academic Dishonesty: Cheating can be any of the following activities. Not every form of cheating is listed here, but this list should give you a good understanding of what a teacher means when they say you have cheated.

- **Copying:** This is the most common form of cheating. When you copy from another student's test paper, laboratory report, other report, homework, or computer files and listings, you are cheating. Giving your work to another student to copy is also considered cheating.
- **Unauthorized materials:** If you have notebooks, calculators, cell phones, or any other material or electronic device that the teacher has not said that you may use during a test or assignment, you are cheating. You must only use what the teacher says is allowed.
- **Collaboration:** Working with another student on an assignment that was meant to be done individually is cheating. It is good to have help from your parents on homework and/or projects but not too much. Remember, your parents will not be taking the tests with you, so you need to know the information on your own.
- **Plagiarism**: Using the work of another person and calling it your own is plagiarism. For instance, if you quote or summarize another person's words without stating who had originally made the statements, you are plagiarizing their work.
- **AI:** Please use the following link to access the Region 15 AI Guidance. https://resources.finalsite.net/images/v1769024117/region15org/bvcapx3cbne5f4n6kcem/Reg15ArtificialIntelligence117final1.pdf

Consequences of Academic Dishonesty: When a student is in violation of the academic honesty policy for an assessment, assignment, or other activity, teachers will follow these steps:

1. The teacher will conference with the student to discuss the incident.
2. If an incident of cheating is verified, the student may receive a reduced grade or a grade of zero for the assessment at the discretion of the teacher.
3. If a grade of 0 is assigned, the student may be required to do a similar replacement assignment or exam to demonstrate accurate evidence of learning for reduced credit at the discretion of the teacher.
4. Parents will be notified of the academic dishonesty by the teacher.
5. An additional disciplinary consequence may be assigned by the teacher.
6. Additional incidents of academic dishonesty will be handled as detailed above and may include additional disciplinary consequences from the administration.

Hallway Procedures

Hall Courtesy: Students should keep to the right of the hall and pass quietly to their destination. Students should not block traffic by standing in groups and must be considerate of others in the halls and classrooms. Running in the halls is not permitted.

Book Bags & Lockers: Students may bring book bags to and from school. However, book bags are not allowed in classes and must stay in their lockers during the school day. Every student is assigned a locker, which should be secured with a lock at all times. Lockers should be properly maintained (i.e. clean, organized, ability to open and close, food/drinks should stay in lunchboxes). Decorating a locker in any form is prohibited. If a student has a problem with their locker (door doesn't close, lock isn't working properly, etc.), they are to tell their homeroom teacher who will contact a custodian. Since each student has a locker space, students do not need to carry all of their books and notebooks during the school day. Students should spend limited time at their lockers. **Unauthorized entry in any other student's locker is not allowed under any circumstance and will result in an office referral and possible in-school suspension. The school cannot assume responsibility for the loss of items stored in lockers**. **SCHOOL ADMINISTRATORS MAY CONDUCT RANDOM PERIODIC INSPECTIONS OF STUDENT LOCKERS WHICH ARE CONSIDERED SCHOOL PROPERTY.**
For PE, students are allowed to bring a small bag with clothing to the gym locker room. However, lockers in the locker room are for class time use only, and belongings must leave with students at the end of class.

Classroom Policies

Late to class: It is equally important to be on time for each class attended. If a student is delayed because of a conference with a teacher, the student should ask for a pass to their next class. If a student is tardy due to their actions, they will have to abide by the school's procedures regarding "late to class" situations. A student with four tardy notices to the same class in a marking period will meet with an administrator and be given an office detention as a consequence.

Passes/Sign-out: All students should be in class or a supervised area at the beginning of each period. Students require a written pass from an adult if they are arriving late to class. Arriving late without a pass may result in a consequence. Students who leave during class for any reason must sign out on the classroom sign-out sheet when given permission.

Lunch/Allergies & Recess

Cafeteria: A student **MUST** report to the cafeteria during their assigned lunch. If a student has been invited to have lunch with a faculty member, the student must first present a signed pass to one of the supervisors on duty. If a student is serving a teacher recess restriction, he or she needs to bring a signed pass to one of the supervisors on duty. The purpose of these expectations is to allow the school to provide a safe, pleasant, and orderly dining experience for all of our students. Failure to meet these expectations may result in consequences to be determined by the administration.

Food services: Free or reduced-price lunches are available for qualifying students. Applications may be obtained from the Region 15 Food Service webpage or from the school office. A la carte items are priced individually. All students have meal accounts, which are accessed through individualized PIN numbers. Students are asked to memorize that PIN as this is the number they will use through the 12th grade. It is the parent's responsibility to be sure that there are adequate funds available for their child's use. Students may put money into their accounts before the start of the school day, or parents may add money via online

access. Charging will not be permitted. **Positive and negative balances on the student's accounts carry over from school to school.**

Food Allergy Management Plan: Food, Candy, and Drink
Food, candy, and drinks (other than water) are prohibited to bring to school for consumption in the classroom. Students are encouraged to eat healthy lunches and snacks. Due to allergies, students should not share food. Region 15 has established a plan for the management of students with life-threatening food allergies. A link to all Board of Education Policies can be found on the Board of Education page on the district website. **Gum is not permitted** because it becomes a sanitary and maintenance problem when it is stuck under tables or ground into carpets. Repeat offenders may receive disciplinary consequences.

Recess: Students have an opportunity to exercise and socialize during their recess period. Recess and access to recess equipment are privileges, which can be revoked for a variety of reasons. We expect that our students use the school facilities in a reasonable manner. Roughhousing or other excessively physical activities, profanity, throwing snowballs, or potentially dangerous actions are not permitted. Food and drink are not permitted outside. We also expect that each child will act with respect toward the recess supervisors and observe their directions while at recess. During inclement weather, students will have indoor recess.

