

Westport Public Schools



COLEYTOWN MIDDLE SCHOOL

HANDBOOK 2026 - 2027



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WELCOME TO COLEYTOWN MIDDLE SCHOOL IN WESTPORT!

This Handbook has been designed to provide our students and families an overview of the school operations, policies and student expectations. Please take a few minutes to familiarize yourselves with this information; the table of contents is linked to each section. The role of families is vital to student success; when parents and teachers work together in partnership, students benefit. On behalf of the faculty and staff, we are looking forward to working with you and your child. Please feel free to contact your child's teaching team leader, school counselor or grade-level administrator regarding questions or concerns you may have.

At our school, we encourage creative, critical, and global thinking and communication. Our goal is to help our students experience the love of learning and the joy of discovery. We want our students to respect themselves and others while learning to care and empathize with peers and the members of our school community. We continually strive to create a dynamic learning environment that recognizes the unique qualities of students and help them to be successful especially when facing challenges. The middle school community believes:

1. Students should be happy to be at school; school should be a joyful place
2. Students should feel close to the adults in the school; every student should have a positive meaningful relationship with at least one adult in school
3. Students should have a sense of belonging so they don't get 'lost'; every student should 'be a part of it' in at least one aspect of school life
4. Students should feel that the adults in the building treat students fairly—fairness is essential; when adults listen, they are on the pathway to fairness
5. Students should be safe at all times — physically, emotionally, intellectually

The Westport Public Schools Mission Statement

The Mission of the Westport Public Schools is to prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community. We achieve this by fostering critical and creative thinking and collaborative problem solving through a robust curriculum delivered by engaging and dedicated educators. We are committed to maintaining an

environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

Our Middle School Philosophy

We seek to develop a sense of community, trust and shared responsibility among our students, staff, and parents. Our mission is to enhance, to the fullest extent possible, the social/emotional, intellectual and physical development of our students. We offer well-developed and rigorous programs in our core academic and special-area programs, guided by well delineated learning outcomes. Embedded within each subject area are a variety of differentiated instructional strategies designed to meet the needs of each learner.

Our Guiding Principles

Our school community aspires to be emotionally and socially aware; we strive to...

- be aware of our own emotions and learning styles.
- value ourselves and look to make positive connections with others.
- be empathetic when considering the experience of others.

Our school community aspires to be kind with sincerity; we strive to ...

- be genuine in our compassion towards others.
- value and accept others

Our school community aspires to be principled in thought and action; we strive to ...

- act with integrity.
- act responsibly.

Our school community aspires to be learning always; we strive to ...

- be curious, inquisitive, and joyful about learning new things.
- persevere when solving challenging problems.
- view mistakes as part of the learning process.
- bounce back and recover from setbacks or failures.
- be flexible and test possibilities within tasks.

School & District Links

[Coleytown Middle School: Home](#)

[Westport Public Schools Homepage](#)

Academic Life

Middle School Teaching Team Structure

Teaching teams are the organizational foundation of Westport's Middle Schools. All students are organized into teams; teams consist of four core teachers with support staff who deliver the core curriculum through instruction geared toward the middle level learner (language arts, math, science, social studies). Core teachers work with the students assigned to their teaching team;

each team meets daily to discuss all issues related to student learning. Grade-level school counselors are assigned to each grade level; the counselor tracks with their cohort throughout their middle school experience.

Teams provide a positive social structure for students and ensure the delivery of a challenging and coordinated curriculum. The development of positive relationships with students is the goal of all teams. Through teaming, students develop trust in their teachers. These trusting relationships are critical as students develop intellectually, physically, and emotionally, while searching for more autonomy.

There will be two teams per grade level. Each grade level will work within a flexible block schedule, which will empower teachers to flexibly use the teaching time assigned to them to better meet student needs.

GRADE 6 - Students are grouped in teams with four teachers for the core subjects: language arts, math, science and social studies. Grade level special subjects are: World Language, physical education, health, art, computer, drama/presentation skills, design & engineering and a choice of general music, band, chorus or orchestra, music and technology.

GRADE 7 - Students are grouped in teams with four teachers for the core subjects: language arts, math, science and social studies. Grade level special subjects are: World Language, physical education, health, art, computer, drama/presentation skills, design & engineering, and a choice of general music, band, chorus or orchestra, music and technology.

GRADE 8 - Students are grouped in teams with four teachers for the core subject: language arts, math, science, and social studies. Grade level special subjects are: World Language, physical education, health, art, design & engineering, and a choice of general music, band, chorus or orchestra, music and technology.

Middle School Social Emotional Learning Block: Referred to as Connections at CMS, these are scheduled throughout the school year to discuss and explore topics relating to students' social-emotional wellbeing and executive functioning.

Contacting CMS

- The regular school day for students Monday through Friday is 8:30am to 3:15pm
- Early dismissal school days are scheduled and appear on the district calendar; the early dismissal time for Middle School is 11:30 am
- Students may arrive before 8am if they are part of a special music performing group
- The middle school main office is open from 7:45am-3:45pm during scheduled school days.
- The main telephone number for CMS is 203-341-1600
- Students may not arrive prior to 8am unless scheduled to meet with a specific teacher for extra help, a planned meeting for a school club/organization or attend a specialty music performance group rehearsal.

Standardized Testing at the Middle School Level

The Following standardized test are mandated by the State of Connecticut and the federal government (Every Student Succeeds Act) Mandated Test Subjects Grades Administered Time Frame:

- Smarter Balanced Assessment (SBA) Mathematics, English Language Arts (grades 6-7-8; spring)
- Next Generation Science Standards (NGSS) Assessment Science (grade 8 only; spring)
- Connecticut Physical Fitness Physical Fitness (grades 6 & 8; ongoing)
- National Assessment of Educational Progress (NAEP) Subjects may include: Arts, Civics, Economics, Geography, Math, Reading, Science, U.S. History, Writing (grade 8; winter)
- Northwest Education Association (NWEA): This is a benchmarking assessment administered twice per year for Math and Reading to monitor student progress.

Homework

At Coleytown Middle School, homework is considered an essential and valuable component of the educational journey, applicable across all subject areas. Our approach to homework is guided by the Westport Board of Education's core beliefs regarding student development and learning.

Homework Philosophy

Our stance on homework is rooted in the belief that:

- **Continuous Learning:** Education is a dynamic, ongoing process that extends beyond the classroom walls, with homework providing opportunities for learning at home.
- **Skill Development & Independence:** Homework plays a crucial role in fostering diverse interests, nurturing creativity, cultivating increasing independence, and reinforcing positive work habits in students.
- **Knowledge Reinforcement & Acquisition:** It serves to solidify skills and content learned in school. Through activities like assigned reading (e.g., in social studies or language arts), students can deepen their knowledge and prepare more effectively for class discussions.
- **Intellectual Growth & Lifelong Learning:** Homework offers opportunities for quiet intellectual immersion, self-discovery, and the pure enjoyment of independent learning, thereby preparing students for future academic pursuits and careers.