Library Learning Commons

Our Library Learning Commons encourages collaboration, critical thinking, and innovation for our students and school community. Memorial Middle School emphasizes the integration of a traditional library with modern technology resources to create a space that adapts to the needs of all learners. The Library Learning Commons aims to nurture creativity and innovation by providing a place where students can explore, study, and create in a supportive environment.

The Library Learning Commons welcomes students and classes for independent study, research, innovation, and reading. The LLC is open to students during Support Block, Study Hall, and class time when given a pass from either the Library Media Specialist or Classroom Teacher. Students are encouraged to use the resources the LLC has to offer to support their learning in both Library Media and other classes. Students can check out books at any time while in the Library or at other times in the schedule with the classroom teacher's permission. The LLC trusts that books will be returned in a timely manner and in good condition to keep books circulating for other students. Students and families will be given overdue notices at least once a term. Lost or damaged items will be handled by issuing a fee or replacement of the material.

Electronics

Cell Phones:Cell phones ARE NOT to be used during the school day unless the student has been given permission by the classroom teacher for use that day. Cell phones cannot be used in the halls or at lunch/recess for any reason. Students cannot send text messages during school hours**.** If brought to school, phones must remain off unless given specific permission to turn it on from a staff member. If a student uses his/her phone without permission, the phone will be confiscated and the student will have to serve a detention. On the first offense, the phone will be returned at the end of the day. On the second infraction of the rules above parents will be required to come and pick up the phone from the administration. The school is not responsible for lost, stolen, or damaged cell phones. Office phones are available to our students for all urgent phone calls to parents.

Headphones/Earbuds/AirPods: Headphones/Earbuds/AirPods are not to be used during the school day, including in the hallways or lunch/recess for any reason. If they are brought to school, they must remain

away unless permitted for use by a staff member. If the student uses them without permission, the student will be given a warning. If the student continues to violate this policy, the device will be confiscated and will be returned at the end of the day. Office consequences will be assigned thereafter.

Electronic Devices: Except for Chromebooks, the use of electronic devices (music, gaming, camera, smartwatch, AirPods, etc.) is prohibited unless a specific teacher has required it for classroom use or an administrator has approved it.

- Unauthorized or inappropriate use will lead to automatic confiscation. Additional consequences may apply. The school is not responsible for lost, stolen, or damaged devices. Students may appropriately use their devices once they have exited the school building.
- **Students should arrive at school with a fully charged Chromebook daily. It is advised that students charge their Chromebooks at home each night.**
- If a school-issued Chromebook becomes broken or damaged, students should turn in their device at the main office to fill out a repair form. An invoice for payment will be emailed home to the family. **Chromebooks are not reissued until payment is received.**
    - If a screen repair or keyboard replacement is needed, a payment of $40.00 is required.
    - If the keyboard is damaged maliciously, a payment of $75 is required.
    - If the charging adapter is missing, students must pay $25 for a replacement.
    - If the Chromebook case is damaged or lost a fee of $18 is required.
    - If a Chromebook replacement is needed due to improper care, a payment of $200.00 is required.

Computer Case: Each student will also be given a computer case. The purpose of this is to protect the device from physical damage and provide a convenient means of transportation. Students are responsible for ensuring that their device is stored securely within the provided case at all times. Cases should have their first & last name in the name tag sleeve. . This policy aims to prolong the lifespan of the computers and minimize the risk of accidental damage during transit or storage.

Computer Use/Internet Safety Policy

Please see BoE Policy # 6141.321 for more information

Computer Use Policy

1. Students must have permission to use computers and be supervised by a staff member at all times.
2. All students are to access their computers as directed by a staff member. Internet usage is for school-related projects only, unless a staff member grants special permission.
3. Students at Memorial are assigned an account on the network. They will be the sole user on said account. The sharing of accounts or passwords is not permitted.
4. If a Chromebook is in for repair, students are only permitted to use a school-provided replacement device. Students are not allowed to bring in personal computers from home or borrow a peer's Chromebook.
5. No user of technology resources shall knowingly degrade or disrupt the equipment, services, or electrical information resources; this includes but is not limited to, tampering with computer viruses, or attempting to gain access to restricted or unauthorized networks or network services.
6. Technology users must respect copyright regarding software, information, and attributions of authorship. The transmission, reception, or duplication of any copyrighted or other legally protected material is prohibited.
7. Students who use electronic information resources should not give out any personal information about themselves or others while using these resources.
8. Under no circumstance is any student to enter any "chat room," instant messaging, social networking site, or similar Internet site.

9. The transmission of any harassing, threatening, or intimidating message is prohibited. Further, the transmission of any legal message, or the transmission of any message for an illegal purpose or in an illegal manner, is prohibited.
10. No person shall use, create, transmit, or download any images that are pornographic or defamatory.
11. Students are expected to abide by the Board of Education Policy "The Acceptable Use of Technology Resources." Students must report improper use of the Internet to a teacher immediately.
12. Additionally, students are not allowed to access personal email while using Region 15 hardware.

NOTE: Any student who violates the above policies governing the use of technology may have their account or user privilege denied, and any such violation may result in disciplinary and/or legal action up to and including possible suspension and/or expulsion.

Regional School District 15 has registered with Google to provide all students in grades 6-12 with Google Apps for Education user accounts. With these accounts, students will be given access to a wealth of collaborative tools available through the Google Apps for Education system. The rules governing the proper use of this system by students are included in Regional School District 15's STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS. The Google Apps student accounts provide free access to the following:

- Google Docs/Drive - a web-accessible file storage system with built-in apps for word processing, spreadsheets, drawing, and presentations.
- Gmail - an individual email account provided and managed by Regional School District 15.
- Calendar - a system that provides individual and shared calendars to organize schedules, daily activities, and assignments.
- Google Sites - a website creation tool.
- Plus additional services.

Email Address - Students will be assigned a @region15.org email account. This account will be considered the student's official email address until such time as the student is no longer enrolled in Region 15. Students will only be allowed to send and receive email to and from other students and staff members within the Regional School District 15 system. All email will be monitored and filtered for spam and inappropriate content. Use of the email system will be for educational and academic purposes or other collaborative activities. As with all electronic systems, such communications are not private. Once information is created electronically and shared with anyone, it is not a private message. Students should be aware that school personnel have access to all messages created by students.

Conduct - Students will be expected to abide by all conditions as defined in the STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS. Using obscene, profane, threatening, or disrespectful language will be considered to be a violation of this policy and will not be tolerated by the district. Communication with others shall be related to coursework, studies, or other collaborative activities as defined by district personnel. Students should notify district personnel if they are in receipt of any material reasonably deemed to be inappropriate. As in any form, bullying will not be tolerated.

Privacy - Regional School District 15 personnel reserve the right to access and review content in the Google Apps for Education system for any user at any time. Regional School District 15 complies with all state and federal privacy laws. Notice of Publication: The STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY POLICY and ADMINISTRATIVE REGULATIONS can be viewed online by accessing the Region 15 website.

Social Media and Student Photos
Students may have their photographs taken during school events. These images may be used on social media, the school website, the school newspaper, yearbook, and other school communication outlets.

If you do not want your child or your child's work photographed or filmed on these occasions, you must notify the principal's office, in writing, at the beginning of school. Please indicate the name and grade of the student.

After School Life

Memorial Middle School features a diverse array of clubs that offer something to everyone. Some of our clubs are listed below, However, there are many more clubs that run throughout the year. Available club information is shared with students via morning announcements and can also be found on our website at www.mms.region15.org. Additionally, students are encouraged to initiate new clubs, fostering a vibrant and inclusive extracurricular landscape

After-School Activity Guidelines: At all school-sponsored activities, students should conduct themselves with positive behavior, good sportsmanship, and appropriate dress as they would during normal school hours. Students who are absent from school are not eligible to participate in after-school activities unless prior approval is given by an administrator. In order to be marked as present for the day, a student needs to either arrive at school by 11:25 am or depart by half-day after 11:25 am.

Student Council: The Student Council is an organization through which students may express their opinions and participate in the management of school activities, projects, and community service. Any student is eligible to sign up to be a representative of Student Council.

Yearbook Club: Yearbook orders are taken in the fall. It is important that students place an order early to avoid being disappointed at the end of the year. Since the yearbook is an official publication of Memorial, the administration reserves the right to edit and delete inappropriate material. The yearbook serves as a special "memory book," therefore; students must be respectful and mature in autographing friends' books. **Students who write profane or inappropriate comments will be required to pay the replacement cost of the yearbook.**

Chorale "Exit 17", Chamber Orchestra, and Jazz Ensemble are audition-only ensembles for students in the music program that takes place outside of the school day. These ensembles work on more challenging music and have additional performance opportunities for musicians.

- **Chorale, Chamber Orchestra, and Jazz Ensemble Activity Fee -** Students who try out for select music groups must pay an activity fee. If the student is unsuccessful in making the group, the fee will be refunded.

Homework Club: Homework Club offers students a supportive environment to tackle their academic assignments and reinforce their learning, and is held every Monday through Thursday afternoon, from 2:45 until 4:15 P.M. This club provides a structured space where students can focus on completing their homework and getting organized.

Mustangs Matter: This group is a student leadership program dedicated to promoting kindness, empathy, and inclusion among students. Through various activities and discussions, Mustangs Matter aims to create a supportive and compassionate environment where students learn to look out for one another, stand up against bullying, and foster positive relationships. Led by trained student facilitators, this program empowers students to become advocates for a more inclusive and caring school community. Interested in

becoming a Mustangs Matter leader? Ask your homeroom teacher or the Library Media Specialist for more information.

Pithons Math Club: The Pithons meet throughout the year to explore new topics in mathematics and to compete in various competitions, including Mathcounts. Meetings, supervised by a faculty member, are held after school on Wednesdays from 2:45 until 4:00 PM.

Dances and Socials

The Student Government sponsors dances and socials during the school year. Sixth-grade socials are immediately after school. Seventh and eighth-grade dances occur in the evening. An adult must accompany students wishing to enter after the dance begins. Students must be picked up promptly at the end of the socials and dances.

- Only **Memorial students may attend the dances and socials.**
- The school dress code applies during dances and socials.
- Tickets require a parent's/guardian's signature and contact phone number. No one will be admitted without a ticket.
- Students must enter the building as soon as they arrive.
- **Students may not attend a dance or social if they were absent the day of the event or if they were suspended any of the five school days before the event.**
- Once students enter the building, they must remain inside until the end of the dance or until their parents/guardians pick them up.
- No student will be allowed to walk home.
- Students are to use good manners, be polite, act with consideration, and follow school rules.
- In the event of an emergency and when parents cannot reach the chaperones at school, parents are advised to ask the Middlebury Police to relay a message.