Defining "Homework"

Our definition of homework is broad, encompassing not only written assignments or academic tasks but also a range of related activities designed to be completed outside of class. These can include:

- Viewing specific video programs.
- Reading publications and periodicals.
- Engaging in discussions with others on particular topics.
- Following news reports.
- Collecting materials for classroom use.
- Reading for pleasure.
- Other activities connected to classroom learning.

Assignment Principles

The volume and nature of homework assignments are carefully aligned with the curriculum, are appropriate for middle school-aged students, and reflect teachers' informed judgment of their students' individual needs and abilities. Consequently, the amount of homework assigned will gradually increase as students advance through the grades, mirroring the escalating demands of the academic program and facilitating a smooth transition to higher educational levels.

Partnership Between Home and School

Parents and teachers share a vital role in a child's education, and homework serves as an essential link between the home and school environments. Coleytown Middle School (CMS) is committed to clearly communicating the school's expectations regarding homework to parents. Similarly, teachers will consistently inform students and parents about the specific homework requirements for their respective courses.

General Homework Guidelines

The quality of homework and the nature of the assignments should support the curriculum, be appropriate to the children's ages and reflect teachers' judgment of their students' needs and abilities. High-quality homework:

- Motivates and engages students
- Promotes agency for students to initiate, strategize, and problem-solve
- Offers real-life authentic transfer of skills and concepts students are learning in school
- Reflects the various abilities, interests, and learning styles
- Provides students with feedback that is immediate, task-based, and results in improvement
- Provides parents with information about learning

Homework Guidelines for the Middle Schools

Daily Homework: The time allotments below are based on a typical school night; exceptions will occur and individual circumstances may warrant additional time.

- Grade 6: Average 60 minutes per day; additional daily reading strongly encouraged
- Grade 7: Average 70 minutes per day; additional daily reading strongly encouraged
- Grade 8: Average 80 minutes per day, additional daily reading strongly encouraged
- *Next day homework assignments are not given on holidays or during school vacations.*

Students will:

- Keep track of their assignments in a systematic way.
- Manage their time in a way that allows for successful homework completion.
- Advocate for their individual needs and ask for help when necessary.
- Complete homework after absences within a reasonable and agreed upon amount of time as determined by the classroom teacher and student.

Teachers will:

- Clearly communicate directions, expectations, and due dates for homework and post online in a timely manner.
- Articulate the purpose for homework assignments.
- Inform students what kind of feedback will be received and return that feedback within a timeframe communicated with students.
- Provide students with additional support on homework assignments, if students request assistance and additional support can be provided (i.e. conferencing with a student on a writing assignment.)

Parents will:

- Provide a supportive environment and time for homework.
- Encourage their children to ask for help when necessary.
- Encourage students to communicate with their teachers regarding issues of homework.
- Contact their child's teacher if they feel their child is spending too much or not enough time on homework.
- Make sure that homework authentically reflects the work of the student and allows the teacher to assess the student's actual level of skill (knowledge, mastery, progress.)

Make-Up Work After Absence

- **Excused Absences (1-2 days):** Students absent for illness or other legitimate reasons for no more than two consecutive days are usually not given special homework in

advance. Instead, they should check online for assignments and will receive help from their teacher upon their return to school (either in class, or before/after school at the teacher's discretion). Students will be allotted extra time to make up missed work (e.g., homework, tests) at the teacher's discretion.

- **Excused Absences (3+ consecutive days):** When a child's excused absence extends beyond three consecutive days due to illness, injury, or other legitimate reasons, special homework may be provided if requested or deemed necessary for continued communication between school and home. Parents may arrange for special homework by notifying the team leader. When the work is ready, parents will be notified to pick it up in the Middle School main office.
- **State Law Compliance:** In cases of extended absence due to illness or injury, the school will provide instruction at home in accordance with Board policy and state law.

Extended Unexcused Absences for Family Vacations, etc.

- Parents should provide teachers with timely notice if a student will be absent for a family vacation.
- Teachers are not required to provide lesson material, assignments, class notes, or generate special assignments or projects for family vacations that occur during scheduled school days. However, children may access assignments that have been previously published and scheduled.
- While students are not academically penalized for absences due to family vacations (i.e., they are not given zeros for work missed), students are expected to complete all missed assignments, projects, homework, and assessments.
- If a child needs extra help as a result of such absences, teachers are not required to provide it on their own time. If special tutoring is needed due to an elective absence, any incurred cost is the responsibility of the parents, not the school.

Scheduling Homework and Tests Near Religious Holidays

Normal activities may proceed on religious holidays that are not school holidays but students are not required to attend and may not be penalized for missing practices, rehearsals, etc., because of religious observance.

Special Programs/New Material: Whenever possible teachers should avoid introducing new material or scheduling special programs or activities at times when some students may be absent for religious observance.

Homework and Tests: Students observing religious holidays may make up tests or homework due on the day after a holiday, except for assignments given weeks in advance. Tests should not be given on religious holidays.

Note: The homework caveat need not apply to assignments established weeks in advance. During any lengthy period, many students encounter diversions due to family obligations, temporary illness, extra-curricular activities, and after school jobs, as well as religious observances. It is appropriate to expect students to plan ahead, so that they can complete their work on time despite those other demands.

Extra Help

Each teacher provides extra help sessions before or after school. Teachers will post an extra help schedule on the web page. If your child is unable to attend the scheduled sessions then he/she should make arrangements with their teacher for another time.

Report Cards

The school year is divided into four marking periods of approximately nine weeks each.

- **Accessing Report Cards:** Report Cards are available online through the PowerSchool Parent Portal. Parents wishing to receive a hardcopy should contact the main office. You can access the PowerSchool Parent Portal using this link:
<http://powerschool.westportps.org>.
- **Accountability Holds:** If a student has any outstanding accountability (e.g., overdue library books, lost textbooks), Parent Portal access to the report card may be denied until the issue is resolved.
- **Incomplete Grades:** Any student who has received a grade of Incomplete (I) should work directly with their teacher and attend extra help sessions as needed; teachers will help students plan a schedule for completing incomplete work or tests. An Incomplete becomes a Failure (F) if the student does not make up the work or tests as scheduled.
- **Key Dates:** Please refer to the School Calendar for Marking Period and Report Card release dates.
- **Mid-Marking Period Updates:** Mid-marking period progress reports are not formally generated. Instead, all parents have access to the PowerSchool GradeBook feature through the Parent Portal. In lieu of progress reports, parents will receive an email alerting them that it is mid-marking period and prompting them to check their child's grades online.
- **Parent Concerns:** Parents who have questions or concerns about their child's grades should contact the teacher first.

Scholastic Recognition

Criteria to determine honors are outlined below:

Classes will be weighted based on the number of times they meet per week per year.