Sports

Sports Programs: All students in good academic and behavioral standing may try out for interscholastic sports offerings during the announced times. The sports currently offered to students are soccer, field hockey, cross-country, basketball, softball, baseball and unified sports. Individual team coaches will explain tryouts at the start of each season. Registration is completed through the Family ID website. Students who try out are required to pay an activity fee. Payment is through School Bucks or send a check in with your student. **Please note that students cannot try out until FamilyID, sports physical, and fee are completed.**

Sports Physical Examination: **See above in the School Health Office Information section.** Students trying out or participating in any sport must have a current sports physical. Sports Physicals CANNOT be used in place of the mandatory 6th grade physical. Physicals are valid for 13 months. **It is the responsibility of any student who wishes to try out for an interscholastic sports team to obtain a physical through their physician and submit written proof of a physical examination. This must be submitted to the school nurse (not the coach) before participation in any school-sponsored athletic clinic, tryout, or practice.** The form is available on the MMS website. The sixth-grade physical assessment may be used to meet the sports physical requirement for the school year if the physician has checked the box indicating that the student may participate fully in physical activities. Students will not be able to continue to participate past the expiration date. All physicals must be performed by a licensed physician of medicine or osteopathy, a certified registered nurse practitioner, or a certified physician's

assistant. Physical examinations performed by a certified physician's assistant need to be reviewed and signed by a licensed physician of medicine or osteopathy.

Eligibility for Interscholastic Sports: The following eligibility rules will govern student participation in interscholastic sports at Memorial and are consistent with CIAC rules that are mandated for high school sports. Coaches have the authority to raise eligibility standards with appropriate communication to students and parents. In general, **students who are presently failing more than one academic course are ineligible to try out or participate in interscholastic athletics. Each seasonal sport has a different timeline depending on when report cards and/or progress reports are issued.**

The following clarifies each season's definition of "failing":

- All students are eligible to participate at the onset of the school year. To maintain their eligibility, students must maintain passing grades in at least four of their academic classes.

- Any student who is failing more than one academic class at the end of a marking period will be "ineligible" until their grades are reviewed at the close of the next marking period.

Students who are absent from school are not eligible to participate in sports that day.

Uniforms: Students are responsible for taking care of their uniforms. Uniforms must be cleaned and turned in to the coach as soon as the season is complete. Students who lose their uniforms are responsible for the replacement costs. Parents will be notified when this has occurred and all payments should be made directly to the main office. If payment has not been received by the end of the school year, a parent will need to come to school and pay the fine to receive the final report card. Do not allow fines to accumulate. Students owing money at the end of eighth grade will be excluded from the end-of-the-year dance, and field trips, and will not be issued tickets for Commencement.

Behavior: To participate in interscholastic sports, students must maintain positive school behavior. As a team member, each athlete represents our school and carries the responsibility to be a positive role model for all Memorial students both at school and in athletic competitions. **Students who receive a detention or more serious disciplinary consequence lose the privilege to participate in tryouts, practices, or games for the day of the consequence.** Detentions may not be rescheduled due to conflict with extra-curricular school activities. Disciplinary consequences involving interscholastic team members will be communicated to the coaches for their support and follow-through. Additional consequences may be assigned by the coach.

Student Attendance at Home Games: Since games traditionally don't start until 3:45 p.m., all students must go home after school. If they will be attending the game, parents must bring their children back to school. Supervision is not provided for non-team members. Students abusing this policy will be excluded from future games.

Activity Eligibility Schedule:
- Cross Country - All MMS Students - September to November
- Field Hockey - 6th, 7th & 8th grade girls - tryouts held in September
- Soccer - 6th, 7th & 8th grade boys & girls - tryouts held in September
- Basketball - 6th, 7th & 8th grade boys & girls - tryouts held in November
- Baseball - 6th, 7th & 8th grade boys - tryouts held in March
- Softball - 6th, 7th & 8th grade girls - tryouts held in March
- Unified Sports- All MMS Students- fall, winter, and spring season

Dress Code

At Memorial, our school dress code recognizes that we are in school to learn, grow, and explore who we are. Appropriate dress for educational purposes promotes learning and diminishes disruptions to the learning community. You represent MMS and how you choose to represent yourself in the community is indicative of who you are. To promote a positive, safe, and non-disruptive learning environment, proper attire is required. Middle school students are expected to take pride in their personal appearance. “The Board of Education and the Administration encourage students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. Parents are encouraged to play a strong role in deciding how children will dress and in ensuring that they are dressed appropriately whenever they come to school.”

Please see Student Dress and Grooming Policy No. 5132 of the Board of Education Policies:

- Outdoor clothing including heavy jackets, coats, and hats are not to be worn in the building.
- Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy.
- Footwear that marks floors or is a safety hazard.
- Sunglasses, whether worn or carried, unless required according to a documented medical issue.
- Oversized metal belt buckles and all metal belts or combinations of metal and leather belts.
- Spiked or studded bracelets, oversized or multi-finger rings, belts, or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.
- Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words” including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- Attire or accessories that depict logos or emblems that refer to the use of drugs, tobacco products, or alcoholic beverages.
- Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- See-through clothing, tank tops or sleeveless shirts
- Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.
- Backpacks and other large bags are not permitted to be carried without permission from Administration.

Physical Education Clothing: Required Physical Education clothes: sneakers, t-shirt, athletic shorts or sweatpants. Memorial Middle School team sports uniforms are not to be worn in class. Students may come to class appropriately dressed or use the locker rooms to change. Time is allowed at the beginning and end of class to change. Hats may be worn outside only. For safety, hoods may not be worn during class. Students must also follow the school dress code in Physical Education.

Deodorant sprays and aerosols: Students are not to bring any type of aerosol can (deodorant spray, perfume, body mist, etc.) to school due to possible allergic reactions.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion per the Board's policy on student discipline.

School Bus/Transportation

Bus Conduct: Bus stops are arranged at central points of pick-up. Students are expected to abide by all school rules while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the administration of the school and in each case parents will be informed. For proper bus safety, the driver needs to be able to concentrate on driving. There are several rules of conduct for all students to follow while on the bus:

- Always wait for the bus on the shoulder of the road or on the sidewalk.
- Stay in line when boarding the bus; **crowding is dangerous.**
- Board only the bus for which you have been issued a pass.
- Obey all instructions of the bus driver **immediately.**
- Remain properly and quietly seated while the bus is in motion.
- Keep head, arms, and hands inside the bus at all times.
- Do not throw objects, eat, drink, or yell at others.
- Students are permitted to use electronic devices when on school buses.

Violation of the bus rules or rules of conduct will be strictly enforced. Violations can distract the driver and therefore be detrimental to the safe operation of the bus. Safety first! Please review bus infractions under discipline.

Consequences for Bus Infractions

- Parents of students who damage or deface any bus will be held liable for such damage.
- School administration will be notified as soon as possible.
- Consequences for bus rule infractions are frequently more severe than school rule infractions because of safety issues.
- Suspension from riding the bus shall be determined by the administration, and parents/guardians will be notified.

Bus Passes: If the need to take a different bus arises, a student needs a dated note signed by a parent or guardian. The note should state which bus is to be taken along with the child's name and should be brought to the office before Homeroom.

Alternative Transportation: Students who ride to school via transportation other than the school bus should be dropped off at the front entrance to the school (the door by the flagpole). Since this is also the drop-off area for special service vehicles, we ask that drivers use caution in joining our morning traffic patterns. Because there are no sidewalks to and from Memorial, we encourage parents to consider their child's safety before allowing them to ride to school on bicycles and skateboards or to walk to and from school. **Bicycles and skateboards may not be ridden on school property, which means students must walk or carry them from the edge of the property to the bike rack. This rule also applies to after school activity time. Students riding bicycles must wear helmets in accordance with state law. Parents must also send a permission note to the main office before a student can bike to school.**

Field Trips

Throughout the year, the teachers at Memorial arrange various field trips to enhance the educational program. These trips are closely aligned with units of study in the classroom.

Permission Slips: Written permission slips are required for all field trips. Permission slips and letters explaining the purpose and details of the trip are sent home to parents prior to the excursion and must be returned to the student's teacher in order for the student to participate. If there is a need for financial assistance the parents/guardian should discuss this with the main office.

Expectations for Student Behavior: Taking students out of the building is a tremendous responsibility, which we take very seriously. We reserve the right not to accept responsibility for students who have been involved in serious or consistent behavioral difficulties. In order to help the students understand our expectations; we have developed a set of guidelines for student behavior. We expect our students to represent our school and the towns of Middlebury and Southbury in a mature and responsible manner by:

- Cooperating with requests of adults.
- Respecting others in their group.
- Using appropriate manners.
- Dressing appropriately as per the school and Board of Education policies.
- Having appropriate social interactions with others.
- Showing respect for people, places, and property.

If we have any doubt of a student's ability to meet these expectations, we will request that the student remain at school where a planned program of activities will be provided. Determination of a student's eligibility will be made by the administration and the grade-level teaching team. Concerns will be communicated to parents on an individual basis.

School rules must be observed while on field trips. In addition, students should not bring any valuable personal items while on a field trip, since our school cannot be responsible for their loss. The regulations regarding medication at school (see the Health Services section) also apply to field trips. **On days when whole teams or grades are going on a trip, students who are not going are legally required to attend school. A planned program of activities will be provided for any student not going on a field trip.**

Parent Information

Being informed is essential for parents. To provide both scheduling information and updates on programs and staff, many parent communication formats are used throughout the year. An excellent resource is the Memorial website www.mms.region15.org. It is the student's responsibility to see that any notices are promptly delivered to parents/guardians. Copies of notices are available in the main office. Parents may also check the school website.

PowerSchool Parent Portal: Each student will have a unique Username and Password assigned to their records. Please keep your password(s) confidential so only you can access the information. Grades will be posted on the Parent Portal by the teachers. Keep in mind that larger projects may require additional time to post. Please note that grades fluctuate until the close of the marking period, teachers complete all input of grades, and all student work is completed. Use the information on the Parent Portal to talk with your child about their progress at school. If you have any issues accessing the Parent Portal or you feel your password has been compromised, please contact the School Office.

Release of students to non-custodial parents: Occasionally, questions arise regarding parental permission for releasing a student. If a parent is divorced and has legal custody of the child, a copy of the legal decree must be sent to the principal. This will be kept in a confidential file. In this way we can ensure that this child is only released at the permission of the legal guardian. Without such a decree in our files, we must legally release a child to either parent.

Parent Teacher Organization (PTO): Many of the enrichment programs scheduled throughout the school year are the result of the efforts of our MMS PTO. Because of their contributions, Memorial students enjoy special assemblies, equipment, celebration events, and other "extras" that are beyond the capacity of the regular school budget. Beyond the tangible, the contributions of time and energy by PTO members brighten our school throughout the year. Parents are encouraged to attend PTO meetings. The

Memorial PTO meetings are listed on the Region 15 website. The MMS PTO also sponsors cultural arts programs, which are listed on the district calendar. Every parent of an MMS student is automatically a member of the PTO. We invite you to become actively involved in PTO in any capacity.

Fundraising: In accordance with the Board of Education policy 5131.7 on fundraising, the sale of any merchandise in or on school grounds or on school buses is prohibited except when specific approval has been given by the administration in writing.

Disciplinary Information

Conduct/Behavioral Expectations
Memorial Middle School is committed to fostering a safe, respectful, and engaging learning environment that promotes high academic achievement and a positive school climate. Through the teaching and reinforcement of positive behaviors and expectations, we strive to develop responsible citizens who take ownership and pride in their daily choices. The schoolwide charter and RISE matrix illustrate the behavior expectations for students at Memorial.