Note: Calculation for Grade Six Honors begins in the second marking period. No grade shall be below a C-. Students receiving an Incomplete (I) are not eligible for honors until the incomplete is made up. First honors is awarded for 7 points (A-) or above. Second honors is awarded for 4 points (B-) or above. To compute honors, numerical equivalents are assigned to letter grades as shown below

Letter Grade	Points		Letter Grade	Points		Letter Grade	Points
A+	9		B+	6		C+	3
A	8		B	5		C	2
A-	7		B-	4		C-	1

Field Trips

School-sponsored field trips are an extension of classroom instruction designed to enhance the educational program. Students must return a parent signed permission slip in order to participate. Most field trips require a fee as well as encourage and/or require parent participation as volunteer chaperones. Financial assistance is available for families who qualify. Parents should contact Westport Department of Human Services at 341-1069 or hsyouth@westportct.gov for more information. Snacks and other food items brought on field trips should be free of peanuts and tree nuts; students are not permitted to share food.

Financial Assistance for School Activities

The Westport Public Schools system is committed to providing every Westport resident's child enrolled in our schools with the opportunity to participate fully in all school activities, regardless of their family's ability to pay. Therefore, if your personal financial situation changes for reasons related to employment, marital status, health, or other unexpected circumstances, and you are unable to provide your children with the funds necessary for participation in field trips, musical instrument rentals, or other school-related events and activities, you are urged to contact your child's guidance counselor to advise him/her of your need for their assistance. All requests will be held in strict confidence.

Working with Private Sector Providers

The Westport Public Schools highly values the dedication and expertise of its faculty members who educate students in Westport's classrooms. Our teachers' primary responsibility is to focus on the students attending our schools.

To ensure our educators can devote their full time and energy to their students, please note the following guidelines regarding private service providers:

- **Direct Communication:** Teacher time and energy can be diverted when private service providers attempt to communicate directly with Westport teachers to seek student information, assignment details, or request classroom visits during school hours.
- **Teacher's Role:** In recognition of the invaluable resources Westport teachers bring to their work, they are not required or expected to communicate with or provide information to private service providers.
- **Classroom Visits:** Similarly, visits to Westport classrooms by private service providers and/or agencies are generally not permitted. The only exception is when such a visit is an essential part of the process for determining or developing programming for a student with special needs; visits of this nature must be approved by the school administration in advance.

Promotion to Ninth Grade

To be promoted to high school, eighth grade students are expected to achieve a passing grade in each of these core academic subjects: English, Language Arts, Mathematics, Science, and Social Studies. If, at the end of the third marking period, a student is failing one or more of these subjects for the year, the student's parents will be notified, and a meeting will be held with the student, his or her parents, grade level counselor and a school administrator to determine the following:

- If any of the student's course recommendations for high school should be changed
- If a RTI meeting needs to be called to discuss the student's difficulties and possible supports
- If the student should pursue opportunities to bolster their skills through a summer course

Distribution of Materials to Students or Parents

Materials that are not part of the approved curriculum may not be distributed by anyone to students in school, on school grounds or on school buses that are owned or leased by the Board of Education.

Library Media Center (LMC)

Students and staff can use a wide variety of resources; computers are available for student work and research. The LMC is open every school day from 8am-3:15pm. Please visit your school's LMC webpage for more information about our extensive resources. Students are welcome at any time to select and check-out materials using their student ID. Books may be borrowed for two weeks and may be renewed as needed. Library resources include:

- Internet-ready devices
- Extensive collections (fiction, non-fiction, media)
- WiFi
- Magazines; Graphic Novels
- Electronic card catalog and circulation system.
- Video viewing, editing, video cameras, tripods, microphones, associated equipment for digital video production
- Library resources may be accessed from home by going to the library page on our website.

Support Services

The Middle Schools offer special services for:

- Gifted and talented students.
- Students with special needs, physical or learning-related (More information can be obtained through your child's counselor).
- Students requiring special accommodations under 504.
- Students for whom English is not their native language (ESOL).
- Response To Intervention (RTI) services for math, literacy and organization needs.

School Counselor & School Psychologist Support

All students within a grade level are assigned to one grade-level counselor; each grade-level counselor rotates up with their cohort of students for all 3 middle school years.

School counselors are affiliated with grade level teams and provide individual and small group support to address academic and social needs.

The student, parent, teacher or administration may initiate contact with the school counselor.

Student Handbook/Program of Studies: Courses Taken by Middle School Students

Starting with the class of 2025, Algebra 1, Geometry, and world languages courses taken by middle school students at the middle schools will not be listed on a student's Staples transcript.

For the classes of 2023-2026, Algebra 2 Honors taken by middle school students at the high school will appear on the Staples transcript with a grade and will receive credit. Starting with the class of 2027, Algebra 2 Honors taken by middle school students will not be listed on a student's Staples transcript or receive credit.

Title IX: Westport Schools Non-Discriminatory Practices

In compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Westport schools do not discriminate in employment or in educational opportunity on the basis of sex, handicap, race, color, creed, religion, national origin, ancestry, marital status or sexual orientation.

The Director of Human Resources is responsible for coordinating efforts to implement these non-discriminatory practices. The phone number is (203) 341-1004. The statute requires annual posting of the statement of non-discrimination on the basis of sex and handicap since the population of both students and employees changes each year.

Standards of Behavior & Discipline

At Coleytown Middle School, our primary goal is to foster a positive, safe, and productive learning environment through proactive and responsive discipline. We guide students in making responsible choices, emphasizing personal growth and healthy social development.

Key Links

For a comprehensive understanding of our conduct policies, all CMS students, parents, and guardians should review the following resources:

- **Code of Conduct:** Pay particular attention to the introduction on pages 1-12 and the grades 6-8 section on pages 27-48: [Code of Conduct](#)
- [Connecticut School Climate Policy](#)
- [Challenging Behavior Reporting Form](#)
- [Investigation Form](#)
- [Response Process\(es\) Notification Form](#)

Addressing Misconduct

Any actions that undermine our school community will be addressed with seriousness and care. This includes, but is not limited to: discriminatory behavior, mean-spirited comments, inconsiderate or disrespectful conduct towards peers or staff, defacing or damaging school property, and all violations of our code of conduct. Our approach involves thorough investigation, policy review, and the implementation of restorative practices.

Consequences for misconduct may include restorative measures aimed at repairing harm, as well as formal disciplinary actions. We employ a progressive discipline model, meaning responses will vary based on the frequency and seriousness of the offense. Initial interventions may include, but are not limited to:

- Peer mediation with direct staff supervision and guidance.
- Phone calls to parents/guardians.

- Written and verbal apologies.
- Classroom-level detention assigned by individual teachers.
- Suspension (in-school or out-of-school).
- Recommendation for expulsion (in severe cases).

Core Expectations for a Positive Learning Environment

To maintain an environment that is safe, healthy, and conducive to learning, Coleytown Middle School, in cooperation with parents, expects all students to:

- **Comply with Regulations:** Adhere to all state, local, and school health, safety, and attendance regulations.
- **Show Respect:** Demonstrate courtesy and consideration for all members of the school community at all times.
- **Maintain Focus:** Behave in a manner that does not disrupt the educational process for themselves or others.
- **Follow Procedures:** Comply with classroom procedures and requirements.
- **Care for Property:** Respect and take responsibility for both school and personal property.
- **Appropriate Dress:** Maintain a clean, neat appearance and dress in a manner that does not interfere with school activities or create a safety hazard (e.g., clothing with lewd messages, innuendo, or promotions of alcohol/tobacco/drugs are prohibited).