Note: The complete Board of Education Discipline Policy No. 5114 may now be accessed on the Region 15 website or available upon request in our Main Office. This policy includes more detailed information about school rules and general disciplinary procedures.

The Discipline Process: Region 15 values positive character attributes. There is an emphasis on core values: Respect, responsibility, honesty, and kindness. "Restorative Practices represent a philosophy that recognizes the importance of prioritizing the relationships and connections between and among all people within a school community and provides a framework for creating positive school climate and culture." In line with restorative philosophy, the school responds to inappropriate behavior in order to repair harm and restore relationships. Consequences are meant to help students reflect on their behavior to make positive choices moving forward.

At Memorial, disciplinary records are maintained through an electronic discipline referral process. In this procedure, any event deemed noteworthy by a staff member will be processed with an electronic referral form. Administrators will then process the form, investigate if necessary, and assign appropriate consequences. A copy of the completed form, including consequences, will be mailed home. Parents will be notified by telephone of serious matters. Referral forms will be held for one year. They serve as a reference to help guide administrators in appropriate consequences over the year.

Disciplinary actions are designed to enable the students to see that his/her behavior has consequences, both positive and negative. It is our hope that disciplinary consequences will help our students grow and mature, as well as become responsible and accountable for their actions. In all instances, we will attempt to make our disciplinary decisions appropriate to the violation and as consistent as possible with past practice in similar situations. The final decision for discipline rests with the Principal and/or Assistant Principal of Memorial Middle School.

Definitions of Consequences
Restorative Practices: Actions that serve to repair harm done. Some actions include restorative circles, mediation, community service, etc.

Teacher consequences: consist of a variety of activities that the teacher determines. These may include, but not be limited to, teacher detention, recess restriction, guidance referral, or parent phone calls.

Recess restriction: suspends the privilege of recess for various lengths of time. Students are expected to report to the main office. Recess will be removed when a student poses a danger to the health or safety of others.

Lunch restriction: Students are required to eat lunch in either the office or conference room away from the other students as a result of behavioral difficulties in the lunchroom or other inappropriate behavior.

After-School Detentions: Students are expected to report to the Main office by 2:50 p.m. Students in detention are expected to accurately complete an assignment related to their behavior. This writing assignment asks the student to respond to questions about behavior to reflect on what has happened. Students will describe the situation and how it could have been handled differently. Talking in detention is not allowed. Detention ends at 3:30 p.m. **Students MUST be picked up by 3:30 p.m.**

In-School Suspension (ISS): Provides an isolated environment in which a suspended student is assigned a reflective writing assignment and class work equivalent to current curricular studies. No electronic devices are permitted. ISS must be served in order to return to a regular school program. Before returning to normal classroom activities after serving an in-school suspension, parents and students may be asked to attend a conference with an administrator.

Out-of-School Suspension (OSS): is used for instances when students pose a serious disruption to their own educational program or that of their classmates, or in any way present a threat to themselves, others, or school property. Before returning to school from suspension, a conference may be held with an administrator, parent(s), and student.

Suspension Records: As stated in BOE Policy No. 5114, whenever a student is suspended, a notice of suspension and the conduct for which the student was suspended shall be included on the student's cumulative education record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

Expulsion: A long-term exclusion from school. The Board of Education is the only agency that can expel a student from school.

Notification to Parents/Guardians: Disciplinary action shall be given within 24 hours of the time of expulsion or suspension. Students who receive or serve an in-school or out-of-school suspension within 5 school days of a school dance will NOT be permitted to attend the dance. This rule also applies to field trips and other school-sponsored events.

Bullying/Safe School Climate Plan

Harassment - Harassment or unkind behavior toward any student in any form is hurtful and will not be tolerated at MMS. All students have the right to a safe and comfortable learning environment. MMS does not allow students to make comments that might be hurtful, intimidating or threatening towards another person for any reason. Behavior that can be considered harassment based on certain characteristics, such as race, color, national origin, religion, disability, sex, sexual orientation, gender identity or ethnic background may also violate the law in addition to school rules. Any kind of harassment including verbal or written racial slurs or threats will not be tolerated at Memorial and will result in disciplinary consequences in addition to other interventions. Additional information about district policies on harassment and nondiscrimination are included below.

Bullying – (Board Policy # 5131.911)

Pomperaug Regional School District 15 is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. To further foster safe, engaging learning environments in every Region 15 school, a District Safe School Climate Committee has been established, as well as a Safe School Climate Committee in every building.

The District Safe School Climate Plan represents a comprehensive approach to address bullying, teen dating violence, and cyberbullying, as well as "mean behavior," and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying, harassment, or mean behavior.

The Safe School Climate Plan is Policy 5131.911 and can be found on the Region website under Policies.

To report a Suspected Bullying Behavior or Suspected Teen Dating Violence Incident: All suspected incidents of Bullying or Teen Dating Violence may be reported via a Report of Suspected Bullying Behaviors or Teen Dating Violence reporting form via (1) a downloadable file. School Employees should file reports with the school principal. Parents/Guardians and students may file with the school principal or any other school employee. Online reports are automatically delivered to the schools' safe school climate specialist, or (2) May be reported through a Suspected Bullying Behavior or Teen Dating Violence Online Reporting Form. All reports may be made anonymously and are available to students, parents/guardians, staff members and others who wish to report an incident.

To download a form, please go to the school website www.mms.region15.org.

Safe School Climate Plan:
MMS Safe School Climate Coordinator: Building Principal (203) 758-2496

Statement of Purpose: The Memorial Middle School Community believes a learning environment that is intellectually, physically, and emotionally safe embraces differences, promotes an open, accepting, and supportive climate, and holds up a standard of respect for each of its members.