Specific Student Conduct Expectations

Responsible students are integral to a thriving school community. Students are expected to:

- **Report Concerns:** Immediately find and inform an adult when there is an emergency or a student in need of help.
- **Respect Property:**
 - Treat everyone's personal belongings with care and respect.
 - Refrain from littering or vandalizing personal or school property.
 - Never steal items from classrooms, the cafeteria, peers, or possess stolen property.
- **Respect Learning:**
 - Ensure their behavior does not disrupt the classroom learning environment, the teacher, or other students.
- **Be Punctual and Responsible:**
 - Attend school and all classes punctually.
 - Arrive on time and never skip classes, appointments, or detentions.

- **Respond Appropriately to Staff:**
 - Follow the directions of all adult members of the school community.
 - Refrain from arguing about or ignoring a staff member's respectful request.
- **Exhibit Appropriate Cafeteria Behavior:**
 - Be considerate of other students, the cafeteria staff, teachers on duty, the cafeteria space, and the recess area and equipment

Westport Middle Schools Academic Integrity Policy

Philosophy: Westport Public Schools is committed to fostering an environment in which intellectual growth is rooted in the original thinking of every student. We uphold academic integrity as a standard that prioritizes the human element of learning, ensuring every student's growth is rooted in their own unique intellect and effort. While emerging technologies can serve as valuable tools for exploration, they must not replace the authentic voice and independent thinking required to master a subject. By producing work that is fundamentally their own, students build a foundation of self-reliance that is vital for success in a global society.

Responsibilities

I. Student Responsibilities:

- A. To understand and maintain the school's Academic Integrity Guidelines and the specific rules for each assignment.
- B. To complete all work, activities, and tests honestly and fairly.
- C. To keep the contents of tests and quizzes confidential. Do not share information about assessments with students in other sections.
- D. To demonstrate a clear thought process in all assignments. To prove your work is original, you may be required to submit brainstorming, rough drafts, or revision history logs.
- E. To ask for clarification: If you aren't sure if a resource (or AI*) is allowed, ask your teacher *before* submitting the work.

**Please refer to Artificial Intelligence Guidelines*

II. Teacher Responsibilities:

- A. To understand and maintain the school's Academic Integrity Guidelines.
- B. To clearly review the Academic Integrity Guidelines with students at the beginning of the course, include the Academic Integrity Guidelines in their syllabus, and present individual teacher assignment guidelines as applicable. A link should be posted on Google Classroom.
- C. their syllabus, and present individual teacher assignment guidelines as applicable. A link should be posted on Google Classroom.

- D. To have a supportive conversation, focused on accountability and reflection, with the student who violates a guideline.

III. **Administrator Responsibilities:**

- A. To understand, maintain, and enforce the school's Academic Integrity Guidelines.
- B. To assist teachers throughout the process.

IV. **School Counselor Responsibilities:**

- A. To support the student through the learning process.
- B. To work with the student on the reasons for the academic dishonesty and support them in making better decisions.
- C. To support conversations between student, teacher, family, and school administration.

V. **Parent/Guardian Responsibilities:**

- A. To understand and actively support the Academic Integrity Guidelines of the school community.
- B. To maintain the expectations outlined in the district civility policy.

Definition of Violations and Range of Consequences

This process encourages honest work and uses fair consequences to teach better habits. Academic Integrity violations are typically the result of cheating or plagiarism:

As defined by Westport Public Schools, cheating is the use of deceit or fraud and/or violating rules in a dishonest fashion. Plagiarism is passing off the ideas, work, or AI-generated content* of another source as one's own or using such material without proper credit or disclosure.

**Please refer to Artificial Intelligence Guidelines*

Academic Integrity violations fall under the [Westport Public Schools Code of Conduct](#) and will be categorized into A, B, or C violations at the discretion of the teacher. They are:

- **Category 'A' Violations refer to minor assignments (such as homework or classwork) and include, but are not limited to:**
 - Copying or sharing any minor assignment intended to be done independently.
 - Collaborating on a minor assignment in a manner inconsistent with the teacher's expectations of the assignment for individual or group work.
 - Using artificial intelligence* or other electronic tools in an unauthorized manner through the process and/or product of a minor assignment.
 - In the case of minor work plagiarized between students, if it is not clear which student did the original work and which student plagiarized the work, both students receive a Category 'A' violation.
- **Category 'B' Violations refer to major assignments (such as tests, quizzes, take-home exams, labs, projects, essays, assignments requiring multiple days to complete, etc.) and include, but are not limited to:**
 - Copying from another student's work or paper during an exam, test, or quiz.

- Talking to or communicating with another student during an exam, test, or quiz.
 - Using any unauthorized material or device during an exam, test, or quiz (including translators, calculators, electronic sources, etc.).
 - Attempting to represent someone else's work as your own or allowing others to do research or write an assignment.
 - Using artificial intelligence* or other electronic tools without teacher permission through the process and/or product of a major assignment.
 - Plagiarizing, including but not limited to:
 - Utilizing another person's ideas, opinions, or theories without acknowledgment of the source
 - Quoting another person's words, sentences, paragraphs, images, code, etc. or entire work without proper citation of the work
 - In the case of major work plagiarized between students, if it is not clear which student did the original work and which student plagiarized the work, both students receive a Category 'B' violation.
 - Repeated offense of a Category 'A' violation.
- **Category 'C' Violations refer to more egregious offenses, but are not limited to:**
 - Altering a returned quiz, test, or assignment to deceive the teacher about the student's performance on that assignment.
 - Stealing, scanning, or photographing exams, tests, or on-demand assignments.
 - Altering grades on a computer database or in a grade book.
 - Taking an exam for another student or permitting someone else to take a test for you.
 - Repeated offense of a Category 'B' violation.

**Please refer to Artificial Intelligence Guidelines*

Consequences may include, but are not limited to:		
Category A	Category B <i>or any second offense of Category A</i>	Category C <i>or any second offense of Category B</i>
The student: • must redo the assignment to demonstrate understanding of the material.** • will earn partial credit on the redone assignment. The teacher: • meets with the student to discuss the violation and review the Academic Integrity Guidelines. • calls parents/guardians to inform them of the incident.	The student: • must redo the assignment to evaluate understanding of the material.** • may receive a zero or grade reduction on the assignment, per the teacher's discretion. • may be referred to the school administration for consideration of disciplinary consequences. The teacher: • meets with the student to discuss the violation and review the Academic Integrity Guidelines. • calls parents/guardians to inform them of incident. • notifies the student's administrator and counselor, and the teacher's department coordinator The administrator: • meets with the student to review the Academic Integrity Guidelines and to discuss additional consequences.	The student: • must redo the assignment to evaluate understanding of the material, if applicable.** • will receive a zero on the assignment. • may be referred to the school administration for consideration of disciplinary consequences. The teacher: • meets with the student to discuss the violation and review the Academic Integrity Guidelines. • calls parents/guardians to inform them of incident. • notifies the student's administrator and counselor, and the teacher's department coordinator The administrator: • determines if additional consequences are necessary. • meets with the student to review the Academic Integrity Guidelines and to discuss additional consequences.

**** Note:** *If the student fails to complete the assignment, there may be further consequences per the discretion of the teacher and administrator.*

Artificial Intelligence Guidelines

This section outlines the appropriate use of AI tools for educational purposes.

AI should be used to enhance learning, not as a replacement for learning. Therefore, the use of any AI tools should be done responsibly, ethically, and safely.

There will be three different “levels” of acceptable AI use in educational settings, determined by individual teachers. The default level is **RED**. Levels are as follows:

RED - Students are NOT permitted to use AI tools at any stage of the assignment.

YELLOW - Students have limited access to AI tools when completing the assignment. Students must follow specific instructions prescribed by the teacher and use only district-approved AI applications determined by the teacher. Instructions will be given regarding the use of AI by the teacher at their discretion. Citations for AI use need to follow the most recent style and citation guidelines.

GREEN - Students are permitted to use district-approved AI tools at their discretion when completing this assignment. Use of AI must be labeled/cited according to teacher guidelines.

Other Key Guidelines:

- Misuse of AI tools for assignments will be considered an Academic Integrity violation.
- Students must remember that any AI-generated material may not always be accurate and should verify the content of their work and its credibility.
- Students should not enter personal information into AI tools

Selling Items in School

- Personal commerce is prohibited in our public school and on our school buses. Students may not sell items in school, ex. Students may not bring candy into school to sell to students; ex. students may not bring collectible items such as footwear or trading cards into school to sell to others.
- All fundraisers associated with CMS are required to have prior approval by the principal or their administrative designee.

Guidelines for Appropriate Student Dress at School

Learning how to dress appropriately is an essential life skill that our adolescent students should acquire; parents play a central role in this development learning process. At CMS, students express personal choice in dress and we ask that our students and families respect the learning environment in our school and standards for attire. At CMS, we expect students to dress for school by wearing attire commensurate with our safe learning environment.

The Westport Schools encourage students to dress in a manner that demonstrates pride in themselves and in their school. The school district requires that attire be safe, appropriate to the activity, and not distracting or disruptive of the educational program. The following guidelines apply to all regular school activities:

- Shoes appropriate for school activities must be worn at all times. Footwear standards are maintained for the prevention of accidents and injury. High-heeled shoes or sandal styles that make walking, running or other activities less safe for students are discouraged.
- Clothing and jewelry should be safe and free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate violence, racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
- No clothing, article of clothing, or manner of wearing clothes that is inappropriately revealing is permitted. Underwear should not be visible.
- Clothing or jewelry which is distracting, or disruptive to the educational program, or which poses a threat to the physical well-being and safety of the student or others, shall not be worn on campus or at school activities.
- Parents are advised to be sure that students have outerwear appropriate to the weather and to the activities they will engage in, e.g. warm clothes for recess, rain/snow boots when needed and appropriate clothing in inclement weather.
- The principal and staff at each school may establish additional dress and grooming regulations, when necessary, for regular school activities and /or for times when students are engaged in extracurricular or other special school activities.
- Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.
- Principals may confiscate inappropriate attire and provide a suitable substitute if available, and/or phone home to inform parents that a change of attire must be provided.

Required Attire for Physical Education

Students are required to change clothes for physical education class. Items include: sneakers and socks, athletic shorts and a white crew-neck T-shirt (short or long sleeved). Students are expected to bring home their PE attire to launder on a regular basis. Long athletic pants and sweatshirts are recommended for colder weather. For safety, jewelry should not be worn and long hair should be secured back.

Health & Safety

School Nurse and Medications

The school nurse is on duty in the nurse's office from 8:30 am until 3:30 pm daily.

Medication: If you require medication at school, your parents must provide written authorization signed by them and your doctor. Medication must be in the original container. Medication

authorization forms are available in the CMS health office, online (<http://cms.westportps.org/general/health-services>) or at your doctor's office. While students may not carry medications at school, self-administration of inhalers or Epi-Pen are acceptable with authorization from your doctor, parent and school nurse. A renewed doctor's order is required each school year for each medication.

Excuse from Gym and Physical Activities: Excuse from physical education requires a doctor's note submitted to the health office. The note should describe specific limitations and the duration of absence from PE and physical activities. Note, being excused from PE for one or two days may be possible with a note from a parent or guardian, however this is subject to the judgment of the CMS Head Nurse.

Emergency Medical Contact Information

Accidents or illnesses that occur on the bus or on school property should be reported to the school nurse immediately.

In the event of illness or accidents during the school day, parents (or designated person) will be contacted at the telephone numbers listed on the Emergency Medical Form.

The nurse will administer first aid, and prompt medical attention will be secured when necessary.

Snack & Food Allergies

Students are permitted to bring snacks to school and on field trips. Although the middle schools do not have a designated "snack time" some grades do permit students to eat a small snack during class as long as it does not interrupt instruction (see team leader). Students are responsible for cleaning up after themselves and are not permitted to share food with their peers. We kindly request that snacks and foods brought to school or on field trips be free of peanuts and tree nuts. Parents should notify the nurse of any known food allergies their child has. Students with food allergies should take precautions by not accepting food from other students and only eating the foods brought from their home and/or approved by their parents.

No Balloons in School! Latex Allergy Alert; Mylar Pollution Alert

- This ban applies to all school events and school activities taking place in the school building or on school grounds.
- No Latex balloons or products are permitted at school; as some students have severe latex allergies.
- No Mylar Balloons Permitted in School or on School Grounds at Any Time - Westport is situated on the shoreline of Connecticut. Mylar decomposition can take up to four years giving it plenty of time to cause harm especially to shoreline bird species. Mylar balloons are composed of synthetic nylon with a metallic coating; they are non-biodegradable, and therefore altogether banned from our schools.

Communicable Disease and Illness/Injury Management

The school nurse will ask parents/guardians to pick up a student who has symptoms of illness or an injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical doctor. In an emergency, 9-1-1 will be called for immediate transportation to the hospital. To safeguard the health of all students, we ask parents to monitor their children for possible communicable diseases and to follow these guidelines:

Staying home from school:

- To safeguard the health of all students, we ask parents to monitor their children for possible communicable diseases. Students should stay home if they have:
- fever over 100;
- an undiagnosed rash;
- vomited in the past 24 hours;
- more than one episode of diarrhea;
- copious yellow/green mucus discharge from nose;
- a severe earache, with or without fever;
- a severe sore throat with symptoms indicating possible strep throat;
- conjunctivitis (pink eye) with discharge;
- an active infestation of head lice;
- a communicable illness;
- an undiagnosed skin wound, sore or lesion that appears infected (is red, swollen or draining fluid).