The Framework: Our Safe School Climate Plan provides the framework for ensuring academic achievement, establishing trust, nurturing self-confidence, and fostering an awareness of the behaviors that undermine or impede the respect, empathy, and acceptance necessary for the well-being of all members of the community.

Students, teachers, and staff at Memorial Middle School will recognize and understand the impact of the threatening and hurtful behaviors that constitute harassment, discrimination, and other forms of physical and emotional bullying. Each member of the school community will behave in a way that reflects this understanding and projects a commitment to our core belief: the belief that all children can learn, contribute to our community, and conduct themselves with integrity.

Current Practices and Initiatives Promoting a Safe School Climate

- Code of Conduct that clearly outlines expectations for positive behavior and interactions among students
- Training of all faculty on new legislation applicable to their professional role

- Student Team Meetings to address student assistance and interventions. (guidance, administration, teachers)
- Advisory program for all students – advisory periods to work with students on personal and academic goals, collect feedback on school issues and programs, and disseminate important information on school initiatives related to academic, social, and civic opportunities
- RISE recognition- students, faculty, and staff are nominated to receive this award which serves as recognition for contributing to a positive school environment.

For more information about Bullying and access to complaint forms refer to Safe School Climate Plan under "for parents" on the MMS webpage or Board of Education Policy #5131.911.

Reports can be filed online by going to the MMS homepage. Any report of suspected bullying 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 regulation 5131.911 set forth his prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Sex Discrimination occurs when a person, because of his or her sex, is denied participation in, or the benefits of, any education program receiving federal financial assistance.

Sexual Harassment Isa form of sex discrimination. While it is difficult to define sexual harassment precisely, it includes any unwelcome conduct of a sexual nature (whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions) when: (1) submission to, or rejection of, such conduct by a student is used and/or threatened to be used as basis for making any educational decision affecting a student; or (2) such conduct is sufficiently severe, pervasive or persistent such that it limits a student's ability to participate in, or benefit from, the educational program, or (3) it creates an intimidating, hostile, or offensive educational environment sexual harassment is prohibited regardless of the sex of the victim or the harasser.

Although not an exhaustive list, the following examples of the type of conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.

2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.

3. Display of sexually suggestive objects, or use of sexually suggestive obscene comments, invitations, letters, e-mails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

4. Touching of a sexual nature or telling sexual or dirty jokes.

5. Transmitting or displaying e-mails or websites of a sexual nature.

6. Using computer systems, including e-mail, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Under federal and state law and policies, sexual harassment is illegal and prohibited in school settings. All such incidents reported shall be investigated. If it is found that sexual harassment has taken place, disciplinary action could include suspension, referral to the Board of Education, or to legal authorities.

Sexual Harassment Complaint Reporting/Procedures

The Board of Education encourages all victims of sex discrimination or sexual harassment to promptly report complaints of sex discrimination or sexual harassment. Complaint procedures for reporting such claims are contained in Board Policy #5156 .

If a complaint involves allegations of discrimination or harassment based on other reasons (e.g. disability, race, etc.) such complaints will be handled under other appropriate policies (e.g. Policy #5150 section 504: Policy 5155. Non-Discrimination Policy)

Title IX Coordinators are Jessica Sciarretto and Carrie Chiappetta

REGION 15 NOTICE OF NONDISCRIMINATION: The Pomperaug Regional School District 15 does not discriminate on the basis of race, religion, color, national origin, age, marital status, sex, sexual orientation, disability (including pregnancy), genetic information or gender identity or expression or any other characteristic protected by state or federal law except in the case of a bona fide occupational qualification in admission to, access to, treatment in, or employment in and of its programs or activities.

Region 15 is specifically required by Title IX not to discriminate on the basis of sex in its programs and activities. Any questions regarding the application of Title IX or concerning complaints involving allegations of sex discrimination or sexual harassment may be directed to the District's Title IX coordinator.

Dr. Carrie Chiappetta
Title IX Coordinator
Assistant Superintendent of Schools
Region 15
P.O. Box 395
Middlebury, CT 06762-0395
cchiappetta@region15.org
203-758-8259 Ext. 114

Individuals with questions or concerns regarding Title IX may also contact the Assistant Secretary for the Office for Civil Rights ('OCR') at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington DC 20202-1100

Telephone 800-421-3481
Fax 202-453-6012
Email: OCR@ed.gov

Or the Regional Office for OCR at,

Office for Civil Rights, Boston Office

U.S. Department of Education
8th Fl.
5 Post Office Square
Boston MA 02109-3921
Telephone: 617-289-0111
Ocr.boston@ed.gov

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is:

Dr. Jessica Sciattetto
Section 504 Coordinator
Director of Student Services
P.O. Box 395
Middlebury, CT
06762-0395
Tel. (203) 758-8259
Email: jsciarretto@region15.org

Region 15 policies and applicable regulations/procedures related to discrimination or harassment are available online or upon request at the main office of any district school.

All complaints will be promptly investigated as confidential in manner.
If a student believes that he/she is being or has been harassed, the student should immediately inform a teacher, counselor, or administrator. A Sexual Harassment Complaint form is available in the Main Office.

Complaint Procedures: If the complaint involves an allegation of discrimination or harassment against a student based on disability or sex, the complaint should be referred to the Board's student policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ACA) (Policy#5150 for claims of discrimination and/or harassment based on disability) and Title IX/Sex Discrimination/Sexual Harassment (Policy #5156 for claims of discrimination and/or harassment based on sex).