Students must remain home:

- For 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication;
- After a throat culture-until the results are available (regardless of physician advice);.
- For 24 hours after their first dose of antibiotic for the treatment of strep throat; For 24 hours after vomiting has ended;
- For 24 hours following treatment for bacterial conjunctivitis or conjunctivitis with discharge;
- Until adequately treated for head lice, scabies, or other infestation, communicable illness or skin infection, and assessed by the school nurse; or have been assessed by a

physician and determined to be non-communicable. A physician's note may be required for return to school based on nursing judgment.

Administration of Medication:

- No medication will be administered to a student unless the written order of an authorized prescriber (other than a parent/guardian) and the signed authorization of a parent or guardian Westport Public Schools medication form and both are on file in the school. Parents must provide written permission for the exchange of information between the prescriber and school nurse necessary to ensure safe administration of such medication. Medication must be delivered to the school nurse in the original pharmacy container by a responsible adult. Students may not carry or transport medication or keep it in lockers or desks, except for students who have a chronic health condition requiring rapid administration of a medication (e.g., albuterol, epinephrine, insulin) may have a plan for self-administration if authorized in writing by the (1) prescriber, (2) parent or guardian, and (3) school nurse. Students who have a self-administration plan must transport the medication to and from school each day, maintain it on or in the immediate vicinity of their person at all times, and use it appropriately according to instructions. Self-administration of a controlled drug is never permitted.

Voluntary Student Accident Insurance:

- Voluntary Student accident insurance is available to all students; please go to the Westport Public Schools website for further information.

Parent Responsibilities

Attendance Policy

Attendance in class is an integral part of a student's total educational experience. Daily attendance and punctuality are essential for your child's educational success. Therefore we ask that families make every effort to schedule appointments after school hours and to avoid taking family vacations when school is in session.

Daily attendance, timeliness and punctuality are required and essential for your success; consistent school attendance is the law and an integral part of your educational experience. Therefore, our expectation is that you and your family make every effort to attend school regularly, arrive on time, schedule personal and medical appointments after school hours and avoid taking family vacations when school is in session. The State Board of Education has issued a definition of "attendance" for children attending public schools in Connecticut; a student is considered to be "in attendance" if present at school, or an activity sponsored by the school (ex. field trip), for at least half of the regular school day (4 hours minimum at Middle School).

Absences from school beyond 9 days will require a doctor's notes to be considered excused. Students attending school for less than four (4) hours on any given school day shall be recorded as absent. Connecticut's truancy law mandates an active role for schools in ensuring the regular attendance of all school children. This law imposes requirements for greater parental responsibility and obliges boards of education to refer truant students to the courts. Attendance is checked daily; parents and guardians will be notified when you are absent from school. If you are going to be absent, your parents should leave a message on the Attendance HotLine before 9am.

Truancy

Any student that accrues 10 unexcused absences within the school year or 4 unexcused absences in one month are considered truant and will be subject to administrative action.

Parent Responsibilities

The Connecticut State Law regarding parental duties and obligations relating to their children and regular school, section 10-184, provides that each parent, or other person having control of a child 7 years of age or older and under 16 years of age, shall cause the child to attend school regularly during the hours and terms the school is in session. Parents have access to student's daily attendance through PowerSchool Parent Portal. Parents are expected to monitor their child's attendance and cooperate with the school policy and rules regarding attendance. Parents are expected to review the procedures and definitions pertaining to student attendance.

Westport Middle Schools Responsibilities

Effective July 1, 1991, Connecticut legislators passed a law, Public Act 91-202, outlining specific mandates for public schools. All of the mandates outline early intervention efforts, as well as last resort action in dealing with truants.

Reporting Your Child's Absence or Late Arrival

Powerschool Attendance Monitor

How to Use Attendance Monitor:

1. Log in to PowerSchool (please note, this feature is not available in the app).
2. Select the child for whom you need to report an absence.
3. On the left-hand side, choose the **Attendance Monitor**.  Attendance Monitor
4. Click **Report New Attendance**.
5. Enter the **Absence Date** (leaving the second date blank to report for today only)
6. Select a **Reason** for the Absence from the drop-down.

7. Select if **this absence for the whole day?** Yes or No

If **No** is selected for **Late Arrivals only**, select the time range.

8. In the explanation field, please provide general information, such as:

- Fever
- Cold Symptoms
- Gastrointestinal Issues (stomach ache)
- Doctor's appointment
- Click Submit.

9. Click **Submit**.

Note: To **cancel** reported attendance for a future date, click **Edit** to the left of the entry, change the reason to **XX CANCELED XX** and click **Update**

CMS Attendance Hotline 203-341-1699

Excused Absences

In accordance with the law, and pursuant to Westport Board of Education's attendance policy, an excused absence is any absence which meets the following standards:

- Personal illness
- Health related appointments that cannot be scheduled outside regular school hours
- Religious observances
- Court appearances
- Death in the family
- Family emergencies

Procedure for Excused Absences

Cases of repeated parental-excused absences (five or more non-consecutive absences in a marking period) are to be handled by the principal or delegated agent. Excessive absences may result in a conference with the parent and a follow-up letter to resolve the situation.

Procedures for Unexcused Absences:

Absence for reasons other than those listed above are considered unexcused. Four unexcused absences within 4 weeks or 10 unexcused absences within a school year is considered truancy and will be addressed accordingly. Excessive absences may result in the following:

Conference with the parent and a follow up letter to resolve the situation

Referral to appropriate agencies including CT Department of Children & Family Services

Tardy (Late to School) Procedure

Any child who arrives at homeroom after 8:30 am must report to the main office to obtain a tardy pass which he/she will hand into the classroom or homeroom teacher. (This does not apply to students who arrive late to school because of a bus.) Students are responsible for being punctual. All incidents of tardiness, excused or unexcused, are recorded on a child's attendance record.

Procedure for Excused Tardiness to School

Cases of repeated 'serial' tardiness to school (more than five non-consecutive within a marking period) are to be handled by a school administrator or delegated agent and may result in the following course of action, appropriate to the case:

- Conference with the parent and a follow up letter to resolve the situation
- Disciplinary action as needed

Procedure for Unexcused Tardiness to School

In case of repeated unexcused tardiness to school, the following courses of action, which are appropriate to the situation,

may be taken:

- Conference with the parent and a follow-up letter to resolve the situation
- Disciplinary action as needed
- Consultation or referral to other appropriate agencies including CT Department of Children and Family Services

Procedure for Unexcused Tardiness to Class

In case of repeated unexcused tardiness to class, the following courses of action, which are appropriate to the situation,

may be taken:

- Three incidents of tardiness to a specific class in a marking period will result in one central detention. Parents will receive a phone call from an administrator
- Conference with the parent and a follow-up letter to resolve the situation
- Detention or in-school suspension

Consequences of Missed Work, Homework and Make-Up Work

Students absent because of illness or other legitimate reasons for no more than two consecutive days, will usually not be given special homework, but will instead check online for assignments, receive help from their teacher upon their return to school, either in class, before or after the school day per the teacher's discretion. Students will be allotted extra time to make up work (e.g. homework, tests, etc.) missed on account of illness per teacher discretion.

When a student's absence on account of illness, injury or other legitimate reasons extends to three or more consecutive days, special homework may be provided if requested or the situation necessitates additional communication between school and home. Parents may arrange for special homework by notifying the team leader; when the work is ready, parents will be notified to pick it up in the Middle School main office.

In accordance with Westport Board of Education policy, in cases of extended absences due to illness or injury, the district may provide homebound instruction. This is processed directly through the district-level Pupil Service Office.

K-8 students are not penalized by the school for absences due to family vacations or travel. That is, they are not given zeros for work missed. Depending on the teacher's judgment of the value of the make-up, either they are not required to make up specific tests or projects, or they are given time to complete the projects and are permitted to make up the tests after an appropriate time. If as a result of absences, a child needs extra help, teachers are not required to provide it on their own time. If special tutoring is needed as a result of elective absence, any cost incurred would be the responsibility of the parents, not the school.

Nine Excused Absences OR Repeated Unexcused Absences (Four or more unexcused in one month or ten or more absences in a school year) are to be handled by the building administrator in one of the following courses of action appropriate to the situation.

Conference with the parent/student and school staff to resolve the situation, implement supports/consequences or referrals if necessary and follow up with a letter to parent/student with CT State BOE Definitions for Excused and Unexcused Absences. Conference with the parent/student (and other appropriate support staff) to resolve the situation and a follow up letter and CT State BOE Definitions for Excused and Unexcused Absences. May also include:

- Home/School Visit with appropriate support staff.
- Consideration for referral to PPT, RTI/SST, Counseling or 504
- Consultation or referral to other appropriate agencies including CT Department of Children & Family Services.

- Disciplinary consequences (detention or in-school suspension)
- Other strategies appropriate to address attendance issues

Early Dismissal Notes

If you need to leave school early, please deliver a note with a brief explanation signed by a parent or guardian to the main office before 8:30am. The main office will provide you with an early dismissal pass to leave class several minutes before your pickup time; the extra minutes will allow you to visit your locker before reporting to the main office; parents and guardians must come to the main entrance of the school to sign you out of school.

ELECTRONIC RESOURCES/INTERNET

Use of Computers & Network: Student Conduct

The Board of Education policy on the use of electronic resources holds students responsible for good behavior on school computer networks, and in their use of other electronic resources, in classrooms and other school facilities. Students are prohibited from using the internet or other electronic technology, whether on or off campus, to interfere with the educational process in any way.

Prohibited uses include but are not limited to:

- Sending or posting any form of harassing, threatening, or intimidating messages or statements (e.g., website postings, instant message), at any time, to any person (such communications may also be a crime);
- That threaten students, staff or administration;
- That are falsely attributed to others;
- That are intended to ridicule, harass, humiliate or intimidate another student;
- That are intended to ridicule, harass, humiliate or intimidate staff members or administrators;
- That is defamatory of students, staff members or administrators.
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Interfering with the school district's computer systems, including but not limited to unauthorized access into or interference with district computer systems;
- Interfering with communication by teachers or administrators with parents or guardians, including but not limited to blocking or intercepting email or other electronic communications;
- Downloading or modifying computer software of the district in violation of the district's license agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folder, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;

- Transmitting or receiving email communications or using computer systems for any personal purpose or non- educational purposes, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- Cyberbullying;
- Accessing or attempting to access social network sites (e.g. Facebook, Twitter, MySpace, etc.) without legitimate educational purposes.

Acceptable Use Agreement (AUA): Students and their parents are required to sign an AUA prior to students' access to the network. This agreement must be renewed annually. Students' use may be monitored to assure compliance. If you are new to the Westport school system, or if your child is entering grades three, six or nine, you will receive a grade-appropriate form from your school. Please sign and return it to your child's school immediately. Students who violate the policy and/or the AUA may be denied access to computers and to the school system's network.

Internet Filtering: We have installed filtering software at the elementary, middle school, and high school levels that, with a high degree of effectiveness, bars access to inappropriate sites. However, no filtering software is 100% foolproof. Therefore, despite this safeguard, and although students are supervised when using these resources, the possibility still exists that a youngster may gain access to material that the school officials and you may consider inappropriate or not of educational value. This contingency is noted on the AUA. For their protection, students are cautioned never to provide personal information on the internet. Parents are advised to monitor their children's home use of the internet.

Permission to Audio/Video Record

No audio or videotaping of classrooms or other educational activities for non school-related purposes is permitted, except by prior arrangement, with the express consent of the teacher and the permission of the principal.

Cell Phones/Other Devices

Students in elementary school may not display or use communication devices such as cell phones from the time they arrive at school, until the instructional day is over for all students. These devices must be turned off during this period.

At the middle school level, the same restrictions apply, with the exception of special circumstances where a school official approves such use.

Violation of this rule will result in disciplinary measures as well as confiscation of the communications device.

The use of handheld devices such as personal digital assistants (PDAs), ipads and laptop computers may be allowed with the consent of a supervising adult.

Cell phones, airpods and other electronic devices will be kept in the student's locker. Students are discouraged from wearing smartwatches as they create distraction in the classroom for the students and their classmates.

Consequences for Device Use Aligned with Policy 5114 (Student Discipline):

Offense	Consequence
First Offense	Device brought to the Main Office and held until dismissal.
Second & Subsequent Offenses	Device brought to Main Office; parent/guardian must retrieve the device. Additional school-based disciplinary measures may apply.

Student Hallway Lockers

- All students will be assigned their own lockers, which should be kept locked at all times.
- Students are not to share locker combinations.
- The school is not responsible for articles stored in lockers.
- Students should not bring money or valuables to school.
- The school is not responsible for lost or missing items.
- Students are responsible to report broken locks or locker difficulty should be reported to the office.
- Pictures or stickers within the interior or on the exterior are not permitted.

Daily Operations

The School Day

- The official school day is 8:30 a.m. to 3:15 p.m.
- Students may enter the building at 8:00am if prior arrangements have been made with the appropriate teacher(s).
- The office is open from 7:45am to 3:45pm
- Half-day schedule students are dismissed at 11:30 a.m.

Cancellations, Delayed Openings and Emergency Closing Information

Emergency closings, delayed openings, and cancellation of school for inclement weather and other reasons are:

- Broadcasted on local radio stations and television

- Announced via the School Messenger parent alert telephone and email messaging system

Dropping off forgotten items during the school day

At the middle school level, we encourage parents and guardians to refrain from dropping-off forgotten items during the school day, however sometimes this is unavoidable. At CMS, there are drop-off carts located outside at the main entrance; when dropping-off an item, please use the intercom located outside the main entrance to communicate with main office staff. The main office staff will not interrupt classroom instruction to deliver messages, lunches, assignments; students may not be contacted during classroom instruction to retrieve items that were left at home. All dropped-off lunches will be brought inside school staff and made available in the cafeteria during lunch waves; please be sure to write your child's first and last name and grade level on the lunch. Students are permitted to pick up delivered items during lunch or passing time between classes.