All other complaints by a student or parents/guardians alleging discrimination against a student on the basis of the other protected characteristics listed herein should file a written complaint with the building principal for the student's school or the following individuals:

Dr. Carrie Chiappetta Title IX Coordinator Assistant Superintendent of Schools Region 15 P.O. Box 395 Middlebury, CT 06762-0395 cchiappetta@region15.org 203-758-8259 Ext. 114	Mr. Josh Smith Office of the Superintendent of Schools Region 15 P.O. Box 395 Middlebury, CT 06762-0395 jsmith@region15.org Tel: (203)758-8259 Ext. 110

At any time, a complainant alleging race, color or national origin discrimination or harassment has the right to file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone Number (617)289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (Telephone Number (800) 477-5737).

Any questions regarding the application of Section 504 or Title II of the ADA or concerning complaints involving discrimination or harassment on the basis of a disability may be directed to the District's Section 504 Coordinator or to the Assistant Secretary for OCR (listed above). The District's Section 504 Coordinator is:

Dr. Jessica Sciarretto
Director of Student Services
P.O. Box 395
Middlebury, CT 06762-0395
Tel: (203) 758-8259 Ext. 2
Email: jsciarretto@region15.org

Substance Abuse - Any student in the Pomperaug Regional School District who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined in Section 5151 of the Board of Education policy regarding discipline. Any student found to be in violation of this policy for the first time will receive a minimum of a three-day suspension or a referral for expulsion. In cases of distribution or sale, law enforcement officials will be notified for prosecution.

Smoking Policy - All Region #15 school buildings are smoke-free. Smoking, or the use or the possession of any tobacco products, is not allowed in buildings or on the school grounds, or at any **school event** on or off school property. (Board of Education policy 1331.) **Violation of the smoking policy will result in suspension and referral to the student's family and/or a substance abuse counselor.**

Dangerous Play - Memorial is a safe place and we expect it to stay that way. Any action that endangers a student or other students is not acceptable here. Examples of unacceptable acts include, but are not limited to, play fighting, throwing objects and snowballs, pulling chairs, tripping, pushing and shoving.

Disruptive Items - Memorial is primarily a place to learn. **Students should not bring the following to school:** safety pins, squirt guns, laser pens, video games, clothes and book covers with inappropriate messages, etc. These items will be confiscated.

Weapons - State law requires that students be suspended or expelled for bringing knives, firearms, and facsimiles of firearms, explosive devices, and other dangerous items to school. Use of such devices to threaten or intimidate will result in immediate removal from school (Board of Education policy 5144).

Legal Information

School Records – Parents' Rights - In accordance with federal law, Regional School District #15 has adopted procedures to maintain school records relating to individual students as confidential, except as to school officials with an educational need to know the information and except as otherwise provided in the law. In addition, parents and students eighteen years of age and older have the right to review educational records, and further to request correction of the records if they are claimed to be inaccurate or misleading. A more comprehensive description of these rights with regard to school records is available from the principal.

NOTICE OF PARENT/STUDENT RIGHTS

UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Board Policy #5150)

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 ("Title II" or "ADA") prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA"), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Region 15 Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, student, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Region 15 Public School prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

The school district has specific responsibilities under Section 504 to identify, evaluate and provide an educational placement for students who have a physical or mental impairment that substantially limits a major life activity. The school district's obligation includes providing access to a free appropriate public education ("FAPE") for students determined to be eligible under Section 504/ADA. Under Section 504, FAPE is defined as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees imposed on nondisabled students/parents).

If the parent/guardian of a student disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of his/her child, the parent/guardian has a right to request an impartial due process hearing.

In addition, any student and/or parent/guardian wishing to file a complaint on these issues or regarding any form of discrimination (including harassment) on procedures which are outlined in the Board's Administrative Regulations, Regarding Students and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act may do so. These regulations accompany Board policy #5150 and are available online or upon request from the main office of any district school. Any complaints of discrimination and/or harassment based on disability will be handled in accordance with these procedures.

If a complaint involves allegations of discrimination or harassment based on other reasons, such complaints will be handled under other appropriate policies (e.g. Policy #5156, Sex Discrimination/Harassment; Policy #5155, Non-Discrimination Policy).

A student, parent, guardian or other individual may also file a complaint with the Office for Civil Rights, U.S. Department of Education, -("OCR"):

Office for Civil Right, Boston Office
U.S. Department of Education
8th Floor,-
5 Post Office Square
Boston, MA 02109
(617) 289-0111

Anyone who has questions or concerns about this policy, or would like a copy of the Board's grievance/complaint procedures related to claims involving a disability, may also contact Jessica J. Sciarretto, Director of Student Services, and Section 504/ADA Coordinator for the Region 15 Public Schools, P.O. Box 395, 286 Whittemore Road, Middlebury, CT at jsciarretto@region15.org, Tel: (203) 758-8259 ext. 2.

The Section 504 Coordinator for this district is: Jessica Sciarretto, Director of Student Services

jsciarretto@region15.org. The school based se

State Department of Education Complaint Resolution Procedure –

There are procedures that have been developed by the Connecticut State Department of Education for resolving complaints alleging a violation of one of the 10 federal statutes and regulations pertaining to certain federally funded educational initiatives. 34 C.F.R. 299(10)(a). A copy of the full procedure is included in the first day packet for parents.

Student Management Information - The following items are designated as student management information: student name, address, telephone number, date and place of birth, homeroom lists, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph as published in the school annual. **The school may disclose any of this information without prior written consent unless notified in writing to the contrary by September 1 of the school year**. Information protected under HIPAA laws will not be included. Students may not receive personal mail at the school.

School Records and FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents 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 parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents 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 parents 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 that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

4. 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. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605

5. Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, homeroom, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The written objection to the disclosure of directory information shall be good for only one year.

School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is

determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

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