School Lunch

Well-balanced breakfasts and lunches are offered daily by our food service at reasonable prices. You may purchase a hot or cold breakfast or lunch, or bring a breakfast, lunch or snack from home. The school food service continues to update lunch offerings to comply with health standards and students' culinary interests. Students are expected to clean-up their lunch supplies and tables by discarding trash and recycling items. During each lunch period, halfway through, there is an opportunity to stay in the cafeteria, visit the library media center (LMC), or go outdoors for recess. For students with specialized dietary needs and restrictions, parents must contact CHARTWELLS FOOD DINING SERVICES, Bob Neilson - Director of Dining Services, Tel: 203-341-2431, Email: bneilson@westportps.org

Students can purchase food and beverage using the online payment system:

myschoolbucks.com

Lunch Account Code - Online Payment System

MySchoolbucks is a debiting system where students have their own individual school lunch account. Payments into this system may be made by cash or check with no fees. A major debit or credit card can be used to load funds into your child or children's accounts by following the steps below:

- Simply go to the district website at www.westportps.org
- Click on the Parents link and then the Food Services link.
- Click on the mySchoolBucks.com link. From this site, you will create a new account or enter your existing account and can add money to your child's school meal account. All

you need is your child's name, student ID number and school Zip code. The instructions to set up your account can be found on the Food Services web page and will guide you through the easy online account set up process.

- If you have more than one child in the District, you can handle all online prepayments from the same online account.

If there is a negative balance in your child's account he/she will not be allowed to use the debit system for purchasing lunch. Cash, of course, can always be used to purchase lunch until the negative account balance has been paid for and a positive account balance has been created.

Unauthorized Food Deliveries to Students Are Prohibited

Middle School students are prohibited from placing food orders from outside vendors during the school day. Deliveries directly from restaurants or through 2nd party delivery services (ex. UberEats, GrubHub, DoorDash and the like) and similar food delivery services are not permitted during the school day.

Free/Reduced Lunch Program

Westport Public Schools participate in the U.S. Department of Agriculture's (USDA) program for Free and Reduced Price Lunch. The program provides economically priced and nutritionally balanced lunches each school day. The USDA has provided Menu Planning Options to meet nutrient standards as outlined in the School Meals Initiative for Healthy Children. Free and Reduced Price Lunch application packets, which determine eligibility for the program, are sent out annually and are available at each school. Only one application is required per household.

Telephone Access

Students are not permitted to use cell phones during school hours.

If students need to make a phone call they may use a telephone in the main office.

Custody

It is necessary that school records be accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. The school needs proof of custody arrangements on file, so please supply a divorce decree and the current summary of custody arrangements to the school office. The school will dismiss students only to the parent who has documented custody.

Change of Address & Contact Information

If there is a change in your residence, phone, email or other information necessary to reach you in case of emergency, please inform the school promptly so that up-to-date information is on file. Call the Main Office.

Parent Conferences

Conferences with teachers or school counselors can be initiated by parents, students, teachers, counselors, or the administration at any time during the school year. For alphabetical listing of teachers, see the school webpage.

Parent Concerns: Protocol for Addressing Problems

Parents are to first contact the classroom teacher to discuss issues that may arise. If needed, parents can reach out to their child's teaching team leader or school counselor depending on the nature of the issue. Parents are expected to follow this stepwise process prior to contacting the team leader, school counselor then grade-level administrator. Teachers can be reached by phone or by email.

School Buses and Vans

Bus schedules are published in a local newspaper a week before school opens in the Fall. For additional information, call the transportation coordinator at (203) 341-1754. For Late, No Show, or Lost Items please contact First Student Bus Company at (203) 293-0574. While on the bus, children are under the authority of the bus driver and should cooperate fully. Video monitors have been placed on all buses and are randomly operated to ensure proper behavior. The privilege of riding a bus may be revoked due to inappropriate behavior. Repair of damage to a bus by a student is the financial responsibility of the student and or their guardian. Students are to get on/off at their assigned bus stop.

NOTICE: It is illegal to pass a bus that has stopped to pick up or drop off students on or off school property.

Bus Routes and Assignments

For reasons of safety based on the nature of the Town's roads and lack of sidewalks in most areas, all students in grade K-8 and most high school students are eligible for bus transportation to and from school. Bus Routes are developed annually by the Transportation Coordinator. Information is available online at www.westportps.org

Transportation Concerns

Questions or complaints about school transportation services or safety issues should be directed to the Transportation Coordinator, Room 301, Westport Town Hall, (203) 341-1754. If a satisfactory resolution is not reached, a parent may appeal to the Assistant Superintendent for Business: (203) 341-1001. Subsequent appeal levels are:

- Superintendent of Schools

- Board of Education
- State Department of Education

Bus Driver Behavioral Concerns

Should be communicated to the Westport Bus Transportation Coordinator (203-341-1754) and the Principal. Upon receipt of the complaint, the Westport Bus Transportation Coordinator will communicate by telephone and by email to the First Student Bus Terminal Manager with specific instructions to remove the driver as soon as possible from service until First Student, in the presence of our Bus Transportation Coordinator, has completed its investigation into the concerns.

Safe Riding Practices for Buses

- To reinforce our efforts in school; please review the following safe riding practices:
- Be at the designated bus stop on time and wait for the bus in a safe place.
- Do not board the bus until it is completely stopped and enter the bus in an orderly manner.
- Follow the instructions of the bus driver and general school rules.
- Keep the aisle clear at all times - remain seated, quiet and orderly.
- Keep head and arms inside the bus and never throw anything out of the window.
- Be courteous to the driver and to other students.
- Be alert to traffic when leaving the bus.
- Your child will be removed from the bus for a specified period of time if poor behavior continues. Remember to take all personal belongings when exiting the bus.
- No food or drinks are allowed to be consumed on the school bus.

Lost and Found - Two Locations in CMS

- Student clothing and school materials should be labeled with the student's name.
- The main Lost and Found area is located in the Cafeteria; there is a secondary lost and found located in the main office for wallets, keys and electronics.
- Students who have lost belongings should check the Lost and Found area.
- Articles that are not claimed within a reasonable amount of time will be donated to charity.

Clubs & Activities

The Middle Schools offer a wide range of clubs and activities, which commonly meet before or after school; clubs and activities are open to all current registered students. The availability of programs vary from year to year depending upon staff availability and student interest; updated

information is made available to students short after the start of the school year and updated throughout the school year as needed. Visit your home school's website and pay attention to announcements for updates.

Contact Information & Communication

First Student Bus Company (203) 293-0574

Transportation Coordinator (203) 341-1754

Superintendent (203) 341-1010

Director of Pupil Services (203) 341-1253

Curriculum & Instruction (203) 341-1009

Continuing Education (203) 341-1206

Snow Line (203) 341-1766

CMS Attendance Line (203) 341- 1699

CMS Main Office (203) 341- 1600

Parent Tech Help Desk Access

E-mail address: parenthelpdesk@westportps.org

Phone: (203) 341-1214

Coleytown Middle School webpage <https://cms.westportps.org>

Westport Public Schools webpage <https://www.westportps.org>

Revised September 2026